
Blessed Holy Family Catholic Academy Trust



Covid 19 operational risk assessment for national
lockdown

Updated January 2021

The Sacred Heart Language College



COVID-19: Operational risk assessment

This risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education

Date of assessment:	7 th January 2021	Date of next review	12 th February 2021	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Related documents
<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>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</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education</p>

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in secondary schools					
1.1 Organisation of 'bubbles' in full year groups					
Unintended mixing between year groups will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> There is full compliance with the DFE system control measures set out in the latest government guidance. Each year group is allocated a designated set of rooms/spaces and stays within this area except for specialist teaching (e.g. science, technology, art) or when using the dining room or other shared spaces. All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by pupils. Pupils observe hygiene guidance and wash hands frequently. Teachers moving between groups will comply with social distancing and hygiene guidance. Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). Staggered arrival and leaving times; break times and lunch times. Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), or are in detention. 	Y	<ul style="list-style-type: none"> The school has been split into 3 zones for current critical worker and vulnerable pupils. Dependent on numbers decisions will be made on a daily basis as to how many of these zones will be operational. Information communicated to staff and parents. Daily team leader to meet pupils to remind them of processes and induct new arrivals... One way system in place Pupils under revised procedures are all to enter the main entrance where they sign in and temperatures are taken. Revised timings of the school day to align KS3 and KS4 lunchtimes to facilitate remote learning whilst on school site. 	L
1.2 Organisation of teaching spaces					
Teaching pupils in full classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> There is full compliance with the DFE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. 	Y	<ul style="list-style-type: none"> Numbers limited in each class base to ensure social distancing. Pupils allocated to a named computer to minimise contamination. All assemblies and lessons are on line. 	M

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		<ul style="list-style-type: none"> Contact between individuals is minimised and social distancing maintained wherever possible. Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. Pupils are seated side by side and facing forwards, rather than face to face or side on. Unnecessary furniture is moved out of classrooms to make more space. 		<ul style="list-style-type: none"> Assemblies to regularly remind year groups about expectations and routines. Signage updated where necessary. Allocated toilets per learning zone. Cleaning products placed in each classroom Additional cleaning products in place for arrival and departure 	
The use of shared spaces and specialist classrooms increases the risk of infection between year groups	M	<ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete year group at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. where possible. 	Y	<ul style="list-style-type: none"> All learning to take place in one allocated room with full access to ICT for remote learning. Additional cleaning in these areas 	L
1.3 Staffing					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	M	<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. The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. Risk assessments are undertaken for staff who clinically extremely vulnerable, 	Y	<ul style="list-style-type: none"> Staff reminded of ill health protocols. To ensure adequate cover each day staff to contact the cover line and HOD/team leader if unwell. Test, trace and track information shared with all staff. Extremely clinically vulnerable staff not included on staff rota and working from home. 	M
1.4 The school day					
The start and end of the school day create risks		<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. 	Y	<ul style="list-style-type: none"> Staff and pupils to enter via the main entrance. 	L

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of contact between discrete year groups	H	<ul style="list-style-type: none"> • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 		<ul style="list-style-type: none"> • If numbers on site significantly increase then this will be reviewed. • Sanitiser available on entry. • All social distancing measures to be followed. • Temperatures taken on arrival. • Staff and pupil signing in system established. • All floor markings to be assessed on regular basis to check they are still clearly visible and are not a trip hazard. • Team leader to monitor dismissal • Additional staffing in place prior to the start of the day to ensure all enter in a safe, socially distanced manner. 	
1.5 Planning movement around the school					
Movement around the school risks contact between discrete year groups	M	<ul style="list-style-type: none"> • Year group 'bubbles' remain in their home bases for most of their learning. • Timetabling avoids more than one year group in circulation at any one time in the same part of the building. • Staff moving between year groups observe social distancing and hygiene procedures at all times. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place. 	Y	<ul style="list-style-type: none"> • Year group bubbles temporarily suspended. • Pupils allocated to a learning zone. • One way system in place using outside space • Daily duty rotas issued including break and lunch time cover 	L

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1.6 Curriculum organisation					
Having missed significant face-to-face learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	H	<ul style="list-style-type: none"> The school has developed and implemented a comprehensive 'catch-up' plan which identifies the learning gap for individual and groups of pupils in terms of curriculum and knowledge. This will include revised schemes of work, prioritised key elements of the curriculum, engagement in the National Tutoring Programme and additional planned intervention programmes. Gaps in learning are assessed and addressed systematically in teachers' planning. Home and remote learning continue and will be calibrated to complement in-school learning and address gaps identified. Middle leaders ensure that exam syllabi are covered. 	Y	<ul style="list-style-type: none"> HOD to undertake progress checks Interim progress data on engagement with learning collated and sent to parents every three weeks. System established for weekly communication with parents if pupil shows lack of engagement with remote learning. Full use of remote learning in place to ensure progress for all. 	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	Y	<ul style="list-style-type: none"> Guidance issued to staff with regular reminders Staff on site are allocated to a learning space by HOD to undertake live and recorded lessons. Staff encouraged to work from home where possible. Social distancing markings in place General staff not allowed open access to office spaces 	L
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	H	<ul style="list-style-type: none"> School calendar for remainder of 2021 academic year finalised within the context of the latest guidance. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. 	Y	<ul style="list-style-type: none"> All plans are in place All meetings to be carried out online via Microsoft teams Parents evening to continue using school cloud platform. 	L

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		<ul style="list-style-type: none"> Staff recruitment reviewed regularly to ensure in line with current measures 			
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	Y	<ul style="list-style-type: none"> All careers support to continue online including careers interviews. Liaison with St Dominic's for 6th form transition Virtual open events for Year 11 with range of providers 	L
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	H	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	Y	<ul style="list-style-type: none"> LGB and Trust board meetings to continue online Regular liaison between HT and Chair of GB and Trust board. 	L
1.10 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	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policy on attendance from September. Staff, pupils, parents and governors have been briefed accordingly. 	Y	<ul style="list-style-type: none"> Fire evacuation protocol updated with all assembling in the main playground. All rota teams to liaise with support duty staff to address welfare needs. All team leaders aware of the established procedures should a staff member or pupil feel unwell with covid symptoms. 	L

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1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for each stage of reopening and their implications	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Other partners 	Y	<ul style="list-style-type: none"> All information has been shared. Parents informed with full details each time govt guideline significantly updated 	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 	Y	<ul style="list-style-type: none"> Parents clear about the measures in place to ensure confidence. All vulnerable pupils contacted on a regular basis to check progress and invited to attend school. 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior Induction and CPD programmes are in operation for all staff and include: <ul style="list-style-type: none"> The DFE system control measures set out in the latest government guidance Organisational arrangements (i.e. year groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	<ul style="list-style-type: none"> Revised staff handbook procedures still in general operation. 	L
New staff are not aware of policies and procedures prior to	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Y	<ul style="list-style-type: none"> Time allocated for new staff induction as and when they arrive 	L

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starting at the school when it reopens		<ul style="list-style-type: none"> The revised staff handbook is issued to all new staff prior to them starting. 			
Staff are not equipped or trained to deliver remote learning	H	<ul style="list-style-type: none"> All staff are inducted in the use of MS Teams. All staff have equipment to deliver online learning from their classrooms All staff receive support and training to ensure that pupils learning at home and at school follow the school's curriculum plans. 	Y	<ul style="list-style-type: none"> Extensive and ongoing training provided Sharing of best practice at staff meeting. Centralised base on system for sharing top tips. New equipment to be reviewed and updated. Additional pupil laptops ordered from the DFE. 	L
1.14 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	M	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	Y	<ul style="list-style-type: none"> Food hampers have been provided by school caterers whilst DFE national voucher scheme is established. For holiday provision continue to use Wande for issuing vouchers if the Edenred system does not allow. 	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits 	Y	<ul style="list-style-type: none"> All areas have been reviewed as part of planning Additional risk assessment has been undertaken for the lateral flow testing system in place. FLASH Risk review undertaken by premises manager Premises manager has liaised with Cleaning contractor and has risk assessment in place 	L

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1.16 School transport					
Changes to public bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	H	<ul style="list-style-type: none"> Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking. 	Y	<ul style="list-style-type: none"> Existing guidance to parents still applies re. travel arrangements 	L
1.17 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> There is full compliance with the DFE system control measures set out in the latest government guidance. Year group 'bubbles' are kept discrete at all times. The local health protection team is contacted immediately for advice The school engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 10 days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Y	<ul style="list-style-type: none"> Information shared with staff, parents and pupils Seating plans in place for all allocated learning zones. System in place for trace and tracking over holiday periods Team leaders familiar with actions to be taken in response to a positive case in the lateral flow testing. 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Public Health England system control measures					

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<p>The school community is not aware of how to manage their own risk leading to a rise in infections</p>	H	<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the DFE system of control measures set out in the latest government guidance are in place as follows: <p>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</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks. 	Y	<ul style="list-style-type: none"> • Information has been shared • Lateral flow testing established in school for all staff and pupils present on site. • PPE flow chart shared with staff • Notices around school • Public health England messages shared with staff, parents and pupils • Pupils' handbook devised to include advice • Temperatures taken for all staff and pupils as part of our lockdown planning. • SLT checklist and training on how to respond to confirmed cases has taken place 	L

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		<ul style="list-style-type: none"> • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p>			

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		<ul style="list-style-type: none"> • Pupils are organised in year group bubbles. In school, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times. • Movement around the school by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. • Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. • The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this. • For each year group, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. • Arrangements are in place to avoid touching pupils' mobile phones and to avoid queues forming if they need to collect them from a central point. <i>An approach might be to discourage pupils from bringing mobile phones to school. In the event that a pupil needs a phone – for instance if they travel a distance to school, they are instructed to keep their phone in their bag, switched off, throughout the day.</i> • Arrangements are in place for pupils to use lockers, safely, without queues forming or bubbles mixing. • Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - These specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble. • Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. • The need for staff to take pupils' work away from school is minimised. Pupils' self -assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done on paper that requires teacher input/feedback is placed in a plastic box (for the class teacher / subject teacher as appropriate) and retained in school for 48 hours before being marked. 			

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		<p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <p>7. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. 			

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		<ul style="list-style-type: none"> • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 			
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> • Plan for cleaning staff (including any deep cleans) is agreed with contracting agencies. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. 	Y	<ul style="list-style-type: none"> • Additional capacity in place for regular cleaning during school day 	L
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<ul style="list-style-type: none"> • Bulk order is monitored and additional supplies purchased • Ongoing review – staff to inform Premises manager if any supplies running low 	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. • 	Y	<ul style="list-style-type: none"> • Areas allocated on daily duty rota • Daily reminders as part of PCT time 	L

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2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. 	Y	<ul style="list-style-type: none"> • Parents reminded of high importance that should be placed on this • Staff handbook highlights business dress for staff • High uniform expectations continued 	L
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Fabric chairs are taken out of use where possible. • Where that is not possible, chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> • A reduced number of chairs in staffroom • Staff asked to keep to one learning space for delivery of their remote learning if they are on site. • Staff asked to follow established protocol of keeping a chair for the day by placing something on it • Chairs regularly sprayed by site team 	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> • Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. • Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. • Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. • Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). • Post-testing support is available for staff through the school's health provider. 	Y	<ul style="list-style-type: none"> • All staff and parents have been informed 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants.	H	<ul style="list-style-type: none"> In school testing is provided in line with current government guidance. (<i>Scientific evidence indicates that Lateral flow testing will identify new variants of Covid-19.</i>) Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. 		<ul style="list-style-type: none"> All consent forms issued for staff and critical worker/vulnerable pupils Staff identified, recruited and trained System fully in operation A separate risk assessment has been undertaken to ensure that the lateral flow testing is safe Public liability insurers have been contacted to ensure adequate cover remains in place. 	M
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Y	<ul style="list-style-type: none"> Daily DFE returns completed and analysed. 	M
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	M	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Information shared with all stakeholders and shared on website 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> 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. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Parents informed – will need to monitor and update if and when necessary 	L
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y	<ul style="list-style-type: none"> Collaboration with Trust schools should it be necessary First aid trained support staff available each day for school closure for key worker/vulnerable pupil groups 	L
2.7 Medical support					
Medical support is not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Pupils welfare room and adjacent toilet established for isolation for those with symptoms until they can be collected. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks are created and updated. 	Y	<ul style="list-style-type: none"> Regular updates to parents Section of the website created to ease access to information. 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> Additional letter prepared for families should a pupil show symptoms and what they need to do re. testing 	L
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and 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. 	Y	<ul style="list-style-type: none"> PPE in place in line with govt. guidance All pupils to wear their masks at all times in class as well as movement around the school whilst on national lockdown. 	L
3. Adopting the new organisational model of discrete year group 'bubbles'					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with the new guidance on operating	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for operating in year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff continue to model social distancing consistently. 	Y	<ul style="list-style-type: none"> Pupils regularly reminded. Pupils on site escorted to exit and dismissed one by one. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
within discrete year group 'bubbles'		<ul style="list-style-type: none"> The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to avoid different year groups coming in to contact with each other and are closely supervised. The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. Messages to parents reinforce the importance of adhering to the new arrangements. Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 			
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	H	<ul style="list-style-type: none"> All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	Y	<ul style="list-style-type: none"> Social distancing to be maintained at all times. Learning zones support clear distance between pupils and staff members. 	L
3.3 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	H	<ul style="list-style-type: none"> No more than one year group is scheduled to occupy a shared space at any one time. Shared spaces are cleaned after use. 	Y	<ul style="list-style-type: none"> All pupils to bring packed lunch Allocated large space and outdoor space for break and lunch times. 	L
3.4 Break times					
Year groups may mix at break times	H	<ul style="list-style-type: none"> Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. 	Y	<ul style="list-style-type: none"> Key worker and vulnerable pupil group to have allocated outdoor space marked off for their use 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced. 		<ul style="list-style-type: none"> All groups to have coloured badges to show year group 	
3.5 Lunch times					
Year groups may mix at lunch times	H	<ul style="list-style-type: none"> Lunch times are staggered. Pupils are reminded about staying in their assigned bubbles as lunch times begin. Pupils wash their hands before and after eating. Dining areas are cleaned before and after each year group has used them. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Pupils eat lunch with others in their bubble. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 	Y	<ul style="list-style-type: none"> Dependent on numbers in school the key worker and vulnerable pupil group are to form one bubble. 	L
3.6 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles'	H	<p>Queuing zones for toilets and hand washing have been established and are monitored.</p> <ul style="list-style-type: none"> • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands. 	Y	<ul style="list-style-type: none"> • Each learning zone allocated a toilet base S11 – first floor corridor N25 – by the hall J16 – St Joseph's corridor 	L
3.7 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. 	Y	<ul style="list-style-type: none"> • Screens are in place to offer protection to staff • Entry phone system serviced to maintain distancing • Revised notices for visitors • Pupil entry and dismissal supervised to maintain social distancing. 	L
3.8 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from	H	<ul style="list-style-type: none"> • Start and finish times are staggered for each discrete year group 'bubble'. • 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. 	Y	<ul style="list-style-type: none"> • Parents have been informed • Advice given for a designated collection point not at the entrance 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
different year groups mixing		<ul style="list-style-type: none"> Regular messages to parents stress the need for social distancing at arrival and departure times. Reminders added to school newsletter 			
3.9 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms. 	Y	<ul style="list-style-type: none"> Signage to ask staff not to enter office spaces Staff have been informed and furniture changed to reduce the use of staffroom areas Alternative lunch venue in place 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	H	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. The register of pupils with underlying health conditions is regularly updated. 	Y	<ul style="list-style-type: none"> All pupils with underlying health issues are studying from home in national lockdown 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4.2 Staff with underlying health issues					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	H	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. 	Y	<ul style="list-style-type: none"> Extremely clinically vulnerable staff working from home. 	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. Resources/websites to support the mental health of pupils are provided. 	Y	<ul style="list-style-type: none"> Pupils have been regularly contacted Online resources and counselling to continue to be available 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. 	Y	<ul style="list-style-type: none"> Staff wellbeing resources have been regularly shared 	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> Available if needed 	H
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Pupils operating in discrete year group 'bubbles' Staff moving between discrete year group 'bubbles' Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y	<ul style="list-style-type: none"> Fire evacuation plans have been updated and shared with staff 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> Advice given to all visitors Reduction in number of contractors on site during the school day 	L
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places, the school in financial difficulties	H	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and trust. 	Y	<ul style="list-style-type: none"> Claim submitted to the DFE for losses incurred Considerable ongoing costs may put pressure on budget re. cleaning and curriculum resources. Additional costs for staffing needs for testing 	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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8. Governance

8.1 Oversight of the governing body

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<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 Head's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Y	<ul style="list-style-type: none"> LGB kept informed at meetings Regular updates with the Chair of LGB 	L
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9. Review of risk summary

September risk assessment reviewed in October	√
October risk assessment reviewed in November	√
Reviewed and amended risk assessment for January 2021	√