



## Castleford Academy

### COVID-19: Operational risk assessment for opening of schools during the national lockdown

Please note: this risk assessment should be undertaken in conjunction with the guidance on restricting attendance during the national lockdown issued by the Department for Education on 7<sup>th</sup> January 21 and updated periodically as follows:

[Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90222/Restricting-attendance-during-the-national-lockdown-schools.pdf)

[Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

Assessment conducted by:	Avril Smith, Daniella Cook, George Panayiotou	Job title:	Business Manager, Associate Headteacher, Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	11/01/2021 29/01/2021 08/02/2021	Review interval:	Fortnightly	Date of next review:	

Related documents	
<b>Trust documents:</b>	<p><b>Government guidance:</b></p> <p><a href="https://www.gov.uk/government/guidance/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></p> <p><a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90222/Restricting-attendance-during-the-national-lockdown-schools.pdf">Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</a></p> <p><a href="https://www.rcog.org.uk/en/guidelines-guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-guidelines/coronavirus-pregnancy/</a></p> <p><a href="#">Guidance for full opening – Updated 31<sup>st</sup> December 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <p><a href="#">Link to action plan</a></p>



<p><b>System of Controls</b></p>	<p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms. Or who have someone in their household who does, do not attend school.</li> <li>2. Use of face coverings in schools (Optional for pupils and staff in communal areas or on corridors/ Compulsory in the event of a local lockdown).</li> <li>3. Clean hands thoroughly more often than usual.</li> <li>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>6. Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>7. Always keeping occupied spaces well ventilated.</li> <li>8. Where necessary, wear appropriate personal protective equipment (PPE).</li> </ol> <p>Numbers 1, 5 &amp; 7 must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 8 applies to specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> <li>9. Engage with the NHS Test and Trace process.</li> <li>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>11. Contain any outbreak by following local health protection and DfE team advice.</li> </ol> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>
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A risk is something that might happen in the future, and consideration is given to how probable (L) this is; the likely impact (I) it will have on the Trust resulting in the Exposure (E) the Trust has to the risk transpiring.  $L \times I = E$ . Likelihood and Risk are scored 1 (Low), 2 (Medium), 3 (High). The Exposure 1 (Trivial), 2 (Low), 3 & 4 (Medium), 6 (High), 9 (Unacceptable)



Likelihood	
1	Unlikely
2	Possible
3	Very likely
Impact	
1	Minor: Cause physical or emotional discomfort
2	Severe: Causes physical injury or illness requiring first aid
3	Major: Causes major physical injury, harm or ill-health

Likelihood	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Impact		

Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
<b>1. Establishing a systematic process of opening, including social distancing</b>										
<b>1.1 Social Distancing</b>										
Social distancing guidelines are applied	2	3	6	<ul style="list-style-type: none"> <li>School will open for childcare pupils and pupils attending the Deaf resource. School will remain closed to all other pupils.</li> <li>Arrangements for staff working on site in line with the DfE secondary guidance:</li> </ul> <p>The above government guidance states:</p> <ul style="list-style-type: none"> <li>Where possible, classrooms adjusted with forward facing desks, to reduce face to face contact between pupils lowering the risk of transmission.</li> <li>Ideally, adults should remain 2 metres from each other and children. We know this is not always possible particularly when working with young children but if adults can do this, when they can, this will help. In particular, staff should</li> </ul>	Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				avoid close face to face contact and minimise time spent within 1 metre of anyone. <ul style="list-style-type: none"> <li>Pupils have been taught and are regularly reminded about social distancing whenever possible and not to physically touch others.</li> </ul> Extra-curricular activities: <ul style="list-style-type: none"> <li>Schools and colleges can and should be continuing to offer before and after school or college activities and clubs for their pupils. This includes activities and clubs related to PE, sport, music, dance and drama as long as they can do so in a way which i) maintains the integrity of schools' Covid-19 protocols such as approach to bubbles, staffing and social distancing and ii) is subject to appropriate risk assessment.</li> <li>Schools may also continue to use external providers to offer these activities but should make sure that they operate within the protective measures outlined in the relevant government guidance, such as the <a href="#">actions for schools during the coronavirus (COVID-19) outbreak</a> and <a href="#">protective measures for holiday and after-school clubs and other out-of-school settings guidance</a>.</li> <li>The deaf base will allocate CSWs to pupils.</li> <li><b>Pupils accessing childcare provision in school will carry out remote learning and will be based in the learning centre or classroom. A PE session will be delivered each day.</b></li> <li>All pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability).</li> <li>Pupils who are exempt from wearing a face covering in school have been issued with a blue badge to place on their tie. It is pupil's responsibility to ensure this is visible each day.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	Yes					
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>Updated letter to parents has been issued explaining remote learning arrangements for the start of the spring term during national lockdown restrictions.</li> <li>Displays, support materials and signage will support staff and pupils to adhere to social distancing and hygiene guidelines.</li> <li>Staff to attend a twice weekly whole staff online briefing on TEAMS on a Wednesday and Friday morning.</li> <li>Form tutors attend a weekly year group online briefing on TEAMS on a Tuesday morning.</li> <li>Teachers attend a weekly department online briefing on TEAMS on a Thursday morning.</li> <li>School will close as normal to all pupils over February half term.</li> </ul>	Yes Yes Yes Yes Yes					
<b>1.2 Organisation of teaching/learning spaces</b>										
<b>Classroom sizes will not allow adequate social distancing</b>	2	3	6	<ul style="list-style-type: none"> <li>Pupils accessing childcare provision in school will carry out remote learning and will be based in the learning centre or classroom. A PE session will be delivered each day.</li> <li>Pupils have been assigned their own desk in classrooms and social areas.</li> <li>Classroom layout reviewed to allow pupils to sit side by side and face forward, where possible. Unnecessary furniture removed.</li> <li>Additional risk assessments completed to allow teaching to take place in specialist rooms/spaces.</li> <li>Staff to remain largely at the front of the classroom and maintain 2m distance from pupils and other staff where possible.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> <li>Clear signage displayed in classrooms promoting respiratory hygiene and social distance guidance (e.g. no touching). A3 poster displayed in each classroom, pull up banner on corridors.</li> <li>The risk of air conditioning spreading Covid-19 is extremely low. Classrooms and other areas with air conditioning/fans can be used:</li> </ul>	Yes Yes Yes Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> <ul style="list-style-type: none"> <li>Classrooms and other areas to be well ventilated, door wedges available.</li> <li>Where mechanical ventilation is the only form of ventilation (air con units and fans) in that room, this should be adjusted to increase the ventilation rate.</li> <li>Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</li> <li>Where possible, high level windows rather than low level windows are kept open to reduce draughts.</li> <li>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	Yes Yes Yes Yes Yes					
Large spaces used for social areas (year groups)	2	3	6	<ul style="list-style-type: none"> <li>Pupils accessing childcare provision in school will carry out remote learning and will be based in the learning centre or classroom. A PE session will be delivered each day.</li> <li>Where mechanical ventilation is the only form of ventilation (air con units and fans) in that room, this should be adjusted to increase the ventilation rate.</li> <li>Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</li> <li>Where possible, high level windows rather than low level windows are kept open to reduce draughts.</li> <li>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	Yes Yes Yes Yes			2	2	4
<b>1.3 Availability of staff and class sizes</b>										
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	2	3	6	<ul style="list-style-type: none"> <li>In line with government guidance, staff should work from home where possible.</li> <li>A rota is in place to support the provision for childcare pupils and will be updated on a regular basis.</li> <li>School leaders will determine the workforce that is required in school, taking into account the updated guidance for those staff who are clinically extremely vulnerable. <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/542222/restricting-attendance-during-the-national-lockdown-schools.pdf">Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</a></li> </ul>	Yes Yes Yes			1	3	3



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned in line with DFE guidance - HR monitors and tracks all staff who are absent from school due to isolating, shielding or testing positive.</li> <li>All staff who are clinically extremely vulnerable (included on shielding patient list) will resume shielding. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Individual risk assessments for staff who are clinically extremely vulnerable have been updated.</li> <li>Staff who are clinically vulnerable (including staff who are pregnant) can attend school where it is not possible to work from home. HR will liaise with individual staff members to update their individual risk assessment to support them in their role. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Staff who are clinically vulnerable will be issued with a medical grade face mask.</li> <li>The trust has completed an Equality Impact Assessment to plan the risk, consideration and control measures needed for people with particular protected characteristics – <a href="#">link to Equality Impact Assessment</a>.</li> <li>Discussions take place with staff who are not displaying symptoms but are self-isolating regarding working from home. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>In line with government guidance, flexible deployment of teaching assistants and pupil facing staff to support in class provision.</li> <li>Where possible, long term supply staff will be deployed appropriately in school.</li> <li>Full use is made of testing to inform staff deployment. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> </ul>	Yes					
					Yes					
					Yes					
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					Yes					
					Yes					
					Yes					



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	2	3	6	<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>				2	2	4
<b>1.4 The school day</b>										
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	2	3	6	<ul style="list-style-type: none"> <li>Childcare pupils will go straight to Butler Hall upon arrival. Breakfast will be served in this area from 8.30am. Pupils will be registered in this area before going to the learning centre/classrooms to have their live form time.</li> <li>Sealed bags will be available upon arrival for pupils to store face masks.</li> <li>Lidded bins will be available for disposable face masks.</li> <li>There will be a limited number of pupils allowed in the bike shed at any one time to ensure social distancing. This will be managed through a member of staff on duty before and after school.</li> <li>At the end of the school day, pupils will leave school and take the most direct route home.</li> </ul>	Yes  Yes Yes  Yes			2	2	4
<b>1.5 Planning movement around the school</b>										
<b>Movement around the school risks breaching social distancing guidelines</b>	2	3	6	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised. One way system where possible around the academy – see site map.</li> <li>Appropriate signage is in place to clarify routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible.</li> <li>Pupils are regularly briefed and reminded about social distancing, pupil expectations and hygiene guidance.</li> <li>Behaviour policy updated to ensure compliance and sanctions applied as necessary.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> <li>Doors on specific learner routes are propped open to minimise contact on surfaces.</li> <li>Parents are prevented from entering school without prior consent and are directed to telephone the academy or email <a href="mailto:admin@castlefordacademy.com">admin@castlefordacademy.com</a>.</li> <li>Pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is</li> </ul>	Yes  Yes Yes  Yes Yes  Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability). <ul style="list-style-type: none"> <li>Pupils who are exempt from wearing a face covering in school have been issued with a blue badge to place on their tie. It is pupil's responsibility to ensure this is visible each day.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> </ul>	Yes Yes Yes					
<b>1.6 Remote Learning</b>										
Pupils fail to make sufficient progress during national lockdown	2	3	6	<ul style="list-style-type: none"> <li>In line with guidance issued for all schools during national lockdown (Jan-21), strategic plans in place for each subject and year group.</li> <li>Curriculum reviewed and refined to ensure depth, breadth and continuity (see curriculum section below).</li> <li>School will open for childcare pupils and pupils attending the Deaf resource. School will remain closed to all other pupils.</li> <li>Remote learning is in place to ensure pupil progress and support feedback from teachers on an individual or class basis.</li> <li>The DfE have allocated 121 additional electronic devices to school to support pupils with remote/online learning. The devices include secured tablets and laptops.</li> <li>A further allocation of 6 electronic devices have been delivered to school to support pupils with remote/online learning.</li> <li>Processes are in place to identify pupils requiring a device and to monitor and track devices distributed devices.</li> <li>Letters distributed to all parents to outline how pupil can access remote learning.</li> <li>An updated newsletter will be sent to parents with information on how pupils can use all devices safely online.</li> </ul> <a href="https://www.Safe Remote Learning   SWGfL">https://www.Safe Remote Learning   SWGfL</a> , <a href="https://www.IGfL.net">Online Safety - London Grid for Learning (IgfL.net)</a>	Yes Yes Yes Yes Yes Yes Yes Yes Yes			2	2	4





Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	2	3	6	<ul style="list-style-type: none"> <li>Home learning rewards in the form of a text message and/or a Headteacher Award certificate will be issued to pupils who have consistently engaged and completed a high level of remote learning.</li> <li>A consolidated tracker for each year group is now in place to ensure all pupil data can be easily accessed and monitored for mentors, head of year and SLT.</li> <li>The pupil tracker is analysed regularly to ensure sufficient levels of pupil engagement. Additional interventions and support are put in place where necessary where engagement falls below expectations.</li> <li>Analysis of safeguarding tracker to identify newly vulnerable pupils and monitor existing vulnerable pupils not attending school.</li> <li>Vulnerable pupils attending school are monitored daily using the childcare tracker. A DSL is on site each day.</li> </ul>	Yes Yes Yes Yes Yes			1	2	2
<b>1.7 Staff workspaces</b>										
Staff areas do not allow for observation of social distancing guidelines	2	3	6	<ul style="list-style-type: none"> <li>Staff to attend a twice weekly online whole staff briefings on Teams on a Wednesday and a Friday.</li> <li>All pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability).</li> <li>Pupils who are exempt from wearing a face covering in school have been issued with a blue badge to place on their tie. It is pupil's responsibility to ensure this is visible each day.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> <li>Staff rooms and offices have been reviewed and appropriate controls put in place including, room capacity of communal areas, furniture configurations and workstations to ensure social distancing.</li> </ul>	Yes Yes Yes Yes Yes Yes	Middle Leaders to ensure that staff adhere to the guidance in their area.		1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	Likelihood	Impact	Exposure	<ul style="list-style-type: none"> <li>Staff have been briefed on the use of all workspaces and maintaining social distancing.</li> <li>Staff to remain in areas, where possible, to avoid cross contamination of workstations.</li> <li>Workspaces are equipped with hand sanitiser and anti- bacterial wipes.</li> <li>If staff have any concerns about the plan regarding their ability to socially distance in their work space this needs to be raised with the School Business Manager.</li> <li>Maximum occupancy displayed in all staff areas.</li> <li>Staff using communal showers must provide their own towel and store in a sealed bag. Areas must be cleaned after each use.</li> </ul>	Yes Yes Yes Yes			Likelihood	Impact	Exposure
<b>1.8 Managing the school lifecycle</b>										
Limited progress with the school's spring term calendar and workplan because of COVID-19 measures	2	3	6	<ul style="list-style-type: none"> <li>School calendar for the spring term rationalised.</li> <li>Senior Leadership Team, middle leaders and staff workplans to include short and medium term planning.</li> <li>Curriculum and timetable reviewed and complete for the new academic year.</li> </ul>	Yes Yes Yes			1	2	2
<b>1.9 Governance and policy</b>										
Trustees and Governors are not fully informed or involved in making key decisions	1	2	2	<ul style="list-style-type: none"> <li>Virtual meetings are held regularly with Trustees.</li> <li>Trustees are involved in key decisions on reopening.</li> <li>Trustees approval of opening plans and risk assessment prior to opening for childcare pupils.</li> <li>Trustees are briefed regularly on the latest government guidance and its implications for the trust's academies.</li> <li>Governors are briefed with updates on school provision, the latest government guidance and its implications for the academy.</li> <li>Governors meeting will be held virtually until further notice.</li> </ul>	Yes Yes Yes Yes Yes			1	1	1



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
<b>1.10 Policy review</b>										
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	2	2	4	<ul style="list-style-type: none"> <li>The relevant policies below have been revised and approved by Trustees to take account of government guidance on social distancing and COVID-19 and its implications for the school:                             <ul style="list-style-type: none"> <li>Health &amp; Safety</li> <li>Safeguarding</li> <li>Behaviour</li> <li>Attendance</li> <li>Medical Care</li> <li>Infection Control</li> <li>Fire Evacuation</li> <li>Social Distancing</li> <li>Risk assessment</li> <li>Visitor policy &amp; risk assessment</li> <li>IT Acceptable Use (Staff)</li> </ul> </li> <li>Governors, staff (including union reps), pupils and parents have been briefed accordingly regarding any changes.</li> <li>CPD plans in place for staff to support any adjustments to policy and practice.</li> </ul>	Yes  Yes  Yes			1	2	2
<b>1.11 Communication strategy</b>										
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	1	2	2	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Trustees/Governors</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations/unions</li> <li>Other partners</li> <li>Virtual meetings via Microsoft Teams (Trustees, SLT, Department)</li> <li>Regular updates to staff with useful links and directions for staff.</li> </ul> </li> </ul>	Yes			1	1	1



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
<b>1.12 Staffing and CPD</b>										
Staff are not trained in new procedures, leading to risks to health	2	2	4	<ul style="list-style-type: none"> <li>A revised staff handbook (see staff handbook) is issued to all staff – to include social distancing, hand sanitiser &amp; washing of hands, social areas, travel to work, hygiene etc.</li> <li>Blended induction programme carried out for new staff. To evaluate impact and identify further training needs.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:                             <ul style="list-style-type: none"> <li>Infection control.</li> <li>Fire safety and evacuation procedures.</li> <li>Behaviour management.</li> <li>Safeguarding.</li> <li>Risk management</li> </ul> </li> <li>A number of virtual training sessions have been delivered to staff to assist in delivering live lessons and online curriculum via Microsoft Teams. All needs have been identified and follow up sessions delivered.</li> <li>Training resources are available to help staff delivery remote learning.</li> <li>Follow up CPD training sessions will continue to address training needs for staff.</li> </ul>	Yes  Yes  Yes  Yes  Yes  Yes			1	2	2
New staff are not aware of policies and procedures prior to starting at the school when it reopens	2	2	4	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>The revised staff handbook (Appendix) will be issued to all new staff prior to them starting.</li> <li>Whole staff CPD due to be held 29<sup>th</sup> January has been postponed.</li> <li>NQT's will continue to follow the early career framework programme to support their induction.</li> </ul>	Yes  Yes  Yes  Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
<b>Unable to recruit to required staffing levels for effective operation of school at all levels.</b>	2	2	4	<ul style="list-style-type: none"> <li>A flexible approach to interviews will be considered when recruiting.</li> <li>Where face to face meetings are arranged, schools should make clear to candidates that they must adhere to the system of controls that are in place.</li> <li>ITT interviews will continue to be held remotely.</li> </ul>	Yes Yes Yes			1	2	2
<b>1.13 Risk assessments</b>										
<b>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.</b>	2	3	6	<p>Risk assessments are updated or undertaken in line with updated government guidance and mitigation strategies are put in place and communicated to staff covering: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <ul style="list-style-type: none"> <li>Different areas of the school.</li> <li>When pupils enter and leave school.</li> <li>During movement around school.</li> <li>During break and lunch times.</li> </ul> <ul style="list-style-type: none"> <li>Individual risk assessments are complete for delivering aspects of the curriculum in specialist subjects and where shared equipment or spaces are used. Further training delivered by subject leaders to departments.</li> <li>A risk assessment for lateral flow testing will be completed before any testing is carried out.</li> <li>A separate risk assessment for lateral flow testing has now been approved.</li> </ul>	Yes  Yes Yes		AS	2	2	4
<b>1.14 School transport</b>										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered departure times	2	3	6	<ul style="list-style-type: none"> <li>Pupils will be encouraged to walk, cycle or be dropped off and picked up from school.</li> <li>Shared lifts to be discouraged.</li> <li>Pupils using public transport must wear a face mask. Lidded bins are available for disposable face masks at pupil entrance. Clear bags are available to store non disposable face masks.</li> <li>Senior staff distribute face masks to any pupil who requires one to travel and have been unable to source their own.</li> </ul>	Yes Yes Yes Yes			2	2	4
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>										
<b>2.1 Cleaning</b>										
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	2	2	4	<ul style="list-style-type: none"> <li>A generally enhanced cleaning plan is in place for whole school to minimise the spread of infection – cleaning schedule from estates and facilities management currently followed: <a href="#">COVID-19: cleaning in non-healthcare settings –</a></li> <li>A coordinated cleaning plan is in place for all facilities accessed by staff and pupils following the guidance outlined in <a href="#">COVID-19: cleaning in non-healthcare settings</a></li> <li>Shared equipment (kept to a minimum) in classrooms will be cleaned after each use E.g. Keyboards.</li> <li>Pupils are taught how to manage their resource packs and workspace.</li> </ul>	Yes Yes Yes Yes			2	1	2
<b>2.2 Hygiene and handwashing</b>										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	2	2	4	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased as needed. Increased stock of hand sanitiser dispenser purchased to ensure whole school coverage.</li> <li>Stock inventory levels are completed weekly to identify minimum re-order levels.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Yes Yes Yes			1	2	2
Pupils forget to wash their hands regularly and frequently	2	2	4	<ul style="list-style-type: none"> <li>Pupils are directed to hand sanitise upon arrival at the academy.</li> <li>Staff training includes reminding pupils of the need to wash/sanitise their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pull up banners are located at the end of each corridor, A3 posters displayed in classrooms.</li> <li>Hand sanitiser dispensers at pupil &amp; visitor entrance. Additional dispensers now in place for whole school coverage.</li> <li>Hand sanitiser on desks in each classroom, pupil reminded from teacher at the start and end of every lesson to sanitise their hands.</li> <li>Cleaning wipes available for desks to wipe down areas.</li> </ul>	Yes Yes Yes Yes Yes			1	2	2
<b>2.3 Testing and managing symptoms</b>										
Testing is not used effectively to help manage staffing levels and support staff wellbeing	2	2	4	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published to all staff. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>.</li> <li>A small number of home testing kits have been provided to the academy so that they can give directly to parents/carers or staff who are unable to access a test. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>The academy will engage with the NHS Test and Trace process. <a href="#">testing and tracing for coronavirus website</a> – process on how to contact the health protection team.</li> <li>Staff have been briefed to pause the contact tracing element of the app when phones are stored in communal areas to prevent false identification of contacts.</li> </ul>	Yes Yes Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>The guidance will be explained to staff as part of the induction process (new staff handbook appendix). Guidance has been displayed on HR noticeboard and staffroom.</li> <li>Post-testing support is available via HR for staff through the school's health provider – included in emails to all staff.</li> <li>Lateral flow tests were delivered to school on the 4th January 21 for pupils and staff to be tested on a regular basis. Additional PPE was delivered on the 5<sup>th</sup> January. Strategic planning will take place before testing begins to ensure testing can be carried out safely and accurately with trained staff.</li> <li>Lateral flow testing station is now up and running in the school gym. Daily sessions are available to carry out testing for staff and twice weekly for pupils. Please refer to separate risk assessment.</li> <li>Following updated guidance, staff have been briefed that a positive result from a lateral flow test cannot be overridden by a PCR and there is now no requirement to have a follow up PCR test.</li> </ul>	Yes					
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	2	3	6	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>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. <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>Pupils, parents and staff will be aware of what steps to take if they, or any member of their household, displays symptoms. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust and Local Health Protection Team and DfE for further guidance.</li> <li>Teacher seating plans available for each class, minimised group changes from timetable enables track and trace of pupil contact in classrooms.</li> </ul>	Yes			2	2	4



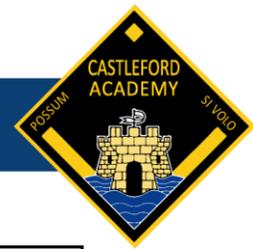
Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>Where a member of staff has been diagnosed as having Covid-19 and there is reasonable evidence that the dangerous occurrence was caused by occupational exposure, reporting obligations (RIDDOR) will be followed as advised by Health &amp; Safety Executive (HSE) - <a href="https://www.hse.gov.uk/coronavirus/riddor/index.htm">https://www.hse.gov.uk/coronavirus/riddor/index.htm</a></li> <li>In the event of a confirmed case, the academy will contact the local health protection and DfE using the online portal.</li> </ul>	Yes					
<b>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</b>	2	2	4	<ul style="list-style-type: none"> <li>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. <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Communication flowchart distributed to key staff to ensure consistency of responses of the school's procedures regarding the management of coronavirus issues E.g. testing, self-isolation etc.</li> <li>Pupils eligible for free school meals that are isolating due to testing positive or a member of their household testing positive are supported with meal vouchers whilst absent from school.</li> </ul>	Yes  Yes  Yes  Yes  Yes			1	2	2
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed</b>	2	2	4	<ul style="list-style-type: none"> <li>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. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>	Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis			
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure	
case of COVID-19 in the school				<ul style="list-style-type: none"> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>The health status and attendance of every pupil is known and is regularly updated so that provision can be planned in line with DFE guidance – Pupil attendance tracker in place. Systems are in place to ensure the academy maintains contact with vulnerable pupils who are self-isolating. Social workers for vulnerable pupils are notified.</li> <li>Increased capacity has been deployed to the attendance team to ensure all covid-19 related absences are monitored and follow up telephone calls are made to ensure agreed return dates are adhered to.</li> <li>An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms.</li> <li>Pupils eligible for free school meals that are isolating due to testing positive or a member of their household testing positive are supported with FSM vouchers whilst absent from school.</li> <li>A letter has been sent to parents and staff have been briefed that they should follow government guidelines in regards to themselves and members of their household isolating following a positive result from a lateral flow test. A PCR test should not be taken following a positive result from an LFT. NHS Test and Trace is directly linked to the lateral flow test.</li> </ul>	Yes						
<b>2.4 First Aid/Designated Safeguarding Leads</b>											
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	2	2	4	<ul style="list-style-type: none"> <li>First Aid training refresher course completed online - due to expire in three years.</li> <li>A programme for training additional staff is in place – DSL courses completed online for existing and new DSL.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>A member of staff who is first aid trained will be on site each day to support both childcare pupils and staff on site.</li> </ul>	Yes				1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
<b>2.5 Medical rooms</b>										
Medical rooms are not adequately equipped or configured to maintain infection control	2	2	4	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>An additional first aider on call to support with a suspected case of COVID-19.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>Symptoms are recorded, communicated to affected staff and monitored to ensure adequate quarantining is in place to reduce spread of infection.</li> <li>First aid staff are required to wear PPE and have been trained on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely in line with the DfE guidance.</li> </ul>	Yes Yes Yes Yes			1	2	2
<b>2.6 Communication with parents</b>										
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	2	3	6	<ul style="list-style-type: none"> <li>As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</li> <li>A COVID-19 section on the school website has been created and is regularly updated.</li> <li>The risk assessment is available on the school website.</li> <li>All pupils received a letter on the 8<sup>th</sup> January 21 outlining expectations for all pupils in school and carrying out online/remote learning at home.</li> <li>All pupils received a letter following national lockdown restrictions on 5<sup>th</sup> January 21.</li> </ul>	Yes Yes Yes Yes			2	2	4
Parents and carers may not fully understand their responsibilities should a child show	2	3	6	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a regular basis through letters, emails and text messages.</li> <li>Parents/carers issued with clear actions to take when displaying symptoms.</li> <li>Reminders of the process will be reinforced at regular intervals.</li> </ul>	Yes Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis			
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure	
symptoms of COVID-19				<ul style="list-style-type: none"> <li>Communication flowchart distributed to key staff to ensure consistency of responses of the school's procedures regarding the management of coronavirus issues E.g. testing, self-isolation etc.</li> <li>An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms.</li> </ul>	Yes						
<b>2.7 Personal Protective Equipment (PPE)</b>											
Provision of PPE for staff and pupils where required is not in line with government guidelines	2	3	6	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>Those staff required to wear PPE have been trained on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. – updated guidance: Additional PPE is no longer required for regular, routine cleaning operations as part of an effective hierarchy of controls. Additional PPE continues to be required for the cleaning of areas following a suspected or confirmed case of coronavirus (COVID-19). <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#main-changes-to-previous-guidance">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#main-changes-to-previous-guidance</a></li> <li>Pupils have been trained on the safe wearing, disposal and storage of PPE used in school and for public transport.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>Gloves and disinfectant spray will be available for staff to wipe down any equipment or furniture, if a person coughs or sneezes on them.</li> </ul>	Yes			1	2	2	
					Yes						
					Yes						
					Yes						
					Yes						



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>All pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability).</li> <li>Pupils who are exempt from wearing a face covering in school have been issued with a blue badge to place on their tie. It is pupil's responsibility to ensure this is visible each day.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> <li>Sealed bags will be available upon arrival for pupils to store face masks.</li> <li>Lidded bins will be available for disposable face masks.</li> </ul>	Yes					
<b>3. Maximising social distancing measures</b>										
<b>3.1 Pupil behaviour</b>										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Pupils' behaviour on return to school does not comply with social distancing guidance	2	3	6	<ul style="list-style-type: none"> <li>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.</li> <li>The movement of pupils around the school is coordinated to minimise contact.</li> <li>One way system where possible around the academy.</li> <li>Pupils briefed about how to social distance effectively in large gatherings such as social areas.</li> <li>Pupils will be briefed not to touch staff or other pupils.</li> <li>The school's behaviour policy has been revised to include compliance with social distancing and will be communicated to staff, pupils and parents.</li> <li>Senior leaders monitor to ensure there are no breaches of social distancing measures.</li> <li>Arrangements reviewed and sanctions imposed as necessary.</li> <li>Messages to parents reinforce the importance of social distancing.</li> </ul>	Yes			1	2	2
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					
<b>3.2 Classrooms and teaching spaces</b>										
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	2	3	6	<ul style="list-style-type: none"> <li>Arrangements are reviewed regularly.</li> <li>Where possible, classrooms adjusted with forward facing desks, to reduce face to face contact between pupils lowering the risk of transmission.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> <li>Clear signage displayed in classrooms promoting social distancing. A3 poster displayed in each classroom, pull up banner on corridors.</li> <li>The risk of air conditioning spreading Covid-19 is extremely low. Classrooms and other areas with air conditioning can be used: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>Classroom environments adapted to include hand sanitiser dispenser, lidded bins, wipes, tissues.</li> </ul>	Yes			2	2	4
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	2	3	6	<ul style="list-style-type: none"> <li>Pupils accessing childcare provision in school will carry out remote learning and will be based in the learning centre or classroom. A PE session will be delivered each day.</li> </ul>				2	2	4
<b>3.3 Movement in corridors</b>										
Social distancing guidance is breached when pupils circulate in corridors	2	3	6	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where required.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of pupils around school is minimised as much as possible.</li> <li>Doors on specific learner routes are propped open to minimise contact on surfaces.</li> <li>Appropriate supervision levels are in place.</li> <li>All pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability).</li> <li>Pupils who are exempt from wearing a face covering in school have been issued with a blue badge to place on their tie. It is pupil's responsibility to ensure this is visible each day.</li> <li>Optional use of the wearing of a face visor for staff or visitors in the classroom where the layout of the room or the job role makes it difficult to maintain social distancing, this can include staff moving around the classroom.</li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes Yes			2	2	4
<b>3.4 Break times</b>										
Pupils may not observe social distancing at break times	2	3	6	<ul style="list-style-type: none"> <li>Pupils are reminded regularly about social distancing.</li> <li>Social distancing signage is in place around the school and in key areas.</li> <li>Appropriate supervision levels are in place.</li> </ul>	Yes Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>All pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability).</li> <li>Pupils who are exempt from wearing a face covering in school have been issued with a blue badge to place on their tie. It is pupil's responsibility to ensure this is visible each day.</li> <li>Childcare pupils in school will have break in Butler Hall and will sit at their allocated desk.</li> <li>Pupils accessing the Deaf resource will remain in base.</li> </ul>	Yes Yes Yes					
<b>3.5 Lunch times</b>										
Pupils may not observe social distancing at lunch times	2	3	6	<ul style="list-style-type: none"> <li>Pupils wash/sanitise their hands before and after eating.</li> <li>Eating areas are cleaned throughout and after each lunch sitting.</li> <li>Dining area layouts have been configured to minimise contact.</li> <li>All pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability).</li> <li>Pupils who are exempt from wearing a face covering in school have been issued with a blue badge to place on their tie. It is pupil's responsibility to ensure this is visible each day.</li> <li>Childcare pupils in school will have lunch in Butler hall at a different time to staff in school.</li> <li>Childcare pupils will sit at their allocated desk to eat their lunch.</li> <li>Pupils accessing the Deaf resource will remain in base.</li> </ul>	Yes Yes Yes Yes Yes Yes Yes			2	2	4
<b>3.6 Toilets</b>										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Queues for toilets and handwashing risk non-compliance with social distancing measures	2	3	6	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Pupils visits to the toilets are monitored and staggered (break, lunch and end of day times are staggered for each group).</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Lidded bins are emptied regularly.</li> <li>Pupils are reminded regularly about hand washing and sanitising.</li> <li>Staff toilet facilities marked with signage to support social distancing.</li> </ul>	Yes Yes Yes Yes Yes Yes			1	2	2
<b>3.7 Medical Rooms</b>										
The configuration of medical rooms may compromise social distancing measures	2	2	4	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for First Aid.</li> <li>Additional space is designated for pupils with symptoms associated with COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes Yes Yes			1	2	2
<b>3.8 Reception area</b>										
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	2	3	6	<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Arrangements are in place for segregation of essential visitors (E.g. social workers).</li> <li>Parents and visitors advised to make an appointment prior to arriving on site (parents and visitors will be asked to wear face coverings when they arrive at reception).</li> </ul>	Yes Yes Yes Yes Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	2	3	6	<ul style="list-style-type: none"> <li>Optional use of the wearing of a face visor for staff in the reception where the layout of the room or the job role makes it difficult to maintain social distancing.</li> <li>A visitor agreement form must be completed prior to or upon arrival for each visitor attending site.</li> </ul>	Yes			1	2	2
<b>3.9 Arrival and departure from school</b>										
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	2	3	6	<ul style="list-style-type: none"> <li><b>Pupil accessing childcare provision in school will enter via the pupil entrance and will go straight to Butler Hall.</b></li> <li><b>Pupils accessing the Deaf resource will enter school via main reception.</b></li> <li>Parents informed to drop pupils off away from school site to minimise congregation.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Regular messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Yes Yes Yes Yes			1	2	2
<b>3.10 Transport</b>										
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>	2	3	6	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> <li>Pupils will be encouraged to walk, cycle or be dropped off and picked up from school.</li> <li>Pupils using public transport must wear a face mask. Lidded bins are available for disposable face masks at pupil entrance. Clear bags are available to store non disposable face masks.</li> <li>Car sharing between families to be discouraged.</li> <li>Risk assessment plans for pupils who arrive in taxi provision.</li> </ul>	Yes Yes Yes Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	2	3	6	<ul style="list-style-type: none"> <li>Senior staff distribute face masks to any pupil who requires one to travel and have been unable to source their own.</li> </ul>				2	2	4
<b>3.11 Staff areas</b>										
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	2	3	6	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate controls put in place including, room capacity of communal areas, furniture configurations and workstations to ensure social distancing.</li> <li>Staff will be briefed on the use of all staff areas and workspaces and maintaining social distancing.</li> </ul>	Yes			2	2	4
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>										
<b>4.1 Pupils with underlying health issues</b>										
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	2	3	6	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>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.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> <li><b>In line with government guidance, pupils that are clinically extremely vulnerable will resume shielding.</b></li> </ul>	Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>The health status and attendance of every pupil is known and is regularly updated so that provision can be planned in line with DFE guidance – Pupil attendance tracker in place.</li> </ul>	Yes					
<b>4.2 Staff with underlying health issues</b>										
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	2	3	6	<ul style="list-style-type: none"> <li>All staff who are clinically extremely vulnerable (included on shielding patient list) will resume shielding. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Individual risk assessments for staff who are clinically extremely vulnerable have been updated.</li> <li>Staff who are clinically vulnerable (including staff who are pregnant) can return to work. HR will liaise with individual staff members to update their individual risk assessment to support them in their role. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Staff who are clinically vulnerable will be issued with a medical grade face mask.</li> <li>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. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Current government guidance is being applied.</li> <li>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. A risk assessment will be conducted for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</li> <li>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women</li> </ul>	Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				( <a href="https://www.rcog.org.uk/en/guidelines-guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-guidelines/coronavirus-pregnancy/</a> ). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.						
<b>5. Enhancing mental health support for pupils and staff</b>										
<b>5.1 Mental health concerns – pupils</b>										
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	2	3	6	<ul style="list-style-type: none"> <li>Wellbeing plan will be produced for pupils returning to school (All pupils are aware of Step-Up provision whilst in school).</li> <li>Form teachers to monitor pastoral welfare of pupils and refer as appropriate.</li> <li>Information shared regarding potentially vulnerable pupils via CPOMS.</li> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health – wellbeing calls to pupils.</li> <li>Wellbeing/mental health will be discussed in pupil briefings.</li> <li>Form tutors will contact parents weekly.</li> <li>Pupils will be able to access a virtual 'Wellbeing Wednesday' assembly every week.</li> </ul>	Yes Yes Yes Yes Yes Yes Yes			2	2	4
<b>5.2 Mental health concerns – staff</b>										
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the</b>	2	3	6	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing – Mind Charity toolkit distributed to staff, Headteacher emails.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Yes Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
<b>COVID-19 crisis in general</b>	2	3	6	<ul style="list-style-type: none"> <li>To reduce staff anxiety, optional use of the wearing of a face visor for staff in the reception area, where the layout of the room or the job role makes it difficult to maintain social distancing. Parents and visitors will be asked to wear face coverings when they arrive at reception.</li> <li>Calendared quality assurance processes adjusted/reduce to reduce staff anxiety/workload pressures.</li> <li>Staff to attend a twice weekly online briefing on Teams on a Wednesday and a Friday.</li> <li>Form Tutors to meet with their Year Leader teams weekly online.</li> <li>Subject Teachers to meet with the Subject Teams weekly online.</li> <li>SLT to meet weekly both physically and online.</li> </ul>	Yes Yes Yes Yes Yes			2	2	4
<b>Working from home can adversely affect mental health</b>	2	3	6	<ul style="list-style-type: none"> <li>Staff working from home have regular catch-ups with line managers through Teams meetings.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>A strategic staffing meeting ensures that potential staff issues are highlighted and the necessary support put in place.</li> <li>HR team available to support staff – Targeted staff well-being calls.</li> </ul>	Yes Yes Yes Yes			2	2	4
<b>5.3 Bereavement support</b>										
<b>Pupils and staff are grieving because of loss of friends or family</b>	2	3	6	<ul style="list-style-type: none"> <li>The school will continue to operate 'step up' to support pupils with their emotional and mental wellbeing.</li> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary as appropriate.</li> </ul>	Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
<b>6. Operational issues</b>										
<b>6.1 Review of fire procedures</b>										
Fire procedures are not appropriate to cover new arrangements	2	2	4	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Yes Yes Yes			1	2	2
Fire evacuation drills - unable to apply social distancing effectively	2	2	4	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which includes staff members adhering to social distancing measures.</li> <li>Year groups will be in separate zones.</li> <li>Additional entrance to the assembly point (bottom 3G) to ease pupil flow.</li> </ul>	Yes Yes Yes	Fire register updated for staff on a rota from w/c 4 <sup>th</sup> January 21. Childcare pupils will have an online register.		1	2	2
Fire marshals absent due to self-isolation	2	2	4	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Yes			1	2	2
<b>6.2 Managing premises on reopening after lengthy closure</b>										
All systems may not be operational	1	1	1	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate. <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></li> <li>All systems have been recommissioned.</li> <li>Where mechanical ventilation systems exist they should be maintained in accordance with the manufacturers recommendations</li> </ul>	Yes Yes Yes			1	1	1



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Statutory compliance has not been completed due to the availability of contractors during lockdown	1	1	1	<ul style="list-style-type: none"> <li>Fire safety management plans have been reviewed and issued to staff and pupils. Fire safety compliance checks continue to be carried out by a member of the Premises team.</li> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes  Yes Yes			1	1	1
<b>6.3 Contractors working on the school site</b>										
External agencies and contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	2	2	4	<ul style="list-style-type: none"> <li>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. <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>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.</li> <li>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.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed and appropriate PPE worn.</li> <li>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).</li> <li>A record will be kept of all visitors/contractors within the last 21 days to assist with NHS Track and Trace.</li> </ul>	Yes  Yes  Yes  Yes  Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>The use of remote and virtual meetings should take place where multiple outside agencies are involved. Where this is not possible, the number of people should be limited with notes submitted in advance.</li> </ul>	Yes					
<b>7. Finance</b>										
<b>7.1 Costs of the school's response to COVID-19</b>										
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	2	2	4	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020">https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020</a></li> <li>Financial processes and procedures continue to ensure accurate and effective monitoring of school budget.</li> <li>Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are monitored and options for reducing costs over time as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position is shared monthly with Trustees and at trust finance risk and audit committee meetings.</li> </ul>	Yes			1	2	2
<b>8. Governance</b>										
<b>8.1 Oversight of the governing body</b>										
Lack of trust and governor oversight during the COVID-19 crisis leads to the school failing to meet	1	2	2	<ul style="list-style-type: none"> <li>The trustees continue to meet regularly via Teams.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>Meetings are quorate.</li> </ul>	Yes			1	1	1



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
statutory requirements.				<ul style="list-style-type: none"> <li>The Headteachers 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.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>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.</li> </ul>	Yes Yes Yes					
<b>9. Additional site-specific issues and risks</b>										
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>										
Deaf and HI provision	2	3	6	<ul style="list-style-type: none"> <li>Individual pupil risk assessments to be completed and additional controls planned (E.g. Transport, pre and post teaching etc.)</li> <li>Staff timetabled to accompany pupils for in class support.</li> <li>Additional Year group zoning of base.</li> <li><b>Pupils attending the Deaf resource will carry out online/remote learning in base and will form their own bubble to minimise the risk of transmission.</b></li> </ul>	Yes Yes Yes Yes			2	2	4
Alternative provision	2	3	6	<ul style="list-style-type: none"> <li>Risk assessment to be completed by providers– to include health and safety, maintain social distancing where possible and control measure to enable delivery of a broad and balanced curriculum for pupils.</li> <li>Completed risk assessments will be reviewed.</li> </ul>	Yes Yes			2	2	4
Catering	2	3	6	<ul style="list-style-type: none"> <li><b>Kitchen to operate using a staff rota due to reduced pupil numbers attending school.</b></li> <li><b>Kitchen will operate in line with normal legal requirements (HACCP, School food standards).</b></li> <li>Assurances have been sought from the suppliers delivering goods 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.</li> </ul>	Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>Compliant with guidance for food businesses on COVID-19, <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></li> <li>Catering staff should wear a face visor where the layout of the room or the job role makes it difficult to maintain social distancing.</li> <li>All pupils, staff and visitors will be expected to wear face coverings outside the classroom when they are moving around school where social distancing is difficult to maintain. Staff have the option to wear a visor rather than a face covering. (Exemptions will apply for those who speak to or provide assistance to someone who relies on lip reading, clear sounds or facial expression to communicate or has a physical/mental impairment or disability).</li> <li>Breakfast, break and lunch will be served from Butler Hall for pupils accessing childcare provision and the Deaf resource.</li> <li>A staff rota is in place during national lockdown restrictions to minimise the risk of transmission due to staggered return for pupils. This will be reviewed on a weekly basis.</li> <li>A reduced menu will be offered for pupils and staff consisting of hot and cold options.</li> </ul>	Yes					
Lettings	2	3	6	<ul style="list-style-type: none"> <li>Outdoor and indoor lettings have ceased due to national restrictions and will be reviewed following updated guidance. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</a></li> <li>Lettings policy has been updated to support guidance – social distancing, times upon arrival and departure, limited movement on site, individual clubs/teams to keep record of attendees to support NHS Track and Trace.</li> </ul>	Yes			1	2	2
Free School Meals	2	3	6	<ul style="list-style-type: none"> <li>Pupils who are eligible for free school meals and are accessing childcare provision and the Deaf resource will continue to receive a meal from school.</li> <li>Pupils not in school who are eligible for free school meals have received a voucher for the value of £15 per week per child using Wonde voucher system.</li> <li>Vouchers will be issued on a weekly basis.</li> <li>A national government voucher scheme is due to be launched. Awaiting further guidance.</li> </ul>	Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> <li>Vouchers will continue to be issued using Wonde school voucher system during national lockdown. The DfE has confirmed schools will be reimbursed for all costs of the vouchers.</li> <li>Vouchers will be issued to eligible pupils from the local authority (Winter Covid Fund) to cover February half term.</li> </ul>	Yes Yes					
Educational visits	2	3	6	<ul style="list-style-type: none"> <li>Due to national restrictions, all educational visits will be postponed. This will be kept under review.</li> </ul>	Yes			2	2	4
Physical Activity In Schools	2	3	6	<ul style="list-style-type: none"> <li>Maximum occupancy signs displayed.</li> <li>Hands must be washed before entering and after leaving areas.</li> <li>In line with government guidance, equipment must be cleaned after every use. Cleaning materials will be provided in this area.</li> <li>A generally enhanced cleaning plan is in place for whole school to minimise the spread of infection – cleaning schedule from estates and facilities management currently followed: <a href="#">COVID-19: cleaning in non-healthcare settings –</a></li> <li>In line with government guidance, equipment must be cleaned after every use. Cleaning materials will be provided in this area. <a href="https://www.sportengland.org/how-we-can-help/coronavirus/return-play">https://www.sportengland.org/how-we-can-help/coronavirus/return-play</a>.</li> <li>Music volume should be low enough to ensure that users do not raise voices louder than the music.</li> <li>Where possible, high level windows rather than low level windows are kept open to reduce draughts.</li> <li>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>The risk of air conditioning spreading Covid-19 is extremely low. Classrooms and other areas with air conditioning/fans can be used: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>Classrooms and other areas to be well ventilated, door wedges available.</li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	Green	Yellow	Red	<ul style="list-style-type: none"> <li>Where mechanical ventilation is the only form of ventilation (air con units and fans) in that room, this should be adjusted to increase the ventilation rate.</li> <li>Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</li> </ul>	Yes			Green	Green	Yellow

Approved By:	Name:	Signature	Date
Premises Manager	Ian Hobson		
School Business Manager/ Associate Headteacher	Avril Smith Daniella Cook		8 <sup>th</sup> February 2021
Executive Leader CEO/Headteacher	George Panayiotou		9 <sup>th</sup> February 2021



<b>Chief Finance Officer</b>	Samantha Stevens		9 <sup>th</sup> February 2021
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