



**HARRY WATTS
ACADEMY**

SUPPORT AND SUCCESS TOGETHER

Operational Risk Assessment for School Opening

Checks and Balances Responding to COVID-19

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 and 28th August 2020 as follows:

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

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

[Guidance for full opening: schools](#)

Assessment conducted by:	Louise Hindmarch	Job title:	Deputy Head Teacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	Initial 15.5.2020 Updated 3.6.2020 Updated 7.9.2020	Review interval:	As guidance dictates	Date of next review:	

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

03/06/2020

KEY:

CEO	Chief Executive Officer – Mark Jones
COG	Chair of Governors – Annette Parr
HT	Head Teacher– Derek Cogle
DSL	Designated Safeguarding Lead – Derek Cogle
TOP	Trust Operations Manager – Jen McCreary
SMA	Site Manager – TBC
DHT	Deputy Head Teacher – Louise Hindmarch
TFD	Trust Finance Director – Martin Proud

Draft 1 - 3.6.2020

Risk matrix

PROBABILITY	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
		IMPACT				

* In the tables on the following pages, you will see two columns for risk rating: the first column is the risk rating before any control measures or action is taken to reduce the risk; the second column is for the residual risk rating – that is the risk rating after the control measures and actions have been implemented.

Please assess each risk using the table above, and enter the **colour and number** of the risk rating in the appropriate column. For instance, if you assess risk 1.1 to be highly probable, with a very high impact – the risk rating would be Red 25. Once you have applied the control measures and actions, the risk may then be reduced to possible, with high impact. This would reduce the risk to Amber 12. This is shown in the example below.

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
		1. Establishing a systematic process of partial opening, including social distancing				

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Available capacity of the school is reduced when social distancing guidelines are applied	Red 25	1.1a Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. 1.1b Agreed new timetable and arrangements confirmed for each year group. 1.1c Arrangements in place to support pupils when not at school with remote learning at home.	HT DHT	Y	•	Amber 12

RISK ASSESSMENT

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
A. Conditional tests to satisfy before proceeding with full Risk Assessment						
A.1 Current Government guidance has been considered						
The current Government guidance indicates that schools are not safe to reopen	Red 25	A.1a Current government guidance is checked daily for updates, and any changes are acted upon by Ops/ Board	HT TOP	Y	Head Teacher checks daily and communicate information to CEO	Amber 6
B.1 Local Authority advice has been considered for each area						
Local Authorities advise all schools within their locality that it is not safe to reopen, as they have a safeguarding responsibility for all schools	Red 25	B.1a Local Authority advice is checked regularly for each geographical location B.2a Local Authority advice is factored into the risk assessments	HT TOP	Y	Head Teacher checks daily and communicate information to CEO	Amber 6

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.1 Establishing a systematic process of partial opening, including social distancing						
Available capacity of the school is reduced when social distancing guidelines are applied	Red 25	1.1a Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. 1.1b Agreed new timetable and arrangements confirmed for each year group. 1.1c Arrangements in place to support pupils when not at school with remote learning at home.		a) Y b) Y c) Y	<ul style="list-style-type: none"> Classroom sizes all assessed to establish numbers that can be accommodated whilst maintaining social distance. Teaching materials already produced to go to the end of term There will be at least 2 adults in a classroom, to allow for breaks 	Amber 16
1.2 Organisation of teaching spaces						
Classroom sizes will not allow adequate social distancing	Red 25	1.2a Classroom size and numbers reviewed. 1.2b Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 4 pupils per class) 1.2c Classrooms re-modelled, with chairs and desks in place to allow for social distancing. 1.2d Spare chairs removed from desks so they cannot be used. 1.2e Clear signage displayed in classrooms promoting social distancing.	HT DHT TOP	a) Y b) Y c) Y d) Y e) Y	<ul style="list-style-type: none"> Classroom sizes all assessed to establish numbers that can be accommodated whilst maintaining social distance. No more than 4 pupils in any 'bubble' Logistics of room sizes and layout have been considered when allocating numbers of children to bubbles 	Amber 9
Large spaces need to be used as classrooms	Red 25	1.2h Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. 1.2i Large gatherings prohibited. 1.2j Design layout and arrangements in place to enable social distancing.	HT DHT TOP		<ul style="list-style-type: none"> All spaces will have limits depending on the space available. In general, there will be around 10 children in each area. 	Amber 9

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.3 Availability of staff and class sizes						
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	Amber 16	1.3a The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned, including BAME groups of staff 1.3b Full use is made of those staff who are self-isolating or shielding but who are able to complete other tasks to support operations 1.3c Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 1.3d Full use is made of testing to inform staff deployment	HT DHT	a) Y b) N c) Y d) Y	<ul style="list-style-type: none"> Guidance allows for teaching assistants to lead groups under the direction of a teacher – this increases staffing capacity RAG staffing capacity spreadsheet to be updated at least weekly by the HOS Categories of staff available to work on site has been updated and will be regularly reviewed in line with Government guidance Additional guidance on staff status has been compiled 	Amber 6
1.4 Prioritising provision						
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	Amber 4	1.4a Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. 1.4b Pastoral and SEND support is deployed wherever possible to support prioritised pupils. 1.4c Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. 1.4d A plan is in place for the phasing in of the other cohorts.	HT DHT	a) Y b) Y c) Y d) Y	<ul style="list-style-type: none"> Vulnerable children have been prioritised from the outset – this will continue Plans for phasing in other groups in place, depending on further risk assessments 	Amber 2
1.5 The school day						
The start and end of the school day create risks of breaching social distancing guidelines	Red 25	1.5a Start and departure times are staggered (transport) 1.5b The number of entrances and exits to be used is maximised. 1.5c Different entrances/exits are used for different groups.	HT DHT SMA	a) Y b) Y c) Y d) Y e) Y f) Y	<ul style="list-style-type: none"> Site has been reviewed, Social distancing marks, Signage for one way system in place, Risk Assessments in place for entrances and exits, 	Amber 9

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
		1.5d Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. 1.5e A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 1.5f Floor markings are visible where it is necessary to manage any queuing. 1.5g Attendance patterns have been optimised to ensure maximum safety.		g) Y	movement around the building and Toilet break movement. <ul style="list-style-type: none"> • Availability of staff will be considered when planning start and finish times. • The timing of the school day for additional bubbles will be considered and communicated to staff. 	
The use of resources and materials during the day may create risks of contamination	Red 25	1.5h Children are being provided with their own pencil cases that will remain in school 1.5i Any books used, and notebooks, will remain in the bubbles 1.5j Class resources to stay in bubble and to be cleaned throughout the day	HT DHT	h) Y i) Y j) Y	<ul style="list-style-type: none"> • 	Green 3
1.6 Planning movement around the school						
Movement around the school risks breaching social distancing guidelines (see 3.3 also – duplicate concern)	Red 25	1.6a Circulation plans have been reviewed and revised. 1.6b One-way systems are in place where possible. 1.6c Corridors are divided where feasible. 1.6d Appropriate signage is in place to clarify circulation routes. 1.6e Pinch points and bottle necks are identified and managed accordingly. 1.6f Movement of pupils around school is minimised 1.6g Pupils are regularly briefed regarding observing social distancing guidance. 1.6h Appropriate duty rota and levels of supervision are in place.	HT DHT SMA	a) Y b) Y c) Y d) Y e) Y f) Y g) Y h) Y	<ul style="list-style-type: none"> • One way system maps in place • Floor markings for corridors if needed • Bubbles have their own toilet facilities • Risk Assessment in place • Internal signage agreed and in place • Estates Team carry out site inspection with Site Manager/Business Manager prior to opening and complete inspection report, which will be sent to all stakeholders • Potential to prepare virtual site inspection/site walk • At least two members of staff in each classroom will ensure pupils not 	Amber 9

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
					moving around unaccompanied	
1.7 Curriculum organisation						
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	Red 20	1.7a Gaps in learning are assessed and addressed in teachers' planning. 1.7b Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. 1.7c Plans for intervention are in place for those pupils who have fallen behind in their learning. 1.7d Recovery Curriculum shared with staff	DHT	a) Y b) Y c) Y	<ul style="list-style-type: none"> • Whilst online learning has been available, take up has not been consistent. • Not all children will be taught by a teacher so the quality of delivery may not always be effective. • Analysis of actual online access required? • Is there enough hardware available within the pupil population that there is equality of opportunity? • Assumption may be that children are accessing the resource in such numbers that the level of intervention required post lockdown will be limited. • Prioritisation of gaps required. • TAs will not be required to supervise groups in isolation 	Amber 12
1.8 Staff workspaces						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Staff rooms and offices do not allow for observation of social distancing guidelines (see 3.11 also – duplicate concern)	Red 25	1.8a Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 1.8b Staff have been briefed on the use of these rooms.	HT DHT SMA	a) Y b) Y	<ul style="list-style-type: none"> • Use of boiler/kettle, fridge, microwave etc. to be limited where possible, and staff to clean down after use • Cleaning materials to be provided on all photocopiers for all sites • Access to staff rooms restricted to bubbles and cleaned following use. • Staff will be allowed to go outside for a break, but within the limits of the school grounds. 	Amber 6 to
1.9 Managing the school lifecycle						
Pupils moving on to the next phase in their education do not feel prepared for the transition	Amber 15	1.9a A plan is in place for staff to speak with pupils and their parents about the next stage in their education and resolve any issues. 1.9b There is regular and effective liaison with the destination institutions (e.g. post-16 providers, apprenticeship providers) to assist with pupils' transition. 1.9c Regular communications with parents are in place, including letters, newsletters and online broadcasts.	HT	a) Y b) Y c) Y	<ul style="list-style-type: none"> • 	Amber 6
1.10 Governance and policy						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Trustees and governors are not fully informed or involved in making key decisions	Amber 15	1.10a Trustees and governors are briefed regularly on the latest governance guidance, and specific local authority guidance and its implications for the schools 1.10b Trustees are regularly involved in decision-making 1.10c Online meetings are held regularly with Trustees and governors.	CEO HT	a) Y b) Y c) Y	<ul style="list-style-type: none"> Governance Meetings to continue Academy Governors are included in circulation list for updates HOS Trustees to adopt the revised Governance structure and emergency delegations EXH/HOS communicate with COG regularly 	Green 2
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	Red 20	1.11a All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 1.11b Staff, pupils, parents and governors have been briefed accordingly.	HT DHT	a) N b) Y	<ul style="list-style-type: none"> a) Work is ongoing. We are prioritising this work Any changes to Trust policies will be approved by Board prior to circulation to all academies Handbooks for parents and staff regarding reopening have been created Fire evacuation model amended Medical rooms and first aid procedures updated, to include the use of PPE 	Amber 4
1.12 Communication strategy						
Key stakeholders are not fully informed about changes to policies and	Red 20	1.12a Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils 	CEO HT DHT	a) Y	<ul style="list-style-type: none"> Chronology of actions regularly updated and circulated to Trustees/Chairs/ 	Amber 4

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> • Parents • Governors/Trustees • Local authority • Trade Unions • Professional associations • Other partners 			Governors and Exec. Group. <ul style="list-style-type: none"> • Regular CEO letters to parents/carers/students and staff • EXH/HOS in regular contact with LA and feedback is provided to CEO/COG • CEO in regular contact with DFE/RSC • to work closely with local union colleagues and school reps 	
1.13 Staff induction and CPD						
Staff are not trained in new procedures, leading to risks to health	Red 25	1.13a All staff to take part in HSE briefing prior to re-opening 1.13b 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 	HT DHT SMA	a) Y b) Y	<ul style="list-style-type: none"> • Localised training on safe practices during coronavirus • 	Amber 9
1.14 Free school meals						
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	Amber 16	1.14a A member of the school's administrative team is tasked with ensuring that pupil's eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.	SAD	a) Y	<ul style="list-style-type: none"> • Provision for free school meal will continue for vulnerable and key worker children • Vouchers will continue to be available until the end of term for those eligible 	Amber 4
1.15 Risk assessments						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
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.	Red 25	1.15a 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 practical subjects and where shared equipment is used 	HT DHT SMA	a) N	<ul style="list-style-type: none"> • Estates Team carry out initial risk assessments for: Toilets, classrooms, Playground, entrance and exit, Movement around Academy and Breaktime and Lunch Arrangements • Shared with Business Managers to be dynamic and site specific, reviewed weekly or more often if necessary 	Amber 9
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	Red 25	2.1a A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. 2.1b An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. 2.1c Working hours for cleaning staff are increased if necessary	SMA	a) Y b) Y c) Y	<ul style="list-style-type: none"> • May have limited availability of cleaners on site • Procured appropriate cleaning materials and PPE • At any point that the Principal deems that cleaning of areas is insufficient due to cleaning staff absence/availability, the site will not open to staff and students. 	Amber 15
2.2 Hygiene and handwashing						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	Red 25	2.2a An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. 2.2b Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	SMA	a) Y b) Y	<ul style="list-style-type: none"> Weekly Audit of equipment and logistics for delivery in place Lidded bins located in all classrooms and communal areas Adequate supplies of tissues and anti-bac wipes are located in every classroom Sanitiser and cleaning products in each classroom. 	Amber 15
Pupils forget to wash their hands regularly and frequently	Red 25	2.2c Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. 2.2d Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. 2.2e School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	HT DHT SMA	c) Y d) Y e) Y	<ul style="list-style-type: none"> Presentation posters for students in place Government guideline posters in place for student and staff 	Amber 9
2.3 Testing and managing symptoms						
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Red 25	2.4a Guidance on getting tested has been published. 2.4b The guidance has been explained to staff as part of the induction process. 2.4c Post-testing support is available for staff through the school's health provider.	HT	a) Y b) Y c) Y	<ul style="list-style-type: none"> Detail on new government initiatives will be communicated as and when they are released Occupational Health details have been circulated to staff 	Amber 4

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Red 25	<p>2.4d Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</p> <p>2.4e 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.</p> <p>2.4f 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.</p> <p>2.4g A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</p>	HT DHT	d) Y e) Y f) Y g) Y	<ul style="list-style-type: none"> Regular comms to staff and parents as outlined in section 1.12; including all recent and updated Government guidance Definitions of extremely vulnerable and vulnerable communicated and separate grid to be published with further explanation 	Amber 9
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	Red 16	<p>2.4h 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.</p> <p>2.4i This guidance has been explained to staff and pupils as part of the induction process.</p> <p>2.4j Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	HT DHT	h) Y i) Y j) Y	<ul style="list-style-type: none"> As above and section 1.12 FAQs will be updated as necessary 	Amber 6
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Red 25	<p>2.4k Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</p> <p>2.4l This guidance has been explained to staff and pupils as part of the induction process.</p> <p>2.4m Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	HT	k) Y l) Y m) Y	<ul style="list-style-type: none"> As above and section 1.12 FAQs will be updated as necessary 	Amber 6
2.5 First Aid/Designated Safeguarding Leads						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	Amber 9	2.5a First Aid certificates extended for three months. 2.5b A programme for training additional staff is in place. 2.5c Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 2.5d Members of the safeguarding team placed on a rota to ensure physical presence in each academy. 2.5e DSLs and Deputy DSLs are available remotely when not in the academy.	HT DHT DSL	a) Y b) Y c) N d) Y e) Y	<ul style="list-style-type: none"> Staff have undertaken first aid training during the period of closure Addendum to Safeguarding Policy updated to reflect latest DfE guidance 	Green 3
Risk assessments of individual pupils are no longer appropriate; or risk assessments have not been carried out on individual pupils previously, but who may now pose a risk	Amber 16	2.5f Existing risk assessments of individual pupils have been reviewed/extended to take account of the new situation. 2.5g Pupils who may now pose a risk have been risk assessed, to include pupils who need specific care which cannot be delivered whilst ensuring social distancing, and potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.	HT DHT DSL	f) N g) N	<ul style="list-style-type: none"> Risk assessments of individual pupils are continuously reviewed as required All reasonable adjustments will be made depending on outcome of risk assessment 	Amber 6
2.6 Medical rooms						
Medical rooms are not adequately equipped or configured to maintain infection control (see 3.7 also – duplicate concern)	Amber 16	2.6a Social distancing provisions are in place for medical rooms. 2.6b Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 2.6c Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	TOP	a) Y b) Y c) Y	<ul style="list-style-type: none"> Designated medical room now in place PPE in place for medical rooms Procedure in place for suspected case and isolation in Medical Room 	Amber 4
2.7 Communication with parents						
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Red 25	2.7a 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 regular basis using a range of communication tools.	HT DHT	a) Y	<ul style="list-style-type: none"> 	Amber 9

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Amber 15	2.7d Key messages in line with government guidance and specific local authority guidance are reinforced on a weekly basis via email, text and the school's website.	HT	d) Y	<ul style="list-style-type: none"> FAQs and letters sent regularly 	Amber 9
2.8 Personal Protective Equipment						
Provision of PPE for staff where required is not in line with government guidelines	Red 25	2.8a Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 2.8b 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. 2.8c Staff are reminded that wearing of gloves is not a substitute for good handwashing.	TOP	a) Y b) N c) Y	<ul style="list-style-type: none"> PPE will be provided for staff where intimate care is required Staff will not be required to restrain pupils unless wearing PPE, except in emergency circumstances Staff to wear PPE when appropriate, when in contact with parents Staff dealing with pupils/staff with symptoms to wear PPE Central store of PPE now well stocked and supply chain in place for weekly deliveries to maintain stock Staff will have radios, so they can request the provision of additional PPE if needed, without leaving their bubble 	Amber 15
3. Maximising social distancing measures						
3.1 Pupil behaviour						
Pupils' behaviour on return to school does not comply	Red 20	3.1a Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For	HT DHT SMA	a) Y b) Y c) Y d) Y	<ul style="list-style-type: none"> Addendum to Climate for Learning policy specifically about COVID-19 is currently being written 	Amber 6

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
with social distancing guidance		<p>young children this is done through age-appropriate methods such as stories and games.</p> <p>3.1b Staff model social distancing consistently.</p> <p>3.1c The movement of pupils around the school is minimised.</p> <p>3.1d Large gatherings are avoided.</p> <p>3.1e The school's Climate for Learning Policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</p> <p>3.1f Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</p> <p>3.1g Messages to parents reinforce the importance of social distancing.</p>		<p>e) N</p> <p>f) Y</p> <p>g) Y</p>	<p>prior to being approved by Board</p> <ul style="list-style-type: none"> Curriculum adapted to include information about social distancing Floor markings in place where needed 	
3.2 Classrooms and teaching spaces						
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	Red 20	<p>3.2a Bubble arrangements in place.</p> <p>3.2b Net capacity assessment completed, with each classroom and teaching space compliant with 2m social distancing measures and in line with government guidance (i.e. up to a maximum of 15 pupils per class).</p> <p>3.2c All furniture not in use has been removed from classrooms and teaching spaces.</p> <p>3.2d Arrangements are reviewed regularly.</p>	HT DHT SMA	<p>a) Y</p> <p>b) Y</p> <p>c) Y</p> <p>d) Y</p>	<ul style="list-style-type: none"> Where not possible to remove furniture, it will be clearly marked to indicate it should not be used Decisions about where classrooms are placed have been taken in consideration of the most vulnerable children 	Amber 6
3.3 Movement in corridors						
Social distancing guidance is breached when pupils circulate in corridors (see 1.6 also – duplicate concern)	Red 25	<p>3.3a Circulation plans have been reviewed and amended.</p> <p>3.3b One-way systems are in operation where feasible.</p> <p>3.3c Corridors are divided where feasible.</p> <p>3.3d Circulation routes are clearly marked with appropriate signage.</p> <p>3.3e Any pinch points/bottle necks are identified and managed accordingly.</p> <p>3.3f The movement of pupils around school is minimised as much as possible.</p> <p>3.3g Where possible, pupils stay in classrooms and staff move around.</p>	HT DHT	<p>a) Y</p> <p>b) Y</p> <p>c) Y</p> <p>d) Y</p> <p>e) Y</p> <p>f) Y</p> <p>g) Y</p> <p>h) Y</p> <p>i) Y</p> <p>j) Y</p>	<ul style="list-style-type: none"> 	Amber 9

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
		3.3h Lesson change overs are staggered to avoid overcrowding. 3.3i Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. 3.3j Appropriate supervision levels are in place.				
3.6 Toilets						
Use of toilets and handwashing risk non-compliance with social distancing measures	Red 20	3.6a Each bubble to have own toilets 3.6b Floor markings are in place to enable social distancing. 3.6c Pupils know that they can only use the toilet one at a time. 3.6d Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 3.6e The toilets are cleaned frequently. 3.6f Monitoring ensures a constant supply of soap and paper towels. 3.6g Bins are emptied regularly. 3.6h Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	HT DHT	a) Y b) Y c) Y d) Y e) Y f) Y g) Y h) Y i) Y j) Y	<ul style="list-style-type: none"> Decommission all water fountains – children to bring their own bottles of water, to be taken home each evening for cleaning. In some classes teachers will use cups and take responsibility for cleaning themselves. Risk Assessment in place Day cleaners to complete cleaning following each bubble visit. 	Amber 9
3.7 Medical Rooms						
The configuration of medical rooms may compromise social distancing measures (see 2.6 also – duplicate concern)	Amber 16	3.7a Social distancing provisions are in place for medical rooms. 3.7b Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 3.7c Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	HT TOP SMA	a) Y b) Y c) Y	<ul style="list-style-type: none"> Medical rooms to be checked and reviewed – PPE in place 	Amber 4
3.8 Reception area						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Red 20	3.8a Social distancing points are clearly set out, using floor markings, continuing outside where necessary. 3.8b Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 3.8c Non-essential deliveries and visitors to school are minimised. 3.8d Arrangements are in place for segregation of visitors.	HT DHT	a) Y b) Y c) Y d) Y	<ul style="list-style-type: none"> • People will be prevented from gathering in reception area • Notices will be placed on the door showing the school phone number • PPE will be provided to visitors if necessary • Visitors information sheet will be prepared 	Amber 4
3.9 Arrival and departure from school (DCEO, EP)						
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	Red 20	3.9a Start and finish times are staggered. 3.9b The use of available entrances and exits is maximised. 3.9c Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. 3.9d Weekly messages to parents stress the need for social distancing at arrival and departure times.	HT DHT	a) Y b) Y c) Y d) Y	<ul style="list-style-type: none"> • Social distancing measures in place • Signage in place for parents, staff and students 	Amber 9
3.10 Staff areas						
The configuration of staff rooms and offices makes compliance with social distancing measures problematic (see 1.8 also – duplicate concern)	Red 25	3.11a Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 3.11b Staff have been briefed on the use of these rooms	HT	a) Y b) Y	<ul style="list-style-type: none"> • Use of boiler/kettle, fridge, microwave etc. to be limited where possible, and staff to clean down after use • Cleaning materials to be provided on all photocopiers 	Amber 6
4. Continuing enhanced protection for children and staff with underlying health conditions						
4.1 Pupils with underlying health issues						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
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	Red 25	4.1a Parents have been provided with clear guidance and this is reinforced on a regular basis. 4.1b 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. 4.1c 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. 4.1d Schools have a regularly updated register of pupils with underlying health conditions.	HT DHT	a) Y b) Y c) Y d) Y	<ul style="list-style-type: none"> All plans for children have been updated, prioritised by year groups returning 	Amber 8
4.2 Staff with underlying health issues						
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	Red 25	4.2a 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. 4.2b 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. 4.2c Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 4.2d All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. 4.2e Current government guidance is being applied.	HT	a) Y b) Y c) Y d) Y e) Y	<ul style="list-style-type: none"> RAG staffing capacity to be updated at least weekly Separate protocol to be published about staff falling into certain categories for clarity Staff are working from home in line with Government guidance Government guidance is being applied Female staff to be reminded to inform their Line Manager/HR if they become pregnant, as they may move into a different category 	Amber 6
5. Enhancing mental health support for pupils and staff						
5.1 Mental health concerns – pupils						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Amber 12	5.1a There are sufficient numbers of trained staff available to support pupils with mental health issues. 5.1b There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 5.1c 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). 5.1d Resources/websites to support the mental health of pupils are provided.	HT DHT	a) Y b) Y c) Y d) Y	<ul style="list-style-type: none"> Inclusion meetings take place weekly to discuss any concerns, and agree strategies moving forward Curriculum amended to include PHSE information specific to the pandemic situation 	Amber 6
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	Amber 12	5.2a Staff are encouraged to focus on their wellbeing. 5.2b Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 5.2c Staff briefings and training have included content on wellbeing. 5.2d Staff briefings/training on wellbeing are provided. 5.2e Staff have been signposted to useful websites and resources.	HT DHT	a) Y b) Y c) Y d) Y e) Y	<ul style="list-style-type: none"> Regular contact with staff focusing on their wellbeing and FAQs provide information on the support available from external services To be continually monitored as the situation continues Line Managers to take a proactive approach to maintaining contact 	Amber 6
Working from home can adversely affect mental health	Amber 12	5.2f Staff working from home due to self-isolation have regular catch-ups with line managers. 5.2g Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. 5.2h Appropriate work plans have been agreed with support provided where necessary. 5.2i Staff working from home may help provide remote learning for any pupils who need to stay at home.	HT DHT	f) Y g) Y h) Y i) Y	<ul style="list-style-type: none"> To be continually monitored as the situation continues Line Managers to take a proactive approach to maintaining contact Reminders issued about support available, including whilst working from home 	Amber 9
5.3 Bereavement support						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Pupils and staff are grieving because of loss of friends or family	Amber 15	5.3a The school has access to trained staff who can deliver bereavement counselling and support. 5.3b Support is requested from other organisations when necessary.	HT	a) N b) Y	•	Amber 9
6. Maintaining educational provision for children of key workers and vulnerable children						
6.1 Maintaining provision						
Educational provision must still be maintained for priority children when the school reopens	Amber 9	6.1a Current government guidance is being followed. 6.1b Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. 6.1c The facility for full-time attendance is available where required (even if their peers are only attending part-time). 6.1d Arrangements are in place to ensure that this cohort is tracked and supported effectively. 6.1e Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. 6.1f Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.	HT	a) Y b) Y c) Y d) Y e) Y f) Y		Green 2
7. Operational issues						
7.1 Review of fire procedures						
Fire procedures are not appropriate to cover new arrangements	Red 20	7.1a Fire procedures have been reviewed and revised where required, due to: 7.1b Reduced numbers of pupils/staff 7.1c Possible absence of fire marshals 7.1d Social distancing rules during evacuation and at muster points 7.1e Possible need for additional muster point(s) to enable social distancing where possible 7.1f Staff and pupils have been briefed on any new evacuation procedures. 7.1g Incident controller and fire marshals have been trained and briefed appropriately.	HT SMA TOP	a) Y b) Y c) Y d) Y e) Y f) Y g) N	• Fire evacuation procedure will be practiced with children returning	Amber 8

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Fire evacuation drills - unable to apply social distancing effectively	Red 20	7.1h Plans for fire evacuation drills are in place which are in line with social distancing measures.	HT SMA TOP	h) Y	•	Amber 10
Fire marshals absent due to self-isolation	Red 20	7.1i An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	HT DHT	i) Y	•	Amber 6
7.2 Managing premises on reopening after lengthy closure						
All systems may not be operational	Amber 10	7.2a Government guidance is being implemented where appropriate. 7.2b All systems have been recommissioned and checked, including testing of fire alarms, smoke alarms, panic alarms and accessible-toilet alarms; and checking of fire-door mechanisms, gas supply, kitchen equipment, ventilation systems, key holder information, fixed wiring (if scheduled tests have not taken place in the last six months), emergency lighting, inspection of lifts, inspection of all known asbestos sites, inspection for rodent activity/infestation, servicing of equipment	TOP SMA	a) Y b) Y	<ul style="list-style-type: none"> • DfE, HSE, Insurer checklists completed weekly, all systems are checked and maintained and report shared weekly • All contractors working and no outstanding checks 	Amber 5
Statutory compliance has not been completed due to the availability of contractors during lockdown	Amber 15	7.2c All statutory compliance is up to date. 7.2d Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	TOP SMA	a) Y b) Y	<ul style="list-style-type: none"> • Statutory testing maintained • Statutory guidance has been followed • Kitchen deep cleans in place prior to reopening 	Amber 5
7.3 Contractors working on the school site						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Amber 12	<p>7.3a 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.</p> <p>7.3b An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</p> <p>7.3c 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.</p> <p>7.3d Temperature checks are carried out on arrival and before entering the school building.</p> <p>7.3e 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.</p> <p>7.3f Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p> <p>7.3g 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).</p>	TOP SMA	a) Y b) Y c) Y d) N e) Y f) Y g) Y h) Y i) Y j) Y	<ul style="list-style-type: none"> All Planned Maintenance contractors have amended Risk Assessments and Method Statements Working at Distance measure are in place during site visits Contractors access is being managed centrally with focus on limited site time Out of hours working is being implemented 	Green 2
8. Finance						
8.1 Costs of the school's response to COVID-19 (DCEO, COFO)						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	Amber 10	8.1a Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. 8.1b Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. 8.1c Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. 8.1d Additional sources of income are under exploration. 8.1e The school's projected financial position has been shared with governors and Trust.	TFD CEO HT	a) N b) N c) N d) N e) N	<ul style="list-style-type: none"> Level of reserves 	Green 1
9. Governance						
9.1 Oversight of the academy council						
Lack of Trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	Amber 10	9.1a The Board continues to meet regularly via online platforms. 9.1b The Board agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 9.1c The HOS's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 9.1d Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 9.1e Minutes of Board meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	COG CEO HT	a) Y b) Y c) Y d) Y e) Y	<ul style="list-style-type: none"> Guidance issued via email re: continuity of the work of academy council 	Green 2

Signed: Executive Headteacher					
Name:		Signature:		Date	
Signed: Head of School					
Name:		Signature:		Date	
Signed: Chair of Governors					
Name:		Signature:		Date	