

Operational Risk Assessment for Returning Students to School (Autumn 2020)

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 17th June 2020 as follows:
Guidance for Schools: Coronavirus (COVID-19)

ASSESSMENT CONDUCTED BY:	FEF	JOB TITLE:	Headteacher	COVERED BY THIS ASSESSMENT:	Staff, students, contractors, visitors, volunteers
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DATE OF ASSESSMENT:	09 November 2020 Updates highlighted	REVIEW INTERVAL:	As required	DATE OF NEXT PLANNED REVIEW:	December 2020
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RELATED DOCUMENTS

Government 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/covid-19-stay-at-home-guidance>
- <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/guidance/coronavirus-covid-19-getting-tested>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

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

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AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
1. ESTABLISHING SYSTEMS TO KEEP SCHOOL OPEN					
1.1 NET CAPACITY					
All students return with social distancing guidelines applied according to guidance	HIGH Impact: Major Likelihood: Possible	<ul style="list-style-type: none"> All students to return to enable compliance with government guidance. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support students when not at school with remote learning at home. 	YES	<p>Year bubbles in place at KS3 and 4. KS5 as a bubble.</p> <p>Staggered starts/ends to school day for KS3 & KS4.</p> <p>Staggered break and lunches.</p> <p>Social areas limited. Designated social spaces in place.</p> <p>Normal curriculum in place.</p>	LOW Impact: Severe Likelihood: Possible
1.2 ORGANISATION OF TEACHING SPACES (LINK 3.2)					
Classroom organisation reviewed to support reduced spread	HIGH Impact: Major Likelihood: Possible	<ul style="list-style-type: none"> Classroom layout reviewed. Class sizes and timetables/staffing amended in line with government guidance. Groups assigned to one classroom and students to one desk for the school day. Classrooms re-modelled, with chairs and desks facing forward and no clutter. Spare furniture removed from desks so they cannot be used. Clear signage displayed promoting social distancing. The year group stays together and does not mix with other students. 	YES	<p>School zoned for most efficient use of facilities.</p> <p>Year groups designated to particular areas of school - bubbles.</p> <p>Circulation of students limited to essential moves.</p> <p>Classroom clutter cleared to allow for better and more efficient cleaning.</p> <p>Cross-bubble areas, whilst limited in number, have sanitising stations and cleaning materials for student use before and after use.</p>	LOW Impact: Minor Likelihood: Possible
Large spaces need to be used as classrooms	HIGH Impact: Major Likelihood: Possible	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. 	YES	<p>Space analysis undertaken for large spaces.</p> <p>Best use of spaces to be considered.</p>	LOW Impact: Severe Likelihood: Possible

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		<ul style="list-style-type: none"> Design layout and arrangements in place to enable social distancing. 		<p>Half-year assemblies to be held when required in largest spaces.</p> <p>Chairs sited to allow for social distancing in larger areas if required.</p>	
1.3 AVAILABILITY OF STAFF AND CLASS SIZES (LINK 4.2)					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Possible</p>	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised if required. 	YES	<p>Formal simplified staff survey issued. Requests for individual updates to a member of SLT / HR Manager.</p> <p>Regular monitoring of absence in place.</p> <p>Testing arrangements published for staff as part of survey and staff bulletin.</p> <p>Individual contacts made with staff to ascertain status where required.</p> <p>Shielding ends but staggered arrival at work might be possible for some staff.</p> <p>Staff to switch off tracing element of NHS Track and Trace whilst at work.</p>	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Remote</p>
1.4 PRIORITISING PROVISION					
The continued prioritisation of vulnerable students and the children of critical workers will be required should the school move to tiers 2-4	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Possible</p>	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school should there be a move to tiers 2-4. Pastoral and SEND support are deployed wherever possible to support prioritised students. Efforts continue to improve the attendance of vulnerable students and those from disadvantaged backgrounds. 	YES	<p>Focus on Year 7 getting off to a good start in school.</p> <p>Encourage non-engagers to be in school following safety briefings.</p> <p>Deployment of SEND staff to support students to be planned.</p> <p>Consider wider list of vulnerable students to check attendance at school.</p>	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Remote</p>

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				Ensure that self-isolating students can access work whilst at home. IT support provided where required.	
1.5 THE SCHOOL DAY					
The start and end of the school day create risks of breaching social distancing guidelines	LOW Impact: Minor Likelihood: Possible	<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 students are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any movement. Attendance patterns have been optimised to ensure maximum safety. 	YES	<p>KS3 starts at 08:25, KS4 at 09:25. KS5 runs a longer day.</p> <p>School pedestrian gates held open for arrivals.</p> <p>Designated gates used for bubbles.</p> <p>External signage in place to direct students and remind about COVID safety measures until routines are in place.</p> <p>Walk on left inside buildings - system in place.</p> <p>Signage in place.</p>	LOW Impact: Minor Likelihood: Remote
1.6 PLANNING MOVEMENT AROUND THE SCHOOL (LINK 3.3)					
Movement around the school risks breaching social distancing guidelines	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. Walk on left systems are in place where possible. 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 students around school is minimised as much as possible, with students staying in classrooms and staff moving round. 	YES	<p>Safety briefings for students and staff in place ahead of lessons starting.</p> <p>Walk on left system in place to avoid dividing corridors.</p> <p>Where possible student movement is largely outside the building.</p> <p>Various signage in place.</p> <p>Display screens set with reminders.</p> <p>Pinch point identified in main school and management will be in place.</p>	LOW Impact: Minor Likelihood: Possible

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		<ul style="list-style-type: none"> Lesson change overs are staggered to avoid overcrowding. Students are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 		<p>Students will be based in one teaching room and staff move, except for specialist provision at KS4 & 5.</p> <p>Break and lunch break to be staggered.</p> <p>Duty rota modified.</p> <p>Limited physical assemblies.</p> <p>Tutor sessions reintroduced from 09.11.2020 to support wellbeing and learning.</p>	
1.7 CURRICULUM ORGANISATION					
Students will have fallen behind in their learning during school closures and achievement gaps will have widened	HIGH Impact: Severe Likelihood: Probable	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Exam syllabi are covered. Plans for intervention are in place for those students who have fallen behind in their learning. 	YES	<p>Curriculum Areas to plan for the identification of missing work and for catch-up programmes.</p> <p>Catch-up funding to be planned and utilised once available.</p> <p>Full curriculum to be delivered.</p> <p>No physical trips/ventures in order to reduce risk and to maximise curriculum time. Virtual experiences can be planned to support learning.</p>	MEDIUM Impact: Severe Likelihood: Possible
Extra-curricular activities	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Lockdown II guidance, initially suggested no additional activities. This has subsequently been revised. 	YES	<p>A protocol is in place to maintain additional activities through the normal school day, whilst ensuring COVID-19 safety.</p> <p>Protocol is available to staff and on request to other stakeholders.</p>	LOW Impact: Minor Likelihood: Remote
1.8 STAFF WORKSPACES (LINK 3.11)					

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Staff rooms and offices do not allow for observation of social distancing guidelines	HIGH Impact: Major Likelihood: Remote	<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 briefing on the use of these rooms. 	YES	<p>Offices configured to maintain social distancing.</p> <p>Staff room furniture removed / reconfigured to allow for social distancing.</p> <p>School Hall to be set up as a staff work area and for refreshments through the school day.</p> <p>Some office moves to accommodate work spaces.</p> <p>Perspex screens in place for any work areas where this may be required.</p>	LOW Impact: Minor Likelihood: Remote
Staff work areas / classrooms	LOW Impact: Severe Likelihood: Remote	<ul style="list-style-type: none"> Operating a clear-desk policy to allow for frequent and easier cleaning of work areas. Staff to wipe down their own work areas at the start and end of working sessions. 'Hot-desking' is allowed, subject to proper cleaning. 	YES	<p>Staff are required to de-clutter work areas.</p> <p>Staff must maintain a clean work area at all times and if "hot-desking" clean areas before and after use.</p> <p>Staff not designated to individual classrooms.</p>	LOW Impact: Minor Likelihood: Remote
1.9 MANAGING THE SCHOOL LIFECYCLE					
Limited progress with the school's calendar and workplan because of COVID-19 measures	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> School calendar for the 2020-21 year rationalised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	YES	<p>Calendar rationalised.</p> <p>SLT planning in place.</p> <p>Staff recruitment in place.</p> <p>Curriculum / timetable in place with a shadow timetable also available should reverting to normal working be possible.</p>	LOW Impact: Severe Likelihood: Remote
Amendments to the school year as issues develop	LOW Impact: Minor	<ul style="list-style-type: none"> Regular communications with the parents/carers are in place, including letters, newsletters and online broadcasts. 	YES	Website tiles updated to reflect on-going priorities.	LOW Impact: Minor

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	Likelihood: Remote	<ul style="list-style-type: none"> Website updates are frequent and re-organised to suit needs. 		The school day kept under review to maximise time for learning and to ensure that the school runs efficiently.	Likelihood: Remote
Change to calendar to meet guidance and to allow maximum time for curriculum engagement	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> Virtual tours of the school are available for parents and students. Parents Evenings to be run remotely. 	YES	Open Day / Evening Planning includes Virtual tours and welcomes in place. Expectations Evenings to be run remotely. Parents Evenings to be remotely run.	LOW Impact: Minor Likelihood: Remote
Contingency Planning for partial opening of schools	LOW Impact: Minor Likelihood: Probable	<ul style="list-style-type: none"> Planning to be in place by the end of September for tier 2 restrictions. Planning for tiers 3 & 4 to be in place as soon as practicable. 	YES	See separate Contingency Planning document.	LOW Impact: Minor Likelihood: Remote
1.10 GOVERNANCE AND POLICY (LINK 9.1)					
Governors are not fully informed or involved in making key decisions	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> Online meetings are held with governors. Governing bodies are involved in key decisions on reopening or partial closure. Governors are briefed regularly on the latest government guidance and its implications for the school. 	YES	Regular discussions held between Chair / Vice Chair and HT. Documentation circulated from SLT as appropriate.	LOW Impact: Minor Likelihood: Remote
1.11 POLICY REVIEW					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	LOW Impact: Severe Likelihood: Possible	<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, students, parents and governors have been briefed accordingly. 	YES	Behaviour in place Fire Safety in place. First Aid in place. Medical Conditions in place. Safeguarding in place. Additional procedures in place for symptomatic children / staff.	LOW Impact: Minor Likelihood: Remote

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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	LOW Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: Staff Students Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	YES	<p>All communications have been put in place with key stakeholders.</p> <p>Increased communications with LA beyond usual academy comms.</p> <p>Website updated with COVID "tiles"; Twitter account frequently utilised for comms.</p> <p>Parent App in place for comms.</p> <p>Meetings continue on various platforms.</p>	LOW Impact: Minor Likelihood: Remote
1.13 STAFF INDUCTION, CPD AND UPDATES					
Staff are not trained in new procedures, leading to risks to health	HIGH Impact: Major Likelihood: Possible	<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: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	YES	<p>See link to policy updates.</p> <p>An updated COVID-19 (September version) Handbook is in place.</p> <p>First day procedures have been circulated.</p> <p>Remote induction procedures for new staff have taken place.</p> <p>Various COVID safety briefings have taken place for all staff.</p>	LOW Impact: Minor Likelihood: Possible
New staff are not aware of policies and procedures prior to starting at the school when it reopens	HIGH Impact: Major Likelihood: Possible	<ul style="list-style-type: none"> Induction programmes are in place for all new staff - either online or in-school - prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	YES	Staff directed to read updates in the staff bulletin as they arise.	LOW Impact: Minor Likelihood: Possible

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1.14 FREE SCHOOL MEALS – PARTIAL CLOSURE					
Students eligible for free school meals do not continue to receive vouchers on the days that they are not in school	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that students eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. Source of vouchers will depend on numbers self-isolating. 	YES	<p>Welfare Officer monitors new fsm eligibility.</p> <p>Return to school should mean fsm students are well catered for.</p> <p>Those self-isolating will be provided with food deliveries or vouchers.</p>	LOW Impact: Minor Likelihood: Remote
1.15 RISK ASSESSMENTS					
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.	HIGH Impact: Major Likelihood: Possible	<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 students enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	YES	<p>Risk assessment complete ahead of the autumn term.</p> <p>See section 10 for additional school specific and individual RAs.</p> <p>In initial phase - limited and controlled practical work undertaken by KS4 & 5 students.</p> <p>Subject specific analysis of risk to be undertaken.</p> <p>Risks being constantly assessed as the term progresses and as advice is updated.</p>	LOW Impact: Minor Likelihood: Possible
1.16 TRANSPORT NETWORK (LINK 3.10)					
Changes to bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality and do not align with staggered start and departure times	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> The details of how students will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. The details of staff travel are known. 	YES	<p>Students encouraged to walk or cycle.</p> <p>Bike sheds have designated stands for each cyclist to avoid contamination.</p> <p>Public transport coverage is extensive and varied so further liaison on specifics is challenging. Advice from SW Railways published.</p>	LOW Impact: Minor Likelihood: Possible

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				Staff and students informed to wear face coverings when using public transport. Work underway with Local Authority to limit vehicle access to the roads around the school at the start and end of the school day.	
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 deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	YES	School was deep cleaned and areas closed off on lockdown. Amended cleaning regime in place with additional cleaning during the school day. Cleaning materials also available to staff. Cleaning materials available to students in cross-bubble areas. Various locations have cleaning materials or student use. All working areas to be tidied by staff and cleaning materials to be provided for staff work spaces which must be cleaned before and after use.	LOW Impact: Minor Likelihood: Possible
2.2 HYGIENE AND HANDWASHING					
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their	HIGH Impact: Major Likelihood: Probable	<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	New soap dispensers and toilet roll holders installed. Sanitisers in place in strategic venues for staff and visitors.	LOW Impact: Minor Likelihood: Possible

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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. 		<p>Additional sanitisers installed September 2020 for student use.</p> <p>Students can bring their own sanitisers but they will be directed to regular hand washing facilities.</p> <p>Changing Room toilet refurbished to increase facilities.</p> <p>All toilets have been deep cleaned.</p> <p>Daily routines for cleaning to be amended.</p>	
Students forget to wash their hands regularly and frequently	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> Staff training includes the need to remind students 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. 	YES	<p>Students required to wash hands on arrival to school / before eating and after using the toilet.</p> <p>Reminders given and supervised where possible.</p> <p>Message boards to be updated.</p> <p>Notices in toilets as reminders.</p> <p>COVID-19 Safety posters in place.</p>	LOW Impact: Minor Likelihood: Possible
2.3 CLOTHING/FABRIC					
Not wearing clean clothes each day may increase the risk of the virus spreading	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by students and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	YES	<p>Uniform/kit: returns to normal for the autumn term.</p> <p>Staff: returns to dress code for autumn term.</p> <p>Situation will be monitored within reasonable expectations.</p> <p>PE/Games kit to be changed into for lessons as more hygienic than alternatives.</p>	LOW Impact: Minor Likelihood: Possible

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The use of fabric chairs may increase the risk of the virus spreading	MEDIUM Impact: Severe Likelihood: Possible	<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	<p>Replaced reception chairs.</p> <p>Replace staffroom chairs.</p> <p>Classroom staff chairs to be cleaned.</p>	LOW Impact: Minor Likelihood: Possible
2.4 TESTING AND MANAGING SYMPTOMS					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	YES	<p>Testing guidance published to all staff.</p> <p>Updated guidance published as testing widened.</p> <p>Kits provided to schools from PHE for emergency use by students and where testing centres may be unavailable.</p> <p>Testing efficiency tracked to monitor testing availability and time for results.</p>	LOW Impact: Minor Likelihood: Possible
Infection transmission within school due to staff/students (or members of their household) displaying symptoms	HIGH Impact: Major Likelihood: Probable	<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 student or staff displaying symptoms at school. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or students is reported to governors. 	YES	<p>Scenarios are provided to staff as part of the COVID Handbook.</p> <p>PHE advice is that if a child/member of staff is identified as being symptomatic, they should not attend school and should be directed to have a test. Advice from school updated to include seeking GP or NHS 111 advice prior to going for a test.</p> <p>Only if they test positive should the wider children in that bubble be considered for isolation, and this will usually be picked up through PHE or the track and trace programme.</p> <p>The advice is that we do not act until there is a positive test as this will be an ongoing disruption to education.</p>	LOW Impact: Minor Likelihood: Possible

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Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> Staff, students 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 students as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	YES	<p>Scenarios have been provided to staff in the COVID Handbook.</p> <p>Advice has been given to parents in communications (letters, website, twitter) and on a start of term advice sheet.</p> <p>Parents/carers informed about the need for good communications.</p> <p>Communications are frequently updated.</p> <p>Protocols in school have been updated to minimise the numbers of students needing to be sent home. This has been done in conjunction with PHE.</p>	LOW Impact: Minor Likelihood: Possible
Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> Staff, students 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 students as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	YES	<p>Guidance on confirmed cases has been given to staff and will be updated for students and parents / carers.</p> <p>Updates will be provided.</p>	LOW Impact: Minor Likelihood: Possible
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	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	YES	<p>First aid training has taken place for a number of support staff to increase coverage.</p> <p>DSL training is up-to-date. Needs to take place for additional staff to increase coverage.</p>	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
2.6 MEDICAL ROOMS (LINK 3.7)					
Medical rooms are not adequately equipped or configured to maintain infection control	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	YES	<p>Social distancing in place for staff.</p> <p>Only one person to be seen in medical at a time. Signage / waiting chairs are in place.</p> <p>Additional waiting area to be designated should someone become COVID symptomatic - JHIs office (with staff supervision).</p> <p>Cleaning regime to be in place.</p>	LOW Impact: Minor Likelihood: Possible
2.7 COMMUNICATION WITH PARENTS					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and student handbooks created. 	YES	<p>Communications in place via updated website / social media / emails.</p> <p>Communications are frequent and updated as required.</p> <p>Parent advice sheet circulated for the start of the autumn term.</p> <p>Attendance on return over 95%.</p>	LOW Impact: Minor Likelihood: Possible
Parents / carers may not fully understand their responsibilities should a child show a symptom of COVID-19	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	YES	<p>Updated communications take place in line with guidance, to keep information flow to parents / carers.</p> <p>Individual calls will take place as required.</p> <p>Medical Tracker updated to include "notifiable diseases" and a bespoke tracker in place to track possible and actual cases.</p> <p>Daily attendance monitoring in place to spot trends.</p>	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
2.8 PERSONAL PROTECTIVE EQUIPMENT (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	HIGH Impact: Major Likelihood: Probable	<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. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	YES	<p>PPE provided for welfare and site staff. Training in place for removal and disposal of PPE via short PHE videos.</p> <p>Cleaning and catering contractors to have PPE provided by their companies.</p> <p>Supplies of gloves, masks, face shields and aprons are freely available for all staff if required.</p> <p>First Aid kits / defibrillator all have a PPE kit for use by any first aider.</p> <p>Note: no evidence of transfer of virus on letters / parcels.</p> <p>Note: virus can remain live on steel / plastic for up to 72 hours.</p>	LOW Impact: Minor Likelihood: Possible
Changing advice	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> Use of face coverings to be in place for schools in local lockdowns. No further recommendation of using face coverings. 	YES	<p>Visors (face shields) available for staff who wish to use one.</p> <p>Other face coverings can be worn by staff/students as a personal choice.</p>	MEDIUM Impact: Minor Likelihood: Possible
3. MAXIMISING SOCIAL DISTANCING MEASURES					
3.1 STUDENT BEHAVIOUR					
Students' behaviour on return to school does not comply with social distancing guidance	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing consistently. 	YES	<p>Messages are clear to students in protocols for return, which have been sent home and on arrival as school through notices, electronic display screens and staff vigilance.</p>	MEDIUM Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
		<ul style="list-style-type: none"> The movement of students around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents / carers reinforce the importance of social distancing. 		<p>Staff protocols are issued for those supervising students.</p> <p>Break and lunchtimes are supervised and constant reminders are given.</p> <p>The behaviour policy has been amended in line with the school's 'Ready Respectful Safe' mantra.</p> <p>Supervising staff monitor breaches.</p> <p>Comms to parents / carers are frequent.</p> <p>There is no "active play" at break or lunch to minimise contact.</p>	
3.2 CLASSROOMS AND TEACHING SPACES (LINK 1.2)					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	HIGH Impact: Major Likelihood: Possible	<ul style="list-style-type: none"> Home base arrangements in place. Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 students per class). Chairs not in use have been removed from classrooms or stacked out of the teaching and learning spaces. Arrangements are reviewed regularly. 	YES	<p>School zoned for most efficient use of facilities.</p> <p>Out of bounds to students - areas delineated.</p> <p>Year groups designated to particular areas of school.</p> <p>Circulation of students limited to essential moves and take place outside the building where possible.</p>	LOW Impact: Minor Likelihood: Possible
3.3 MOVEMENT IN CORRIDORS (LINK 1.6)					
Social distancing guidance is breached when students circulate in corridors	MEDIUM Impact: Severe Likelihood: Possible	<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. 	YES	<p>Safety briefings for students and staff in place ahead of lessons starting.</p> <p>Walk on left system in place to avoid dividing corridors.</p> <p>Various signage in place.</p>	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
		<ul style="list-style-type: none"> Any pinch points/bottle necks are identified and managed accordingly. The movement of students around school is minimised as much as possible. Where possible, students stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Students are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 		<p>Display screens set with reminders.</p> <p>Pinch point identified in main school and management will be in place.</p> <p>Students will be based in one teaching room and staff move, except for specialist provision at KS4 & 5.</p> <p>Break and lunch break to be staggered.</p> <p>Duty rota modified.</p> <p>Limited physical assemblies - half year group maximum.</p> <p>No tutor session.</p>	
3.4 BREAK TIMES					
Students may not observe social distancing at break times	HIGH Impact: Severe Likelihood: Probable	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Students are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels are in place to support social distancing. 	YES	<p>Break times are staggered.</p> <p>External areas designated to bubbles.</p> <p>Food distribution also designated to set serving points.</p> <p>Supervision levels are in place according to the number of students on site.</p> <p>Wet/cold break protocols are in place.</p>	MEDIUM Impact: Minor Likelihood: Possible
3.5 LUNCH TIMES					
Students may not observe social distancing at lunch times	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Students are reminded about social distancing as lunch times begin. Students wash their hands before and after eating. Dining area layouts have been configured to ensure social distancing. 	YES	<p>Reminders are in place for students.</p> <p>Hand washing is required before eating.</p> <p>Lunchtimes are staggered.</p> <p>External areas designated to bubbles.</p>	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
		<ul style="list-style-type: none"> • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, students eating in classrooms or other spaces. • Guidance has been issued to parents and students on packed lunches. • Eating areas are cleaned after lunch. 		<p>Food distribution also designated to set servery points.</p> <p>Packed lunches - will be eaten outside weather allowing (gym if not).</p> <p>All areas are cleaned after use.</p> <p>See separate RA for CucinA.</p> <p>Wet/cold lunch protocols are in place.</p>	
3.6 TOILETS					
Queues for toilets and handwashing risk non-compliance with social distancing measures	<p>MEDIUM</p> <p>Impact: Severe</p> <p>Likelihood: Possible</p>	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Students know that they can only use the toilet one at a time. • Students 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. • Students are reminded regularly on how to wash hands. 	YES	<p>Toilets are designated to year group bubbles around the school.</p> <p>PE toilets refurbished to accommodate a year group.</p> <p>External supervision in place where possible.</p> <p>Cleaning regimes are in place.</p>	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Possible</p>
3.7 MEDICAL ROOMS (LINK 2.6)					
The configuration of medical rooms may	<p>MEDIUM</p> <p>Impact: Severe</p> <p>Likelihood: Possible</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. 	YES	Social distancing in place for staff safety purposes.	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Possible</p>

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
compromise social distancing measures		<ul style="list-style-type: none"> Additional rooms are designated for students 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. 		<p>Only one person to be seen in medical at a time. Signage / waiting chairs to be in place.</p> <p>Cleaning regime to be in place.</p> <p>Additional waiting area designated should someone become symptomatic.</p>	
3.8 RECEPTION AREA					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	YES	<p>Signage to be in place outside reception, indicating a maximum of two people / visitors at a time (unless a family unit).</p> <p>Perspex screen is in place to protect reception staff.</p> <p>Deliveries to be managed from reception.</p> <p>New non-fabric chairs in place.</p>	LOW Impact: Minor Likelihood: Possible
Visitors	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Visitors to the school are minimised. 	YES	<p>Visitors required to sign in and leave contact details for tracing purposes if required.</p> <p>QAR code available for those wishing to log in electronically.</p> <p>Visitors must wear face coverings and observe other safety measures.</p>	LOW Impact: Minor Likelihood: Possible
3.9 ARRIVAL AND DEPARTURE FROM SCHOOL					
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. 	YES	<p>Start and finish times are staggered to manage arrivals and departures.</p> <p>Parents / carers are not allowed on site and are asked not to congregate</p>	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
		<ul style="list-style-type: none"> Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 		<p>outside the school gates at the start or end of the school day.</p> <p>Signage is in place on arrival to indicate COVID safety.</p> <p>Request made to LBH for implementation of "School Streets" scheme to minimise parent congregation at gates.</p>	
3.10 TRANSPORT (LINK 1.16)					
The use of public and school transport by students poses risks in terms of social distancing	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Guidance is in place for students and parents / carers on how social distancing can be observed on public transport. This includes advice on the use of face coverings if students are travelling with children other than from their own class. 	YES	<p>Students encouraged to walk or cycle.</p> <p>Public transport coverage is good so no need for further liaison.</p> <p>Students/staff to wear face coverings when using public transport as in guidance issued to parents / carers.</p> <p>Cycle sheds have racks designated for students.</p>	LOW Impact: Minor Likelihood: Possible
3.11 STAFF AREAS (LINK 1.8)					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	HIGH Impact: Major Likelihood: Remote	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	YES	<p>Offices configured to maintain social distancing.</p> <p>Staff room furniture removed / reconfigured to allow for social distancing.</p> <p>Work areas remodelled and some office moves take place to allow for staff work areas.</p>	LOW Impact: Minor Likelihood: Remote
3.12 STAFF MEETINGS					

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
Face-to-face meetings provide a potential for increased risk	HIGH Impact: Major Likelihood: Remote	<ul style="list-style-type: none"> Where possible internal meetings are conducted on Teams. Meetings with external agencies and partners conducted remotely. Visitors to the school restricted to essential meetings. 	YES	<p>Weekly staff briefing on Teams.</p> <p>SLT Briefings and Meetings on Teams.</p> <p>SLT Core Meetings occasionally face-to-face in a well-ventilated and socially distanced classroom.</p> <p>External stakeholder meetings held in socially distanced location on site.</p>	LOW Impact: Minor Likelihood: Remote
4. CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS					
4.1 STUDENTS WITH UNDERLYING HEALTH ISSUES					
Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	HIGH Impact: Major Likelihood: Possible	<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 students' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of students with underlying health conditions. 	YES	<p>Reminders about the need for us to be aware of medical conditions that fit the different categories are communicated regularly to parents / carers.</p> <p>Medical register for students updated as required.</p>	MEDIUM Impact: Severe Likelihood: Possible
4.2 STAFF WITH UNDERLYING HEALTH ISSUES (LINK 1.3)					
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	HIGH Impact: Major Likelihood: Possible	<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. 	YES	Staff health survey undertaken with 100% response rate and definitions of clinically vulnerable and extremely clinically vulnerable clear (with links to advice).	LOW Impact: Minor Likelihood: Remote

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
		<ul style="list-style-type: none"> Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 		<p>Consider whether to increase caution beyond government advice.</p> <p>Follow-up conversations undertaken with a number of staff.</p> <p>Scenarios have been provided to staff.</p> <p>Expectation is that all staff will return to site. Individual risk assessments can be undertaken where required.</p>	
5. ENHANCING MENTAL HEALTH SUPPORT FOR STUDENTS AND STAFF					
5.1 MENTAL HEALTH CONCERNS – STUDENTS					
Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	MEDIUM Impact: Minor Likelihood: Probable	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support students with mental health issues. There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/student briefings. Resources/websites to support the mental health of students are provided. 	YES	<p>Wellbeing resources have been publicised and published during the lockdown period, including a number of updates and remain live on the website.</p> <p>On-going support provided on the return to school.</p> <p>Staff designated to support individual students who may be struggling to return to school, through the pastoral system.</p> <p>External agencies deployed if required.</p>	LOW Impact: Minor Likelihood: Possible
5.2 MENTAL HEALTH CONCERNS – STAFF					
The mental health of staff has been adversely affected during the period	MEDIUM Impact: Minor	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	YES	Wellbeing resources have been published and promoted.	LOW Impact: Minor

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
that the school has been closed and by the COVID-19 crisis in general	Likelihood: Probable	<ul style="list-style-type: none"> 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. 		<p>Wellbeing support has been available for identified staff and adjustments made.</p> <p>Staff to identify issues to line manager should the need arise.</p>	Likelihood: Possible
Working from home can adversely affect mental health	MEDIUM Impact: Minor Likelihood: Probable	<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 students who need to stay at home. 	YES	<p>Should we return to working from home, there will continue to be daily contacts in place.</p> <p>Work plans have been in place.</p> <p>Encouragement to take breaks has happened during holiday and weekends.</p> <p>This can be enhanced during remote learning.</p>	LOW Impact: Minor Likelihood: Possible
5.3 BEREAVEMENT SUPPORT					
Students and staff are grieving because of loss of friends or family	MEDIUM Impact: Minor Likelihood: Probable	<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	<p>Contact systems in place for all.</p> <p>Signposting to support available has been implemented.</p>	LOW Impact: Minor Likelihood: Possible
6. MAINTAINING EDUCATIONAL PROVISION FOR ALL CHILDREN AND CHILDREN OF KEY WORKERS AND THOSE DEEMED VULNERABLE					
6.1 MAINTAINING PROVISION					
Educational provision must still be maintained for priority children should the school move to tiers 2, 3 or 4	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. 	YES	<p>All guidance being followed and school remains open.</p> <p>Parental liaison has continued.</p>	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
		<ul style="list-style-type: none"> The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 		<p>Tracking and risk assessments in place.</p> <p>Provision beyond term time available through the Local Authority if required and this has been publicised.</p> <p>Increasing access for vulnerable children.</p> <p>Attendance monitored on a daily basis.</p> <p>Contingency planning for tiers 2-4 to be in place as soon as possible.</p>	
Return to school and ensuring catch-up programmes	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> Current government guidance is being followed. Assessments made of those students who might not return to school. Curriculum assessments made to identify gaps in learning and missed work. 	YES	<p>Pastoral teams identify any missing students following student briefing sessions.</p> <p>Curriculum teams identify missing learning and learning plans will be modified accordingly.</p>	LOW Impact: Minor Likelihood: Possible
Learning Support Assistants	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> LSA need to continue to provide small group and individualised support for students returning to school. Safety needs to be assured for individualised working. 	YES	<p>LSAs to wear PPE when working in close proximity to a student. As a minimum this should include a face shield.</p> <p>LSAs must sit side on with a student and maintain some form of social distancing, preferably at 1m+</p>	LOW Impact: Minor Likelihood: Remote
7. OPERATIONAL ISSUES					
7.1 REVIEW OF FIRE PROCEDURES					
Fire procedures are not appropriate to cover new arrangements	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: Reduced numbers of students/staff 	YES	<p>The risk of fire continues to be deemed to be remote.</p> <p>The opportunity has been taken for some site changes, including PAT</p>	LOW Impact: Minor Likelihood: Remote

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
		<ul style="list-style-type: none"> 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 students have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 		<p>testing (June 2020) and new LED lighting in the Sports Hall.</p> <p>The Fire Policy has been amended to allow for social distancing.</p> <p>The senior leader on site acts as the Evacuation Leader and staff on site as Fire Marshalls.</p> <p>Classroom and corridor doors should be open to avoid student / staff touching handles unnecessarily and closed if there is a fire alarm.</p> <p>Doors can be shut at the end of the sessions.</p>	
Fire evacuation drills - unable to apply social distancing effectively	LOW Impact: Minor Likelihood: Remote	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	YES	<p>Drill has been undertaken in the autumn term with social distancing in place.</p> <p>Assembly points will remain as bubbles.</p>	LOW Impact: Minor Likelihood: Remote
Fire marshals absent due to self-isolation	LOW Impact: Minor Likelihood: Remote	<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	<p>Staff on site will cover the role of Fire Marshall.</p>	LOW Impact: Minor Likelihood: Remote
7.2 MANAGING PREMISES ON REOPENING AFTER LENGTHY CLOSURE					
All systems may not be operational	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	YES	<p>The school has remained open with site staff maintaining systems and ensuring developments have been made.</p> <p>System checks have been brought forward whilst school has only a few students.</p>	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
Statutory compliance has not been completed due to the availability of contractors during lockdown	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	YES	Statutory tests up-to-date, including water testing and cleansing.	LOW Impact: Minor Likelihood: Possible
7.3 CONTRACTORS WORKING ON THE SCHOOL SITE					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	LOW Impact: Minor Likelihood: Possible	<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, students and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	YES	New arrangements have been put in place for any contractors on site, including specific entrances; lone working or family group working and social distancing / PPE.	LOW Impact: Minor Likelihood: Possible

AREAS FOR CONCERN	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION/COMMENTS	RESIDUAL RISK RATING (H/M/L)
Staff belongings	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> Personal belongings to be kept to a minimum on site. Essential belongings to be stored in offices (where appropriate) or staff lockers, so that cleaning can be efficient and effective. 	YES	<p>New staff lockers purchased to increase capacity.</p> <p>New staff trays purchased to reduce the risk of contact with old pigeon-holes.</p>	LOW Impact: Minor Likelihood: Possible
8. FINANCE					
8.1 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	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of- year forecast which factors them in has been produced. The finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors. 	YES	<p>Register of additional costs maintained and reclaims have and will be made.</p> <p>Savings also considered in balance of expenditure.</p>	LOW Impact: Minor Likelihood: Possible
9. GOVERNANCE					
9.1 OVERSIGHT OF THE GOVERNING BODY (LINK 1.10)					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its 	YES	<p>Regular discussions held between Chair/Vice Chair and HT.</p> <p>Briefings circulated to governors as required.</p> <p>Summer term meeting held remotely and remote meetings planned for the autumn term.</p>	LOW Impact: Minor Likelihood: Remote

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		<p>statutory obligations in addition to covering the school's response to COVID-19.</p> <ul style="list-style-type: none"> 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. 			
10. ADDITIONAL SITE-SPECIFIC ISSUES AND RISKS					
SETTINGS TO ADD ANY SITE-SPECIFIC ISSUES/ARRANGEMENTS HERE AND ENSURE MITIGATION STRATEGIES ARE IN PLACE TO ADDRESS THEM					
Bike Sheds - Staff	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> The bike shed doors and racks will be cleaned down prior to staff return. Additional racks to the right of reception are also available. The lock will need frequent wiping down. 	YES	<p>Staff are encouraged to walk or cycle to school and not to use public transport or cars.</p> <p>The staff bike sheds can accommodate 16+ cycles and additional.</p> <p>Staff are to use the same rack each day (name tags to be applied).</p> <p>Spray cleaner to be used to disinfect the lock handle after use.</p>	LOW Impact: Minor Likelihood: Possible
Bike Sheds - Students	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> The bike shed can accommodate well over 100 cycles. The door will be open prior to student arrival and closed after KS4 arrivals. The door will be unlocked prior to student departure to avoid touching the handle / lock. 	YES	<p>Students are encouraged to walk or cycle to school and not to use public transport or cars.</p> <p>Students are to use the same rack each day (name tags have been applied).</p>	LOW Impact: Minor Likelihood: Possible
Water Fountains	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> All water fountains have been identified and cleaned. The majority of them have been shut off so as to avoid the spread of the virus. 	YES	Fountains currently out of action and some water filling points have been put in place.	LOW Impact: Minor Likelihood: Possible

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		<ul style="list-style-type: none"> They will be periodically flushed for hygiene reasons. Bottle filling fountains (Dining Hall and main quad) will remain open to allow students to fill their bottles. 		Students have been encouraged to bring their own water bottles to school - filling stations available.	
Staff Showers	LOW Impact: Minor Likelihood: Possible	<ul style="list-style-type: none"> Staff are encouraged to walk or cycle to school. Should a member of staff wish to use the shower facility then this will need to be booked, so that cleaning can be organised. 	YES	Notice into the Staff Bulletin and the COVID handbook. Cleaning materials in place.	LOW Impact: Minor Likelihood: Possible
Telephones	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> School telephones can, in various locations, be used by a range of different members of staff. Regular handwashing is the best way to avoid the spread of the virus and staff should, for communal phones, wash their hands before and after use. For individual phones, staff should again wash their hands frequently and also clean their telephones at the start and end of the working period. 	YES	Information provided in the COVID Handbook.	LOW Impact: Minor Likelihood: Possible
Photocopiers	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Photocopiers are located in: AVA (2); Front Office; New Block; Library; Near 207. Regular handwashing is the best way to avoid the spread of the virus and staff should, for communal copiers, wash their hands before and after use. Disinfectant spray / wipes will be available near copiers so that keypads can be cleaned frequently. 	YES	Photocopying for learning must be dramatically reduced and Teams and OneNote used for student resources. The school office copier is only to be used by admin staff. The copiers in AVA should, as far as possible, only be used by the AVA technician. This will reduce risks of spreading infection and will require staff to plan photocopying ahead of time. Staff are required to sanitise before and after use.	LOW Impact: Minor Likelihood: Possible
CucinA / Dining Hall	MEDIUM Impact: Severe	<ul style="list-style-type: none"> CucinA have in place their own extensive group risk assessment for food production and staff safety. 	YES	The dining hall will be closed for upgrade during the autumn term.	LOW Impact: Minor

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	Likelihood: Possible	<ul style="list-style-type: none"> Additional measures for student safety on the school side of service are in place. Students will be required to wash their hands before entering the dining hall. Queuing will be organised to ensure social distancing and no more than 2 students will be allowed in the servery at one time. Trays and metal cutlery - both pre-washed will be individually placed and wrapped ahead of service for individual students. Service will take place at the counters. Students will not be allowed to handle any food items unless purchasing them. The finger scanner will be optional and subject to sanitising before use. Till staff can look up each student and bill them in the usual manner, for those that do not wish to use the biometric reader. Seating arranged to allow for social distancing. 		<p>Break and lunchtimes staggered.</p> <p>Students will attend serving points in their year group bubbles.</p> <p>Duty staff will monitor queuing, purchasing of food and socially distanced seating areas.</p> <p>An amended menu is in place with a grab-and-go service.</p> <p>An enhanced cleaning regime will be in place in between services and at the end of service.</p> <p>One till operational per bubble - social distancing by queuing away from the till.</p> <p>Eating takes place outside where possible and when the weather allows. See protocol for wet/cold weather breaks.</p>	Likelihood: Possible
Eye Washing	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Eye washing stations need to remain operational, even when science and other practicals are not taking place. Stations are available in the science rooms and in welfare. Staff need to be safe should the need arise where a student or member of staff needs an eye wash. 	YES	<p>PPE will be provided at each eye wash station.</p> <p>Staff must wash hands before putting PPE on. PPE to included apron, goggles and gloves.</p> <p>At the end of the intervention, PPE must be disposed of properly and the on-line accident book completed.</p>	LOW Impact: Minor Likelihood: Possible
Library Books	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Reading needs to be encouraged for all students. At the start of lockdown, books were issued to students. All books returned need to be quarantined for 72 hours (3 days) prior to going back into circulation. [The risks for 	YES	<p>In and Out doors need to be clearly marked and signed once the library becomes operational. This will not take place on return.</p> <p>An online service has been provided for students.</p>	LOW Impact: Minor Likelihood: Possible

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		<p>paper/card are 24 hrs and plastic covered books 72 hrs.]</p> <ul style="list-style-type: none"> Browsing books can only take place virtually, from home or by using a computer terminal. Cleaning of the computer terminals needs to take place after each individual use. 		<p>A screen needs is installed on the reception desk to provide a physical barrier for the librarian.</p> <p>Only one person can be on the desk at one time.</p> <p>Signage needs to be in place around the library.</p> <p>Old signage has been removed from walls and COVID Safety signage installed.</p> <p>All “clutter” needs to be removed from the library and storage arranged if required.</p> <p>A booking system will be in place for library use.</p> <p>A cleaning regime is in place for terminals.</p>	
Lifts	<p>MEDIUM</p> <p>Impact: Severe</p> <p>Likelihood: Possible</p>	<ul style="list-style-type: none"> School lift to only be used in certain pre-prescribed situations with limited staff access. Staff keys limited. 	YES	<p>Use limited to student/staff medical needs.</p> <p>Use limited to science techs for any practical equipment.</p> <p>Cleaning materials in each lift for surface wipe down after use.</p>	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Possible</p>
Withdrawal Room	<p>MEDIUM</p> <p>Impact: Severe</p> <p>Likelihood: Possible</p>	<ul style="list-style-type: none"> Room used for withdrawal of students. 	YES	<p>Limited numbers use facility at any one time.</p> <p>Desks well-spaced.</p> <p>Room zoned for “bubbles”.</p> <p>Resources quarantined for 3-days for later use.</p> <p>Registers maintained.</p>	<p>LOW</p> <p>Impact: Minor</p> <p>Likelihood: Possible</p>

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Detentions	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Reduced in number but required to support behaviour policy. 	YES	Seating plans in place. Numbers limited according to room/space available.	LOW Impact: Minor Likelihood: Possible
Curriculum Resources	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> DT - practical work will be allowed for KS4 & 5 in distinct and individualised work spaces. Ar - practical work will be allowed for KS4 & 5 in distinct and individualised work spaces. And utilising all three art rooms. For KS3 practical work will be set so that delivery can take place in the form group classroom. En - no shared resources outside of bubbles. Books numbered for specific students. Mu - sanitising equipment before and after use. Dr - sanitising chairs / equipment if required. PE - practical will take place after the first lesson and will be outside doing activities that minimise the need for social contact. Equipment is being sanitised before and after use. 	YES	PE - students will change in re-designated areas (more space); deemed better than being in sports kit all day (outdoor wet weather / sweat being health issues). Sporting guidance being followed. Sport with more than 6 students will continue, as education currently exempt for sporting guidance. Extra-curricular sport continuing in bubbles.	LOW Impact: Minor Likelihood: Possible
	MEDIUM Impact: Severe Likelihood: Possible	<ul style="list-style-type: none"> Science - checks required prior to re-starting and advice on practical subjects. See Senior Sc Tech (TRO) for further information. Computing - sanitising and wiping down being undertaken by students in lessons. Gloves being worn by students as a personal choice. Stock of goggles (previously donated to NHS) need re-stocking. Order made. 	YES	Guidance for science departments returning to school after an extended period of closure CLEAPSS Guide to doing practical work in a partially reopened school Sanitising stations installed outside computing rooms.	LOW Impact: Minor Likelihood: Possible
Peripatetic Music Lessons	MEDIUM Impact: Severe	<ul style="list-style-type: none"> The possibility of peripatetic music lessons is currently under review, both with regard to equipment and venue. 	NO	Peripatetic lessons have resumed with safety measures in place.	LOW Impact: Minor

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	Likelihood: Possible				Likelihood: Possible
Heating Ventilation and Air Conditioning Systems During Cold Weather	HIGH Impact: Major Likelihood: Probable	<ul style="list-style-type: none"> Natural ventilation best (opening external doors, vents and windows) and where appropriate internal temperatures can be maintained. Systems to draw in fresh air rather than re-circulated air to remain operational. 	YES	Windows open in all rooms to avoid need for systems to be operational. Mech Vent systems in Hums and new block draw in fresh air. Air Con if operational set to re-circulate.	MEDIUM Impact: Severe Likelihood: Possible
Ventilation		<ul style="list-style-type: none"> Partially opening doors and windows to provide ventilation whilst avoiding draughts. 		When the weather is cold or windy, external doors will be closed during lesson times. They will be open during break and lunch periods, to purge the indoor environment. Door handles will need to be periodically cleaned. Classroom and office windows and doors are to be kept open, or partially open, as much as possible, but be mindful of working temperatures. Where they are not open at all times, classrooms and working spaces must be purged by opening windows and doors at least every hour or at lesson changeover. Preferably purging should take place every 30 minutes. Corridor windows should be kept closed in periods of cold or cold windy weather.	
		<ul style="list-style-type: none"> Open high-level windows in preference to low level windows to prevent draughts. 			
		<ul style="list-style-type: none"> Purge spaces by opening windows, vents and external doors (between classes, during break and lunch or when rooms are unused). 			
Temperature		<ul style="list-style-type: none"> Suitable additional clothing to be worn. Be mindful of vulnerable students. 		Instructions given to staff and students regarding appropriate clothing, which should still be school uniform. Recommend vests / jumpers. Coats not to be worn inside classrooms.	

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		<ul style="list-style-type: none"> Seating plans adjusted to accommodate individual student / staff preferences re 		Seat away from open windows and doors. Some students may prefer seats nearer fresh air supplies.	
		<ul style="list-style-type: none"> Adjust internal temperature to compensate for cold air from outside - consider thermostat setting and times of heating cycles. 		Look at thermostat settings and adjust accordingly. Consider on / off times.	
Mechanical Ventilation		<ul style="list-style-type: none"> Adjust for full fresh air where it is not possible to keep doors and windows open. Avoid air recirculation. 		Located in Humanities Block and New Block. Confirm that settings are for full fresh air.	
		<ul style="list-style-type: none"> Additional care to be taken when changing filters. 		See REHVA Covid Guidance.	
		<ul style="list-style-type: none"> Check that they do not automatically adjust to compensate for differing occupancy levels. 		Confirm settings.	
		<ul style="list-style-type: none"> Start Mech Vent ahead of school day and run after the end of the school day. 		Consider on / off times.	
Fans		<ul style="list-style-type: none"> Fan heaters, fan assisted heating or air conditioning within a single space may assist in maintaining temperatures where there is an adequate supply of fresh air. 		Consider filter maintenance.	
CO2 Monitors		<ul style="list-style-type: none"> Can be used to check ventilation strategies. 1,000 parts per million considered good ventilation. 1,500 is acceptable for naturally ventilated spaces. Should not exceed 2,000 parts per million for more than 20 consecutive minutes. 		Consider purchase of a portable device.	