

COVID-19: Operational risk assessment

Please note: this risk assessment should be undertaken in conjunction with the Guidance for full opening: schools issued by the Department for Education and updated on 28 August 2020:

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

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Assessment conducted by:	Roberto Lorusso	Job title:	Health & Safety Officer	Covered by this assessment	Staff, students, contractors, visitors, volunteers
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Date of assessment:	25/09/20	Review interval:	Monthly unless government guidelines are updated.	Date of next review:	1 November 2020
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Related documents	
NYCC documents and guidance	<p>Government guidance:</p> <p>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</p> <p>Guidance on the phased return of sport and recreation Sport England Association for Physical Education Youth Sport Trust Music Guidance</p> <p>Safer travel guidance for passengers CLEAPS Guidance</p>

NB Following 28 August update, in the event of a local outbreak Rossett has contingency plans for rota led learning in place for Tier 2 as and when the need arises.

Risk matrix

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

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of full opening, including social distancing				
1.1 Net capacity				
Available capacity of the school is reduced when 'bubbles' and social distancing guidelines are applied	<ul style="list-style-type: none"> Separate schools within school model: Year groups are split in individual bubbles and have an allocated area of use. No reduction in student numbers as the bubbles allow for all students to return as per government guidance. Year group bubbles will be maintained and kept separate from each other. Students can move freely within their bubble. All subjects will be taught. A 'normal' timetable will be followed with limited practical applications to allow for the management of enhanced cleaning schedule. KS4 and KS5 practical lessons will be timetabled into specialist rooms - students will leave their bubbles to access this provision. <p>Practical Lessons</p> <ul style="list-style-type: none"> Some of the practical work is likely to be teacher demonstration only. See 'Related Documents' above for the applicable safety guidance. <p>Art, Music, Drama, DT</p> <ul style="list-style-type: none"> Specialist rooms have not been used within the bubbles. Additional safety guidance to be followed by everyone concerned The practical work completed in these classrooms will follow the national guidance, especially in terms of use of specialist equipment. Following government guidance, no singing will take place in Music, and wind and brass instruments will not be played. <p>Science</p> <ul style="list-style-type: none"> L5 and L7 are not included in a bubble and will be used for KS4 & KS5 practicals. The practical work completed in these two labs will follow the national guidance, especially in terms of use of specialist equipment. Some of this is likely to be teacher demonstration only. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	L	

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
	<p>PE</p> <ul style="list-style-type: none"> The PE timetable will run as normal. The PE Dept will be following the Sport England guidance. Outdoor sports will be prioritised where possible. All changing rooms and showers are currently closed to avoid contamination. Students to arrive in PE kit on days they have PE to avoid the need to use the changing rooms. <p>ICT/CS</p> <ul style="list-style-type: none"> KS4 & KS5 BTEC ICT/iMedia and Computer Science lessons will be roomed in specialist computer rooms. From 28 September Year 7 students will have access to computer rooms in other bubbles. Protocols have been issued to staff regarding the safe movement of students a round school. Classrooms will be cleaned between bubble users. Year 8 and 9 students have access to computers within their bubbles. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
1.2 Organisation of teaching spaces				
Classroom sizes will not allow adequate social distancing	<ul style="list-style-type: none"> Net capacity assessment on classrooms completed. Classroom layout remodelled: <ul style="list-style-type: none"> to ensure students forward facing in majority of classrooms as per government guidance; teacher socially distanced from students; unnecessary furniture has been removed out of classrooms to give more space. Students are grouped in year group 'bubbles' and the integrity of the bubble is maintained throughout the day. Students can mix within their own bubble. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		L
Mixed Year 10-11 option groups	<ul style="list-style-type: none"> Year 10 and 11 students sitting separately within classrooms. Clear routes for students to get to their option subject if outside their normal bubble. Students from one year group enter classroom first before students from the other year group arrive. 	<p>Y</p> <p>Y</p> <p>Y</p>		L
Large spaces need to be used as classrooms	<ul style="list-style-type: none"> Large gatherings advised against. Technology used to address need for larger group communications. 	<p>Y</p> <p>Y</p>		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Inadequate ventilation	<ul style="list-style-type: none"> Staff to open windows in all occupied classrooms to allow natural ventilation. In areas without windows doors must be open throughout the day to allow ventilation. Site team will open doors in corridors where safe to do so. Air conditioning should not be used. 	Y Y Y Y		
1.3 Availability of staff and class size				
Availability of staff and class size	<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. Risk assessments are undertaken for staff where necessary. Staff who have to self-isolate are still involved in delivery of lessons remotely. Full use is made of government testing if required. 	Y Y Y Y		L
1.4 Prioritising provision				
High needs SEND students and students with SEMH needs will need additional support	<ul style="list-style-type: none"> Each bubble has access to: <ul style="list-style-type: none"> support from Teaching Assistants a breakout room to provide bespoke support an inclusion member of staff to assist with vulnerable students a member of staff trained to support mental health 	Y		L
1.5 The school day				
The start and end of the school day create risks of breaching social distancing guidelines between 'bubbles'	<ul style="list-style-type: none"> Students who do not get a school bus will be asked to enter the school grounds via different entrances. Students arrive and are directed to their designated outside space. No students to be allowed to enter the school buildings until 8.45am. Students will be asked to enter the school buildings via different entrances to prevent mixing of bubbles. Students' time of leaving lessons at end of the day is staggered to prevent mixing of bubbles. Students will be asked to leave the school site from different exit points as per the start of school. 	Y Y Y Y Y Y		L
1.6 Planning movement around the school				
Movement around the school risks breaching the year group 'bubbles' and social distancing guidelines	<ul style="list-style-type: none"> Movement of students around school is minimised as much as possible by keeping students predominantly in their bubbled areas. Circulation routes have been set up with one-way systems in place where possible. Corridors are divided where required and feasible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Some lesson change overs are staggered to avoid overcrowding. Students will not wait in corridors for teachers to arrive at lessons. They will go straight into classrooms and sit at their desks. The 'Bubble Support Team' will help supervise the students during change over periods, as teachers move from one bubble to another. Students will be regularly briefed regarding observing social distancing guidance (maintaining year group bubbles). 	Y Y Y Y Y Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
	<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision are in place. Staff will rotate between bubbles and will be required to follow government social distancing guidelines and hygiene and handwashing guidance to prevent cross contamination. 	Y Y		
1.7 Curriculum organisation				
Students will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> Gaps in learning will be assessed and addressed in teachers' planning to formulate a recovery curriculum. Plans for intervention are in place for those students who have fallen behind in their learning. Exam syllabi are covered. 	Y Y Y		L
Students unable to return to school	<ul style="list-style-type: none"> Gaps identified and home and remote learning to continue where possible, to complement in-school learning and address gaps identified. 	Y		L
Students required to self-isolate	Home and remote learning will be applicable in the event students are being told to self-isolate after a positive test.	Y		L
1.8 Staff workspaces				
Staff rooms and offices do not allow for observation of social distancing guidelines	<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 will be able to use workstations in the staff room and the Resource Centre (closed to students) if occupancy levels in offices reached. DW4 to be used for break and lunch – one way system in place – enter through blue dining hall. Staff will be briefed on the use of these rooms 	Y Y Y Y		L
Inadequate ventilation	<ul style="list-style-type: none"> Staff requested to open windows in all occupied offices to allow natural ventilation. In offices without windows doors must be open throughout the day to allow ventilation. Site team will open doors in corridors where safe to do so. Air conditioning should not be used. 	Y Y Y Y		
1.9 Managing the school lifecycle				
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	<ul style="list-style-type: none"> Curriculum and timetable for September 2020 completed. Staff recruitment for September 2020 completed. 	Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students moving on to the next phase in their education do not feel prepared for the transition	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with students and their parents about the next stage in their education and resolve any issues. Liaison with students and destination institutions (e.g. post-16 providers, universities, apprenticeship providers) to assist with students' transition. Regular communications with the parents of incoming students are in place, including letters, newsletters and online broadcasts and induction events (eg Year 7 transition work) 	Y Y Y		L
1.10 Governance and policy				
Governors are not fully informed or involved in making key decisions	<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. The governing body continues to meet regularly via online platforms. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y Y Y		L
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	<ul style="list-style-type: none"> All relevant policies are being revised to take account of government guidance on COVID-19 and its implications for the school. Staff, students, parents and governors have been briefed accordingly. 	Y Y		L
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	<ul style="list-style-type: none"> Communications for the following groups are in place: <ul style="list-style-type: none"> Staff Students Parents Governors/Trustees Local authority Other partners 	Y		L
1.13 Staff induction and CPD				
Staff are not informed of new procedures, leading to risks to health	<ul style="list-style-type: none"> Whole school risk assessment updated for September opening and shared with staff. Staff protocols produced for September opening and shared with staff All key documents available in staffshared area. 	Y Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	<ul style="list-style-type: none"> Online Induction day held with new staff in June. Additional induction to take place on 7 September. Training programme for NQTs being finalised. Staff handbook 2020-21 will be available to all staff. 	Y Y Y	Sept 2020	L
1.14 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.	<ul style="list-style-type: none"> Risk assessment is being updated before the school reopens and will be communicated to staff and includes the following information: <ul style="list-style-type: none"> Different bubbles within the school When and where students enter and leave school Movement around school Break and lunch times Delivery aspects of the curriculum, especially for practical subjects and where shared equipment is used 	y		L
1.15 School transport				
Student safety on buses and changes to bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality	<ul style="list-style-type: none"> The school encourages parents/students to follow the government guidance on how to travel safely, when planning their journey to school: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers NYCC will communicate bus provision to parents. The school has met with school bus operator regarding bus routes. The details of how students will travel to and from school are known prior to opening. The school will require students to follow government guidance on wearing face coverings at all times on public transport. The school has plan in place in line with government guidance regarding the use of face masks during the school day. 	Y Y Y Y Y		L
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 enhanced and ongoing cleaning of surfaces are not undertaken to the standards required	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff has been agreed prior to re-opening. An enhanced daily cleaning schedule, in line with government guidance, has been agreed to include: <ul style="list-style-type: none"> more frequent cleaning of rooms and shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal. Antiviral products are in use throughout school and available to all staff. Cleaning company provides detailed training for all their staff with updated information for coronavirus. Cleaners will wear PPE at all times and evening cleaners will work in designated bubbles. The day cleaners will also wear an orange hi-vis vest to ensure they can be easily identified. Regular monitoring of cleaning requirements taking place. Anti-viral fogging machines purchased to assist in the enhanced cleaning schedule around school. 	Y Y Y Y Y Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
	A clear desk policy is being introduced throughout the school to allow the cleaners to sanitise all areas. This includes removing all food and drinks as the process may leave trace chemicals.			
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken to ensure there are sufficient facilities around the school. Hand sanitiser is provided to all members of staff. Hand sanitiser is provided in each classroom. Monitoring arrangements are in place to ensure that supplies of soap, sanitiser and paper towels are maintained throughout the day. Stocks of all COVID-19 related supplies are regularly checked and additional supplies ordered as necessary. All electric hand driers have been switched off and paper towel dispensers have been installed. Paper towels to be disposed of in marked lidded bins for safe disposal. 	Y Y Y Y	Y	L
Students forget to wash their hands regularly and frequently	<ul style="list-style-type: none"> Staff asked to remind students of the need to wash/sanitise their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash/sanitise hands regularly and frequently. Hand sanitiser available throughout the school. Parents asked to provide students with own hand sanitiser as part of equipment requirements and to allow for sanitising on journeys to and from school and in school. 	Y Y Y Y		L
Use of face coverings	<ul style="list-style-type: none"> Students will be permitted to wear surgical or plain fabric face coverings on corridors, in social spaces and when arriving at and leaving the school site. Any face covering must be removed when entering a classroom. Students must follow hygiene guidelines when applying and removing face coverings. Adults working with students will be permitted to wear a visor while on duty or in busy corridors at lesson changeovers or at social time. Should Rossett School be located within a local lockdown, the above conditions will become mandatory as per government guidelines issued on 25th August. 	Y Y Y Y		
2.3 Testing and managing symptoms				
Testing is not used effectively to help manage staffing levels and support staff wellbeing	<ul style="list-style-type: none"> All staff required to follow social distancing guidelines and use own equipment to prevent spread. Any staff displaying symptoms will be sent home immediately and given guidance regarding NHS Test and Trace. 	Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Infection transmission within school due to staff/students (or members of their household) displaying symptoms	<ul style="list-style-type: none"> Staff/students/parents will be reminded that they should not come in to school if they are showing any symptoms of COVID-19 or if they have recently come into contact with anyone who has been confirmed as having COVID-19. Staff/students/parents will be made aware of what steps need to be taken if they, or any member of their household, displays symptoms. Robust collection and monitoring of absence data for students and staff, including tracking return to school dates, is in place. Students or staff developing COVID-19 symptoms during the school day will be sent home – isolation rooms have been set up for students waiting to be collected (or for staff if necessary). 	Y Y Y Y		L
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 or should there be a confirmed case of COVID-19 in school	<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. Any updates or changes to this guidance will be communicated in a timely and effective way to all stakeholders. 	Y Y		L
2.4 First Aid/Designated Safeguarding Leads				
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	<ul style="list-style-type: none"> We have a designated First Aid and Health Manager who will assess students/staff with suspected COVID-19 symptoms. We have sufficient additional staff with First Aid training. First Aid certificates are current. PPE is available for First Aid staff dealing with a student/member of staff displaying COVID-19 symptoms if a distance of 2 metres cannot be maintained as per government guidelines. First Aid & Health Manager and team aware of all protocols regarding use and disposal of PPE and will provide training to other staff as necessary. There is a team of fully trained Designated Safeguarding Lead and two Deputy DSLs who will play an important part in this process. 	Y Y Y		L
Medical rooms are not adequately equipped or configured to maintain infection control	<ul style="list-style-type: none"> We have separate isolation rooms (and toilets) available for use by any students/staff who are displaying COVID-19 symptoms. Procedures are in place for medical rooms to receive enhanced cleaning after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	<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 regular basis using a range of communication tools. Key information regarding re-opening and COVID updates available on the school website. 	Y Y		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	Y		L
2.8 Personal Protective Equipment (PPE)				
Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. First Aid & Health Manager aware of all protocols regarding use and disposal of PPE and will provide training to other staff as necessary. Catering staff provided with visors and gloves for cold food preparation and to be used in any serving areas. 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. Where possible if a member of staff has to physically intervene with a student they will wear PPE. 	Y Y Y Y Y Y		L
Removal of masks in school	Students must follow hygiene guidelines when applying and removing face coverings.	Y		
3. Maximising social distancing measures				
3.1 Student behaviour				

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> Clear messaging to students on the importance and reasons for social distancing is reinforced by staff and through posters, electronic boards, and floor markings. Staff model social distancing consistently. All staff to wear hi-vis vests when out of classroom to allow students to recognise staff and adhere to social distancing guidelines. The movement of students around the school is minimised. Large gatherings are avoided. Break times are structured to support social distancing between bubbles and are closely supervised. The school's Behaviour Policy has been revised to include compliance with social distancing guidance. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. <p>Wilful disobeying of rules relating to social distancing and hygiene will be sanctioned appropriately and proportionately in line with the school's Behaviour Policy (COVID-19 annex).</p>	Y Y Y Y Y Y Y Y		L
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	<ul style="list-style-type: none"> Students are grouped in year group 'bubbles' and the integrity of the bubble is maintained throughout the day. Students can mix within their own bubble. Net capacity assessment on classrooms completed. Classroom layout remodelled; <ul style="list-style-type: none"> to ensure students forward facing in majority of classrooms as per government guidance; teacher socially distanced from students; unnecessary furniture has been removed out of classrooms to give more space. Each classroom will be provided with some basic stationery. Individual departments to manage more specialist equipment (e.g. calculators). Arrangements will be reviewed regularly in light of changing guidance. 	Y Y Y Y Y		L
3.3 Movement in corridors				
Social distancing guidance is breached when students circulate in corridors	<ul style="list-style-type: none"> Movement of students around school is minimised as much as possible by keeping students predominantly in their bubbled areas. Circulation routes have been set up within each bubble. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Some lesson change overs are staggered to avoid overcrowding. Students will not wait in corridors for teachers to arrive at lessons. They will go straight into classrooms and sit at their desks. The 'Bubble Support Team' will help supervise the students during change over periods, as teachers move from one bubble to another. Students will be regularly briefed regarding observing social distancing guidance (maintaining year group bubbles). Appropriate duty rota and levels of supervision are in place. Optional visors will be available for staff on duty managing busy areas of the school. 	Y Y Y Y Y Y Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.4 Break times				
Students may not observe social distancing at break times	<ul style="list-style-type: none"> New split breaktimes introduced and students have allocated outside social areas and dining rooms, in order to maintain the integrity of their bubbles. Students will be kept within their assigned year group bubbles during breaktimes. Students are regularly reminded about the importance of social distancing at social times Signage is in place around the school and in key areas to confirm designated areas for year groups. Supervision levels have been arranged to support designated areas. 	Y Y Y Y Y		L
3.5 Lunch times				
Students may not observe social distancing at lunch times	<ul style="list-style-type: none"> Lunchtimes will remain staggered and students have allocated outside social areas and dining rooms, in order to maintain the integrity of their bubbles. Students will be kept within their assigned year group bubbles during social times. Signage is in place around the school and in key areas to confirm designated areas for year groups. Supervision levels have been arranged to support designated areas. 	Y Y Y Y		L
Eating arrangements	<ul style="list-style-type: none"> No longer able to use thumb print for catering – each student will be issued with an individual code to use. Staggering of break and lunch times. Students eat lunch with others in their bubble. Eating areas cleaned between sittings. 	Y Y Y Y		
3.6 Toilets				
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> Students to use allocated toilets for their bubbles therefore no social distancing required. Duty teams to monitor situation. Following NYCC guidance all electric hand driers have been disabled and paper towels are available in all toilets. The toilets will be cleaned frequently and in particular between staggered lunch and break times. Supplies of soap and paper towels will be monitored on a regular basis. Students are reminded regularly to wash hand 	Y Y Y Y Y		L
3.7 Medical Rooms				
The configuration of medical rooms may compromise social distancing measures	<ul style="list-style-type: none"> The First Aid and Health Manager and team have access to full PPE if it is not possible to adhere to social distancing in line with government guidelines. Two new isolation rooms are available for use should a student or member of staff display COVID-19 symptoms. The Bubble Team should be contacted if any students display symptoms during a lesson and they should take the student directly to the isolation room and ask that First Aid & Health Manager is notified asap. Any staff with suspected COVID-19 should go to the isolation rooms and the First Aid & Health Manager should be notified asap. Procedures are in place for medical rooms to receive enhanced cleaning after suspected COVID-19 cases, along with other affected areas. 	Y Y Y Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.8 Reception area				
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<ul style="list-style-type: none"> All visitors and contractors must make pre-arranged appointments or they will not be allowed on site. Social distancing and hygiene guidance is explained to visitors and contractors on arrival and floor markings for social distancing have been marked. Reception has been enclosed with Perspex screens to protect staff and visitors. Non-essential deliveries and visitors to school are minimised and where visits can happen outside school hours they will be arranged. Where appropriate risk assessment information from contractors is obtained. 	Y Y Y Y		L
3.9 Arrival and departure from school				
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	<ul style="list-style-type: none"> Leaving times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Parents are discouraged from gathering at school gates or coming on to school premises in line with government guidance. 	Y Y Y Y		L
3.10 Transport				
The use of public and school transport by students poses risks in terms of social distancing	<ul style="list-style-type: none"> Parents and students are directed to government guidance relating to travelling on public and school transport. 	Y		L
3.11 Staff areas				
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening and maximum occupancy signs appear on each door to allow for social distancing between staff. 	Y		L
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 were shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> Students with underlying health issues have been identified using school records. Each student's parent has been contacted to discuss their needs upon return to the school. Students with underlying health conditions have been asked to seek advice and act on the advice of their GP/healthcare team and follow current government advice. Leaders are aware of additional contextual factors that may make students more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. Current government guidance is being applied. A central document contains all identified students indicating risk levels, and additional measures needed. 	Y Y Y Y Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who have been shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Leaders are aware of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Current government guidance is being applied. An individual risk assessment will take place for all staff who have identified themselves with underlying health issues. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Sept 2020</p>	L	
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	<ul style="list-style-type: none"> A member of staff trained to support mental health will be available to all students. Pastoral staff are able to hold 'framed' conversations with students to identify mental health issues. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/student briefings (stories/toy characters are used for younger students to help talk about feelings). Resources/websites to support the mental health of students are provided. Updated Safeguarding appendix with links to mental health agencies. The Department for Education is providing additional support for students wellbeing in the current situation. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	M	
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	<ul style="list-style-type: none"> Staff are encouraged to focus on their own wellbeing. The school already has mechanisms in place to support staff wellbeing: <ul style="list-style-type: none"> Access to confidential counselling helpline welfare checks signposted to useful websites and resources Access to two trained Mental Health First Aiders – Anne Alderman and Tom Elcock. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. The Department for Education is providing additional support for staff wellbeing in the current situation. 	<p>Y</p> <p>Y</p>	M	
5.3 Bereavement support				
Students and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> Students receive: <ul style="list-style-type: none"> support from their pastoral team referral to JustB bereavement. Staff receive: <ul style="list-style-type: none"> welfare support from HR, senior leaders and line management support through the school's confidential counselling helpline 	<p>Y</p> <p>Y</p>	M	

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6. Operational issues				
6.1 Review of fire procedures				
Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised in order to keep year group bubbles separate. Students and staff will be briefed on new procedures. Fire marshalls have been briefed and trained as appropriate. 	Y Y Y		L
Fire evacuation drills - unable to apply social distancing effectively	<ul style="list-style-type: none"> Fire Procedures revised in order to keep year group bubbles separate. 	Y		L
6.2 Managing premises on reopening				
All systems may not be operational	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y Y		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	<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. 	Y Y		L
6.3 Contractors working on the school site				
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> Contractors will be asked to make pre-arranged appointments, or they will not be allowed on site. Everyone visiting the school will be expected to comply with the school's arrangements for managing and minimising risk. Only contractors completing essential ongoing works and scheduled inspections for schools (e.g. estates related) will be on site during the school day. Social distancing and hygiene guidance is explained to visitors and contractors on arrival and floor markings for social distancing have been marked. Contractors will be asked to provide an updated risk assessment prior to their visit which includes their own controls round infection spread and prevention. An assessment will be 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. Alternative arrangements will be considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. Social distancing will be maintained throughout any such works and where this is not possible arrangements will be 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). 	Y Y Y Y Y Y Y Y		L

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7. Governance				
7.1 Oversight of the governing body				
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<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 reports to governors on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y Y Y Y Y		L
Governors are not fully informed or involved in making key decisions	<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. The governing body continues to meet regularly via online platforms. Governing body was involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y Y Y Y		

DHSC Risk Level in local area	Medium
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	Low
Is such a risk level deemed to be as low as reasonably practical?	Yes
Is activity still acceptable with this level of risk?	Yes
If no, has this been escalated to senior leadership team?	