

Risk Assessment for Full Re-opening for September 2020

School Name:	Carleton High School
Headteacher:	Jo Cross
Date Completed:	8 July 2020
CEO Review:	13 July 2020
Trust Board Review:	16 July 2020
Updated:	5 November 2020

Risk Assessment for Full Re-opening for September 2020

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 2 July 2020 as follows:

Guidance for the full opening of schools

Actions for Early Years and Childcare providers during the COVID-19 outbreak

COVID-19 Education and Childcare

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
- Executive Directors of Primary and Secondary
- 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 Gallagher Ltd.

This risk assessment will be shared with employees and the recognised trade unions on 16 July 2020.

A meeting of the Trust Board to review progress against the completion of controls is on 16 July 2020 with final sign off planned for mid-August 2020

Name	Julian Appleyard OBE	Job title	CEO	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment	13/7/20	Review interval	As required	Date of next review	As required

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Related documents	
Trust/Local Authority documents:	Government guidance: Actions for Early Years and Childcare providers during the COVID-19 outbreak COVID-19 Education and Childcare 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

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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 guidelines to group pupils together are applied	H	<ul style="list-style-type: none"> Classrooms to be modelled so all desks are forward facing. Excess furniture may need to be removed. More practical rooms will be adapted. 	Yes	Arrangements will continuously be reviewed should the government's requirement change	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow front facing desks	H	<ul style="list-style-type: none"> A boxed off space created for the teacher at the front of the classroom. Furniture to be reviewed and moved out of classroom if required. Classrooms only used where this seating can be achieved for the size of the class. 	Yes		L
Consider group sizes and arrangements to ensure all pupils can return and adequate distancing arrangements are in place	M	<ul style="list-style-type: none"> Year group bubbles, they won't mix while in school. KS3 groups will be set in universal class groups to create smaller class bubbles for their lessons. However they will also be in form groups due to important curriculum plans. Each year group will have designated areas for pre-registration, break and lunch to ensure year groups do not mix. Split breaks (x2) and split lunches (x3) to ensure each year group does not mix and avoid queues. Inclusion will be housed in a larger space and sectioned off for each year group. Class sizes of 30 or less. Careful consideration of EHCP pupils' requirements so where needed 1:1 can be offered safely due to space in allocated classroom. 	Yes		L
Social distancing between groups in large rooms	M	<ul style="list-style-type: none"> Assemblies will not take place. Staff meetings will only take place where adequate social distancing for adults can take place (currently 2m). Inclusion will be housed in a larger space and sectioned off for each year group. 	Yes		L
Increased risk of transmission from staff and pupils handling shared resources in the classroom	M	<ul style="list-style-type: none"> Staff and pupils to wash their hands regularly. Pupils will not share equipment and books with peers. Pupils will be given their own whiteboard and pen to avoid sharing them with other pupils. 	Yes		L

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		<ul style="list-style-type: none"> Learning Resource Centre will not be in use to pupils. Computers/ Laptops will be cleaned after each use. PE curriculum together with other practical based subjects e.g. Music, DT etc. are revised to avoid activities that involve hand to hand contact or sharing of resources. PE curriculum revised to avoid contact transmission. 			
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. Clinically vulnerable and staff who were previously shielding can return to work with adequate distancing in place. Full use is made of any staff who are extremely clinically vulnerable and have received medical advice that they need to continue to shield. Flexible and responsive use of teaching assistants, pastoral staff and other non-teaching staff to supervise classes if necessary. Part time staff will be asked whether hours can be increased in the event of a staff shortage. Two full time cover supervisors available to supervise classes. 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 re-deployment. 	Yes		L
Clinically vulnerable and extremely clinically vulnerable staff who are returning to work.	M	<ul style="list-style-type: none"> Extremely clinically vulnerable staff who were previously shielding need to confirm that they are not part of the small minority of the population who are advised to continue to shield. Their care team will provide this information and any evidence for staff who continue to shield on medical advice should be provided to the school. Clinically vulnerable and extremely clinically vulnerable BME pupils and staff will require a satisfactory risk assessment prior to pupils arriving back in September. The school to contact all staff in these groups to explain they can return to work In September and undertake risk assessments. 	Yes		L

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1.4 The school day					
The start and end of the school day may create difficulties to maintain adequate distancing	H	<p><u>Start of day</u></p> <ul style="list-style-type: none"> All pupils to be able to arrive anytime from 8.25am for a 9.00am start. Year groups will have their own designated entrance and exits, Year groups will have a dedicated outdoor area near their designated teaching block. <p><u>End of day</u></p> <ul style="list-style-type: none"> A staggered dismissal will be adhered to avoid crowded exits. Removal of bells at the end of the day. Staggered dismissal through designated exits, leaving a minimum of 5 minutes between each year group. Those pupils travelling on school buses will move to a designated outdoor space and will be called when their bus is available. This will avoid crowded bus queues. Pupils will be reminded that they must make their way straight home and not stop to meet others or hang around. A designated area for those pupils needing to meet siblings will be provided. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups (no more than two year groups using same entry/exit point). Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. Plans are explicitly communicated to staff, pupils and parents/carers. 	Yes		L
1.5 Planning movement around the school					
Movement around the school does not facilitate adequate distancing	H	<ul style="list-style-type: none"> Circulation plans have been developed and will be reviewed and revised to alleviate any pinch points. Year groups will have a dedicated outdoor area near their designated teaching block. One-way systems are in place where possible. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. School zones identified by colour for each year group. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. 	Yes	.	L

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		<ul style="list-style-type: none"> Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. Explicitly communicated plans both, written and visual. Gradual increase of pupils in the first week back so as to run through routines and expectations. 			
1.6 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"> Mental health and wellbeing prioritised over academic learning initially. The first three weeks will be used to assess pupils and identify adjustments to the curriculum. Formative assessments to take place in Maths, English and reading levels, this will allow interventions to be put in place and will inform how we will use our catch up funding. After school Achieve sessions will be mandatory from the start of term. This will mean year 11 will get 4 hours of extra learning a week. Implement an intervention package earlier in the year for year 11. Expand the literacy support groups, including Ruth Miskin and Lexia, to ensure all pupils have the reading ability to access the curriculum. Appropriate learning opportunities will be in place to 'narrow gaps' on pupils return. 	Yes		L
Pupil safety and support	M	<ul style="list-style-type: none"> DSLs have been given additional time in the first few weeks and as necessary to provide support to staff and pupils regarding any new safeguarding and welfare concerns. Designated safeguarding team to have face to face meetings with key pupils as soon as they return. Key pupils identified before they come back to ensure they have the right pastoral support. Activities have been planned to <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement; address and equip pupils to respond to issues linked to coronavirus (COVID-19); support pupils with approaches to improving their physical and mental wellbeing; 	Yes		

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		<ul style="list-style-type: none"> ○ Provide more focused pastoral support where issues are identified. 			
Increased risk of transmission from staff and pupils handling shared resources in the classroom	M	<ul style="list-style-type: none"> • Staff and pupils to wash their hands regularly. • Resources will not be shared. If on the exception they are they will be cleaned in between or not used for 48 hours unless the resource is plastic then the time period is 72 hours. • Learning Resource Centre will not be used. • Pupils will have their own reading book(s) that will be kept on their table and not shared. • Pupils responsible for bringing their own equipment to school with exercise books and not sharing with peers. • Laptops/computers/mice will be cleaned after each use. • PE curriculum is revised to avoid contact- Wellbeing walks. Latest guidance of PE will be regularly checked. • Only one pupil per class at a time to use the toilet/hand washing facilities. 	Yes		L
Extra-curricular activities may not be fully reviewed		<ul style="list-style-type: none"> • Year 11 Achieve sessions will take place in year group. • No extra-curricular clubs for Y7-10 for the first half term which will be reviewed. • Contact sports should not be allowed. 			
Risk of transmission during trips and visits	M	<ul style="list-style-type: none"> • No trips and visits to take place until after 1 January 2021 at the earliest. Review against current government guidance to take place. • When trips are re-instated: <ul style="list-style-type: none"> ○ No overseas or overnight trips to take place. ○ All trip venues to have a satisfactory COVID-19 risk assessment in place which is shared with the school beforehand. ○ Pre-visit by a member of staff to ensure control measures are in place. ○ School to ensure risk assessment for trips and visits include COVID-19 risks. ○ Social bubbles to be separated during the visit, for example during lunch. ○ Any adults from the venue to maintain 2m social distancing from staff and pupils. ○ No volunteers to accompany the trip. ○ First aid procedures to be drawn up to cover a person presenting with COVID-19 symptoms whilst on a trip. 			L

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		<ul style="list-style-type: none"> ○ School to follow the dedicated pupil transport guidance and include segregated social groups if more than one social group is on the same transport. Adults to keep at least 1m away and wear facemasks. Children 11 and over to wear facemasks. ○ All passengers to wash hands prior to boarding the bus. ○ Prior to hiring the bus, the school to check that procedures are in place to clean the bus to an adequate standard prior to any pupils on-boarding. 			
Low attendance	M	<ul style="list-style-type: none"> • Communicate that attendance is statutory from the start of the school year to parents/carers. • Review attendance procedures to ensure maximum impact is delivered in terms on non-attendance strategies. • Identify families who may be reluctant or anxious to send their pupils back. • Check all pupils who were in year 10 who did not attend understand that attendance from September is statutory. • Consider strategies using catch up finding as well as existing pastoral and support services to secure regular attendance. • Conduct home visits for key pupils in September and communicate before the summer break the current expectations for their return. 	Yes		L
1.7 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"> • Adults are required to maintain the current social distancing guidance in place from the government, currently 2m. • 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 have been created for staff to work in their PPA time. • 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. • Meetings 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. • Meeting rooms should use available ventilation. 	Yes	No external visitors will be allowed in the schools which are not pre planned.	L

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1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for 2020/21 reviewed. Intervention plans and quality first teaching utilised to ensure pupils catch up. 	No		L
1.9 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 16 July 2020 and in August to review/approve the full re-opening arrangements and risk level. 	Yes		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	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/carers and SPRB members have been briefed accordingly. 	Yes		L

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1.11 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/Carers SPRB/Trustees Local Authority Regional Schools Commissioner Professional associations Other partners 	Yes		L
1.12 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 to pupils on the shared drive. Induction and CPD programmes are in operation for all staff on Sept INSET days prior to full reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Behaviour and attendance Safeguarding Logistics of the new school day 	Yes		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 may have had KIT days and induction arrangements in place. 	Yes	New staff starting will have full safety induction.	L
1.13 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	<ul style="list-style-type: none"> A payment for FSMs will be made at the start of the summer period for all means tested FSMs. FSMs from September will be provided within school through the school meals service. 	Yes		L

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1.14 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of hygiene guidance and adequate distancing	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school fully 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 Infection control 	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 is not to the standard within the guidance	L	<ul style="list-style-type: none"> A cleaning rota (including any deep cleans) is agreed with caretakers/premises managers prior to full opening. A cleaning log is mounted in each room and completed daily. An enhanced cleaning plan and procedure in place including deep clean following the guidance within cleaning of non-healthcare settings guidance. Working hours for cleaning staff reviewed in line with cleaning requirements. Additional cleaners are currently being recruited. Schedule the isolation or cleaning of resources between groups. 	Yes		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. Handwashing and other cleaning supplies are monitored and purchased well in advance of requirement. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes		L

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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 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. Promote the "catch it, bin it, kill it" approach with pupils and staff using posters and CPD. Provide hand sanitiser for each classroom. 	Partially	Location of additional hand sanitiser stations to be agreed.	L
Items brought to and from home may increase the risk of virus spreading	M	<ul style="list-style-type: none"> Pupils are asked to put any coats in bags under their chair. Pupil equipment/books etc. will not be shared with peers. 	Yes		L
2.3 Clothing/fabric					
Borrowing uniform may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> All borrowed uniform will be freshly cleaned prior to another pupil wearing it. Uniform stock fully replenished. 	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. The track and trace system will be explained to staff. 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 group' develops symptoms is made clear to staff. 	Yes	Training/communication to stakeholders.	L

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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/carers and staff are aware of what steps to take if they, or any member of their household, displays symptoms or is required to self-isolate through the track and trace system. 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, self-isolation and track and trace is recorded. Positive COVID-19 cases are reported to the Trust who will contact the PHE Health Protection Team for Wakefield Holding area established in school to manage the situation if anyone is symptomatic which is cleaned according to guidance afterwards. 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.	L
Infection transmission during a trip or visit	M	<ul style="list-style-type: none"> Buses to be cleaned to a standard prior to on-boarding. First aid procedure in place should a person display COVID-19 symptoms on a school organised trip/visit. 	Yes		L
Staff, pupils and parents/carers 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/carers 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. In an easy to follow format using visuals and detailed written guidance. 	Yes	Training/communication to stakeholders.	L
Staff, pupils and parents/carers 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/carers 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 following a confirmed case in the school. 	Yes	Training/communication to stakeholders.	L

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		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 			
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts pupils' 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. The room has a door which can be enclosed. 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. Adequate provisions of PPE have been procured. 	Yes		L
2.7 Communication with parents/carers					
Parents and carers are not fully informed of the health and safety requirements for the full opening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents/carers are kept up to date with information, guidance and the school's expectations using a range of communication tools. A COVID-19 communication section on the school website has been created and is kept updated. Parent and pupil guidance are created and communicated. 	Yes		L
Parents and carers may not fully understand their responsibilities should their child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced via email, text and the school's website. 	Yes	Ongoing monitoring will take place.	L

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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. Training will be extended to any wider staff that may require it upon reopening in September. Staff are reminded that wearing of gloves is not a substitute for good handwashing in return to work induction and staff briefings. The guidance states that staff are not required to wear face masks unless the procedures being followed requires this. 	Yes		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 to be displayed around school. Teachers and support staff maintain social distance when supporting children. Full staff duties in place to oversee all break times and lunches. Reminders sent to all parents/carers re: social distancing guidance. Pupils wherever feasible remain in their protected bubbles. Daily reminders provided to all pupils and staff. Share updated Behaviour Policy with all staff and pupils. Pupils not complying with social distancing guidance to be dealt with in line with the amended Behaviour for Learning Policy. 	Yes		M

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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"> A teaching area taped off at the front of the classroom so teacher can maintain distance from the class. The same tables and chairs to be used by the pupils in every lesson. Adaptations made to all classrooms to ensure that students are sat adjacent from each other and facing forwards – not facing each other. SLT to monitor daily the arrangements of classroom furniture and equipment. All furniture not in use has been removed from classrooms and teaching spaces. Classrooms will be re-organised where necessary, for example, technology rooms will need specialist equipment removing and standard classroom furniture adding. A box will be created at the front of the classroom for the teacher. Arrangements are reviewed regularly. 		Investigate the potential safe use of classroom break out areas.	L
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> Bubble groups in identified areas minimises the risk of pupils circulating in corridors. Circulation plans have been reviewed and amended. A one-way travel system where possible to be designed and implemented in individual teaching blocks/areas. 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. When pupils do need to move they will move to their new classroom and then teachers can move down corridors and maintain distance and the opposite can happen when pupils are coming from outside the teaching block i.e. at the start of the day. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. 	Yes	The guidance recognises that the 2m social distance measurement may be decreased during circulation.	M

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		<ul style="list-style-type: none"> 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. 			
3.4 Break times					
Pupils may not observe social distancing between groups break times	H	<ul style="list-style-type: none"> Break times are staggered between groups where possible. Pupils to be briefed to avoid physical contact - hugs, handshakes, contact games. No physical contact can be allowed between social groups. No physical contact posters displayed around school. Clearly marked out social space and allocated areas by year group to be identified. External areas are designated for different groups. Staff rotas/duties in place to ensure appropriate supervision. Pupils called into school by the staff – staggered approach. Wash hands before re-entering school – either at outside hand washing facilities or the sink. Pupils are reminded about maintaining social distancing as much as possible as break times begin. Social distancing signage is in place around the school and in key areas to remind pupil what their area of school is and isn't. 	Yes		M
3.5 Lunch times					
Pupils may not observe the segregation between social groups at lunch times	H	<ul style="list-style-type: none"> Students stay in designated area determined by bubble group. Students bring packed lunch or receive a grab bag Social areas to be made accessible outdoors to allow greater space and bubble groups to utilise designated areas. 	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 by designated area of the school. Floor markings are in place to enable social distancing. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. toiletBins are emptied regularly. Pupils are reminded regularly on how to wash hands. 	Yes	Briefing to take place to incorporate this and other key messages.	L

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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)
3.7 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
3.8 Reception area					
Groups of people gather in reception (parents/carers, 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. Only two people 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/carers 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. Visitors to declare they are following Covid and tier 3 guidance on signing in. Visitors to be directed to QR code. 	Yes		L

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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)
3.9 Arrival and departure from school					
Pupils and parents/carers congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Year groups will have their own designated entrance and exits. Start and finish times are staggered and communicated to parents/carers. Year groups will have a dedicated outdoor area near their designated teaching block. Students wait in the outdoor area before entering school when form time starts. Classrooms will be opened early if weather poor. No food will be served at the start of the day. 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 and SLT to oversee drop off and collection times. Weekly messages to parents/carers stressing the need for social distancing at arrival and departure times. PCSO will be called if parents/carers are disregarding government guidance. 	Yes		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 transport is shared with parents/carers and pupils. Guidance shared with all staff regarding social distancing, travelling to work and car sharing. All school buses to and from school are dedicated pupil transport. At the end of the day pupils will queue in social groups and place facemask/wash hands prior to boarding. Pupils will be reminded not to remove face coverings whilst on the bus. Sanitiser available prior to boarding the bus. The bus company to be responsible for ensuring hands are cleaned and masks worn when boarding each morning. Parents/carers will receive communication around the procedure for pupils to follow and the requirement for face coverings. A video to be made available to pupils and parents/carers to explain the expectations and procedure. 	Yes		L

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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"> A record of all pupils who use each bus to be kept and pupils to use the same bus each day where two routes have the same destination. Facemasks to be provided to any pupil requiring one at the end of the day. Buses hired for trips and visits to have adequate cleaning procedures in place and cleaned prior to the group on-boarding. Procedures for dedicated school transport to be followed, all pupils to wash hands prior to boarding and all persons over 11 to wear facemasks. All adults where possible to remain 2m apart from pupils. Where more than one social group is on the same transport seat each group separately. 			
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 in designated zones and offices has been undertaken prior to the school opening to allow for social distancing between staff. A central area has been planned for all 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 limit the number of staff members in each staff 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. Handles to be wiped down after use (microwave etc). Food containers to be cleaned down before placing in fridge. Social distancing signage to be put in place. Sanitiser and wipes to be provided. All cups/food containers to be washed with single use consumables and put straight away or taken home to wash. No sponges or dishcloths/tea towels to be used. 	Yes		L

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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. Continuing enhanced protection for pupils 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/carers have been provided with clear guidance and this is reinforced on a regular basis. Parents/carers 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/carers 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. 		<ul style="list-style-type: none"> All staff informed about and asked to remain alert and vigilant. Any change in pupil circumstances to be communicated immediately. 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding or 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 are shielding until 1 August 2020 have been instructed to make their condition or circumstances known to the school along with a copy of their 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 follow current government advice. The current guidance is that these people can now return to work. A small minority of the population will continue to shield and these staff are asked to advise the school and provide evidence. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable – all will require a risk assessment in place. 	Yes		L

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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"> Staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. Staff who live with an extremely clinically vulnerable person can return to work in line with current government guidance. 			
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. Form groups will have a focus on wellbeing, giving pupils the opportunity to discuss any relevant 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. A team of staff to be trained to deliver the I Heart programme. 	Yes	Team of staff currently receiving iheart training.	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	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

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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)
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Some admin staff in line with government guidance should work at home if possible. 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
6. Maintaining educational provision for pupils of key workers and vulnerable pupils					
6.1 Maintaining provision					
Educational provision must still be maintained for priority pupils when the school reopens	M	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents/carers who are key workers and the parents/carers of vulnerable pupils to agree required provision including the identification of additional priority pupils. 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 pupils of key workers needs to be extended beyond the normal school day. 	Yes		L

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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. 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 Maintaining distancing rules during evacuation and at muster points Possible need for additional muster point(s) to maintain 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 between groups effectively	M	Plans for fire evacuation drills are in place which are in line with social distancing measures between groups.	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
7.2 Managing premises on full 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. 	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. 	Yes		L

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		<ul style="list-style-type: none"> 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. 			
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 continually explored. 	Yes		L
9. Continuity of Education					
9.1 Business Continuity in the event of a further school closure					
Failure to educate pupils in a timely manner if the school was required to close	H	<ul style="list-style-type: none"> Business continuity plan in place to ensure lessons can begin immediately after a school closure. IT facilities will be provided to staff and students so that a replica timetable can be delivered should a further lockdown be enforced. Classes created on Google Classroom in September. 			L

Risk Assessment for Full Re-opening for September 2020

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)
9.2 Pupils who are self-isolating					
Pupils who are self-isolating are not engaged in meaningful education	M	<ul style="list-style-type: none"> Plans are in place to support pupils at home in their learning. Work completed in all subjects can be shared either electronically or in learning packs for pupils to access. Depending upon the need, the facility is in place to allow video lessons to be made available for pupils who cannot access these in school. 	Yes		L
10. Governance					
10.1 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
11. Additional site-specific issues and risks					
11.1 Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
School lettings arrangements compromise plans in place to ensure safety	L	<ul style="list-style-type: none"> All lettings have been contacted and school reopening plans shared to ensure a consistent approach to safety. All lettings to return and to use outdoor spaces. No lettings to return to the school buildings or use changing facilities are per government/Sport England guidance. 	Yes		L
Track and Trace procedures are not in place to identify an outbreak should it occur	L	<ul style="list-style-type: none"> QR poster displayed in all site entry points and staff/visitors made aware upon arrival. 	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