

Phased re-opening Risk Assessment

School Name	The Rookeries Carleton J, I & N School
Headteacher	Nicki Ellwand
Date completed	18 May 2020
CEO review	19 May 2020
Trust Board Review	28 May 2020

Phased re-opening Risk Assessment

COVID-19: Operational risk assessment for school reopening

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

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

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

Hazard - The transmission of COVID-19 within the school setting which could lead to severe illness/death.

The hazard may affect pupils, staff, members of their household, contractors and visitors to school.

This risk assessment has been developed using the skills and experience of the follow post holders:

- Headteachers and peer Headteachers
- Executive Director of Primary
- Estates Manager/Health and Safety Officer
- Director of Operations (HR)

A review of the risk assessment has been undertaken by the Executive Leadership Team and recommended to the Trust Board by the CEO.

Prior to final sign off from the Trust Board this risk assessment has been reviewed against government guidance by Arthur J Gallager Ltd.

This risk assessment will be shared with employees and the recognised trade unions on 22 May 2020.

Phased re-opening Risk Assessment

Name	Julian Appleyard OBE	Job title	CEO	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
-------------	----------------------	------------------	-----	-----------------------------------	--

Date of assessment	19/5/20	Review interval	As required	Date of next review	As required
---------------------------	---------	------------------------	-------------	----------------------------	-------------

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

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

Phased re-opening Risk Assessment

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 of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with current government guidance. Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	Arrangements will continuously be reviewed should the government's requirement change or a higher % of pupils attend.	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and reduced numbers in line with current government guidance (i.e. a maximum of 15 pupils per class). Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting distancing expectations. Health and Safety consultant engaged to review class sizes. In primary schools, classes stay together with their teacher and do not mix with other pupils. 	Yes		L
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, and dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. Markings applied should large spaces be commissioned. 	N/A	<ul style="list-style-type: none"> Lunches in Primary schools to be taken in classrooms. Controls to be deployed if the areas are utilised. 	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	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. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online or work from home undertaking other duties. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Yes		L



Phased re-opening Risk Assessment

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"> Part time staff will be asked whether hours can be increased in the event of a staff shortage. Full use is made of testing to inform staff deployment. If staffing levels fall to an insufficient level the Trust central Team is informed so staff around the Trust can be considered for deployment. 			
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	H	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral, Learning Mentor and SENCO support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. A staggered plan is in place for phasing in YN, YR, Y1 and Y6. Staff who are working from home will prioritise liaison with vulnerable pupils to encourage their attendance. 	Yes		L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. Parent/Carers are aware of plans. 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. 	Yes		L

Phased re-opening Risk Assessment

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)
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Circulation plans have been developed and will reviewed and revised to alleviate any pinch points. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	Yes	.	L
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> • Teacher planning based on learning gaps. 'Recovery' curriculum will be planned to ensure that academic gaps are addressed. Mental health and wellbeing prioritised over academic learning initially. • Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. • Home learning packs. • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Appropriate learning opportunities will be in place to 'narrow gaps' on pupils return. 	Yes	Plans for home learning packs to be finalised.	L
1.8 Staff workspaces and meeting rooms					
Staff rooms, offices and meeting rooms do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> • Staff rooms, offices and meeting rooms have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Additional spaces will be created if required. • Staff have been briefed on the use of these rooms. • Catering staff receive briefing and only one member of staff collects dinner information not entering the classroom. • Meeting if avoidable should not take place face to face. • Face to face meetings should be conducted in a room where the 2m social distancing guidance can be adhered to. 	Yes	No external visitors will be allowed in the schools with the exception of social workers who need to do 1:1 interviews with children in the school setting – this will be in a designated room and cleaned before and after entry.	L

Phased re-opening Risk Assessment

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"> Rooms should use available ventilation. 			
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for the summer term reviewed. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment for September 2020 completed. 	Yes	Curriculum and timetable for September 2020 to include short and medium-term planning for 'catch up' and intervention in the next academic year.	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> Transition plan in review led by Trust secondary schools. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, and universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online information. 	Yes	Transition plan currently being reviewed by the Trust.	L
1.10 Governance and policy					
Trustees are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held regularly with Trustees. SPRB members are kept updated. Trust Board is involved in key decisions on reopening. Trust Board is briefed regularly on the latest government guidance and its implications for the school. Updates to SPRB through COVID-19 agenda item plus additional communications. Trust Board meeting on 20 May 2020 to review/approve opening arrangements and risk level. 	Yes		L

Phased re-opening Risk Assessment

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)
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and SPRB members have been briefed accordingly. 	Yes		L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communication plan for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents SPRB/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Yes		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"> Policies and procedures are available to all staff prior to opening on the shared drive. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Behaviour and attendance Safeguarding 	Yes	<ul style="list-style-type: none"> Schools will not re-open until staff are trained. Primary training provisionally planned for 1 June 2020. 	L

Phased re-opening Risk Assessment

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)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	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. Revised policies and procedures are issued to all new staff prior to them starting. Teachers returning from maternity have had KIT days and induction arrangements in place.	Yes	New staff starting will have full safety induction via online or telephone.	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	All pupils eligible for means tested FSM's will continue to receive vouchers regardless of attendance at school.	Yes		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 	Yes	Full review of all risk assessments has taken place.	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	L	<ul style="list-style-type: none"> A cleaning rota (including any deep cleans) is agreed with caretakers/premises managers prior to opening. An enhanced cleaning plan and procedure in place including deep clean. Working hours for cleaning staff reviewed as phased opening increases. Additional cleaners employed if required. 	Yes		L

Phased re-opening Risk Assessment

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)
2.2 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 has been undertaken before the school reopens and additional supplies have been purchased. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes		L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes teaching the appropriate handwashing techniques and the need to remind pupils 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. School leaders and caretaker to monitor handwashing and use of soap etc. Supplies of soap, sanitiser and hand washing facilities are in place for each socially distanced group including additional sinks if required. 	Partially	Location of additional sinks to be agreed.	L
Items brought to and from home may increase the risk of virus spreading	M	<ul style="list-style-type: none"> Staff and pupils are asked to wear clean clothes each day. Pupils are asked to put any coats in bags in the cloakrooms Hard copies of work will not be marked at home. Devices such as laptops can be allowed home but must be cleaned both before and after transferring between school and home. Books will not be taken from school premises. 	Yes		L
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Expectations and guidance are communicated to parent that clean clothes to be worn each day. Pupils are asked to put any coats in bags in the cloakrooms. 	Yes		L

Phased re-opening Risk Assessment

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)
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Signage to be placed on furniture which is unable to be moved. Where that is not possible then ensure chairs are limited to single person use. Chair not in use in communal areas to be cleaned twice a day. 	Yes		L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published and explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider S4S. Guidance on what to do if someone in the school 'social bubble' develops symptoms is made clear to staff. 	Yes	Training/communication to stakeholders.	L
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 and chasing first day absence. 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. 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. A record of any COVID-19 symptoms in staff or pupils is reported to the trust. Holding area established in school to manage the situation if anyone is symptomatic which is cleaned according to guidance afterwards. If anyone in a 'bubble' is symptomatic – government guidance for all people within that 'bubble' to be adhered to e.g. 14 days isolation. Weekly correspondence from school to contain steps to take if anyone in the household is symptomatic. Staff to be regularly updated of these steps also. 	Yes	Training/communication to stakeholders.	M

Phased re-opening Risk Assessment

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 (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<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. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	Training/communication to stakeholders.	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 the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	Training/communication to stakeholders.	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First aider/DSL availability reviewed and will be monitored. A programme for training additional staff is in place if required. Collaborative arrangements for sharing staff within the Trust. 	Yes		L
2.6 Medical rooms					
Medical rooms are 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. PPE as per the guidance is in place. 	Yes		L

Phased re-opening Risk Assessment

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)
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website has been created and is kept updated. Parent and pupil guidance created and communicated. 	Yes		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Yes	Ongoing monitoring will take place.	L
2.8 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. Activities where PPE is required clearly states the type of PPE to be worn within the procedure. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing in return to work induction and staff briefings. 	Yes		L

Phased re-opening Risk Assessment

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)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> Regular reminders re: social distancing guidance. Posters and signs to be displayed around school. Teachers and support staff maintain social distance when supporting children. SLT to oversee all break times. Reminders sent to all parents re: social distancing guidance. Children wherever feasible remain in their protected bubbles. Daily reminders provided to all children and staff. Share updated Behaviour Policy with all staff and children. Pupils not complying with social distancing guidance to be dealt with in line with the amended Behaviour for Learning Policy. 	Yes		M
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> The same tables and chairs to be used by the children in every lesson. All tables and chairs to be labelled with child's name. SLT to monitor daily the arrangements of classroom furniture and equipment. Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class, LHS will be lower). All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	Yes	Investigate the potential safe use of classroom break out areas.	L

Phased re-opening Risk Assessment

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)
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • A one-way travel system where possible to be designed and implemented. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Timetable designed to ensure limited movement around school. 	Yes	The guidance recognises that the 2m social distance measurement may be decreased during circulation.	M
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered. • Pupils to be briefed as to no physical contact - hugs, handshakes, contact games. • Clearly marked out playground space and use of all outdoor areas – playground and field. • Staff rotas in place to ensure appropriate supervision. • Children called into school by the staff – staggered approach. • No lining up at the end of play – whistle blown and stand still. • External areas are designated for different groups. • Wash hands before re –entering school – either at outside hand washing facilities or the sink. • No children inside during break times. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes		M

Phased re-opening Risk Assessment

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)
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> LTS's receive staff briefing. Pupils to take meals inside classrooms. 	Yes		L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	<ul style="list-style-type: none"> Pupils briefed daily on the arrangements for using the toilets. Queuing zones for toilets and hand washing have been established and are monitored. 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. 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 and young children are supervised in doing so. 	Yes	Briefing to take place.	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	M	<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. 	Yes		L



Phased re-opening Risk Assessment

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)
3.8 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. • One person allowed in the reception area at once. • Signage in place. • 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. • Parents are asked to telephone with queries rather than ask in person. • Procedure in place to eliminate social contact during deliveries and collections of goods. • Staff are asked not to enter the school office in person and email with queries or phone. • Telephones around school must be cleaned during the deep clean and only used by one person between cleans. • All payments to be made by cashless means. 	Yes		L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	L	<ul style="list-style-type: none"> • Start and finish times are staggered communicated to parents. • The use of available entrances and exits is maximised. • Issue guidance on the drop off and collection procedures. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Use of identified spaces to support the drop off and collection of pupils. • Weekly messages to parents stress the need for social distancing at arrival and departure times. • SLT to oversee drop off and collection times. • PCSO will be called if parents are disregarding government guidance. 	Yes	.	L

Phased re-opening Risk Assessment

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)
3.10 Transport					
The use of public and school transport by pupils and staff poses risks in terms of social distancing	M	<ul style="list-style-type: none"> Guidance already in place on how social distancing can be observed on public is shared with parents and pupils. School transport will not be used. Guidance shared with all staff regarding social distancing, travelling to work and car sharing. 	Yes		L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<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. Chairs to be stacked to avoid too many staff using the staffroom. Staff room usage communicated and designated areas are set up to facilitate social distancing. Signage to say only allow xx number of staff members in room at one time. Cleaning equipment is available at all times and staff are encouraged to clean up after themselves and wipe down surfaces. Staff are asked not to enter school offices and email/phone with requests and queries. 	Yes		L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
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	M	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of 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 relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	<ul style="list-style-type: none"> All staff informed about asked to remain alert and vigilant. Any change in pupil circumstances to be communicated immediately. Learning Mentor to oversee the plans in place. 	L

Phased re-opening Risk Assessment

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 with underlying health issues or those who are shielding or a living with someone who is shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> All members of staff who are clinically vulnerable or extremely clinically vulnerable, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school along with copy of letter. Records are kept of this and regularly updated. Staff who live with a person who is extremely clinically vulnerable have made this known and a copy of their letter has been seen and logged. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. If a member of staff is who is clinically vulnerable requests to return they can as long as the 2m social distancing can be applied and a risk assessment deems the risk of a breach of the 2m distance is low. Current government guidance is being applied. 	Yes		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. DSL staff on site at all times to support pupils with mental health issues. PSHE/Wellbeing forms key part of curriculum as children return to school. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Yes	Team of staff currently receiving iheart training.	L

Phased re-opening Risk Assessment

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"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 			
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	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. All staff are aware of how to access the SAS Wellbeing services provided free of charge including nurse support and counselling. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes		L
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers including welfare calls. Counselling and support can be accessed free of charge through SAS. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes		L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family do not have support from employer	M	<ul style="list-style-type: none"> The school has access to a counselling service who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Headteachers made aware of bereavement. Headteachers check bereaved staff are aware/access if desired support available. 	Yes		L

Phased re-opening Risk Assessment

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. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens	M	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision including the identification of additional priority children. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. 	Yes		L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures Incident controller and fire marshals have been trained and briefed appropriately. 	Yes		L
Fire evacuation drills - unable to apply social distancing effectively	M	Plans for fire evacuation drills are in place which are in line with social distancing measures.	Yes		L
Fire marshals absent due to self-isolation	M	An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes		L

Phased re-opening Risk Assessment

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)
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been maintained during the closure period. 	Yes		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have been maintained throughout lockdown, however chlorination, flushing and certification by a specialist contractor has been arranged as part of the deep clean arrangements. 	Yes		L
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<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). Contractors on site procedure reviewed. 	Yes		L

Phased re-opening Risk Assessment

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)
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	<ul style="list-style-type: none"> The Trust has sufficient reserves to cover additional cost pressures. Additional cost pressures are managed across the Trust not at individual school level. Additional cost pressures due to COVID-19 identified, recorded and reported in monthly management accounts. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are continually under review. Additional sources of income/grants are under continually explored. 	Yes	The longer term position from September 2020 is likely not to be known at Budget Approval Stage. Modelling for a variety of scenarios will take place.	L
9. Governance					
9.1 Oversight of the governing body					
Lack of Trustee/SPRB oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The Trust Board/SPRB continues to meet regularly via online platforms. Agendas are structured to ensure all statutory requirements within terms of reference are discussed and school leaders are held to account for their implementation. The Headteacher/CEO report to Trust Board/SPRB 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 Trust Board and link SPRB members with designated responsibilities is in place. 	Yes		L

Phased re-opening Risk Assessment

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)
10. Additional site-specific issues and risks					
10.1 Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Intimate care procedures risks breaching social distancing and cross contamination between 'bubbles'	H	Ensure disabled pupil is situated near to the disabled toilets.	Yes	Arrangements will continuously be reviewed.	L
Hearing Impaired pupils entry into school risks breaching social distancing and measures	H	<ul style="list-style-type: none"> Taxis arrive at between 8.30am – 9.00am. Park in the service drive. Pupils to be greeted by staff member and escorted around the back of school, straight into the Resource 'bubble'. 	Yes	The 2m social distance measurement may be decreased during transportation.	M
Breakfast Club numbers in the dining hall would not allow for social distancing	H	<ul style="list-style-type: none"> Breakfast Clubs will not happen in the schools during Summer Term 2 for N, EYFS, Y1 and Y6 pupils due to staggered arrival times. All key worker and vulnerable groups arriving in the morning will have breakfast in their classroom bubble on arrival. Toast will be delivered to the doors of the classrooms where the KW/V cohorts (years 2,3,4,5) are isolating between 8.30am and 9.00am. 	Yes		L
Pupils on EHCP's and/or SEND may not be able to maintain social distancing rules.	H	<ul style="list-style-type: none"> Risk assessment in place for all pupils who have an EHCP or high levels of SEND. Segregated teaching space will be available if required. Following individual risk assessments pupils who pose little risk will be contained within their designated social bubble as normal with support. Teaching assistants will be placed, where possible, with their usual children to promote well-being and a sense of normality. 	Yes		L

An action plan accompanies this risk assessment which is monitored by the Trust Board. The plan tracks and monitors both controls still to be implemented (for example signage currently under manufacture) and future controls for activities the school may enter in (for example the phasing of additional years).