Risk Assessment for lockdown from 5 January 2021

School Name: The Kings School

Headteacher: Dom Pinto

Date Completed: 8 July 2020

CEO Review: 19 January

Trust Board Review: 16 July 2020

Updated: 21 Nov 2020

                        12 January 2021 for lockdown from 5
                         January 2021

PONTEFRACT
ACADEMIES TRUST

COVID-19: Operational risk assessment for lockdown from January 5 2021

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

Education and childcare settings: national lockdown from 5 January 2021

Guidance for all early years settings and local authorities in England

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 following 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 Gallager 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 took place July 2020 with final sign off August 26 2020. A full review following the lockdown announcement on January 4 2021 and subsequent guidance released by the government has taken place and reviewed by the leadership of the Trust. The CEO has reviewed and signed off controls relating to the lockdown from 5 January 2021.

Risk Assessment lockdown from 5 January 2021

PONTEFRACT
ACADEMIES TRUST

Name	James Franklin-Smith	Job title	Director of Secondary	Covered by this assessment:	Staff, students, contractors, visitors, volunteers

Date of assessment	12/1/21	Review interval	As required	Date of next review	As required

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

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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					
Too many students attend school as vulnerable or students of critical workers, making social distancing difficult. This means more staff in school making offering full TT more difficult.	H	• All families have to give evidence they are a critical worker. • Students in school receive the same offer as those at home. • Support staff and SLT used to supervise students in school on their remote lessons. • Students are based in computer rooms and face the computer they use. • Further division of students by year group a potential solution should numbers grow. • Excess furniture removed.	Yes	Arrangements will continuously be reviewed should the government's requirement change	L
1.2 Organisation of teaching spaces					
Consider group sizes and arrangements to ensure all social distancing can be observed.	M	• Students wear masks in communal areas. • Small number of students in school and this is classed as the key worker/ vulnerable bubble. • Seating plan in place and students sit in the same seat all day. This reduces number of students needing to self isolate due to any positive cases. • No more than 6 students per table at social times. • School day timings altered to allow for breaks to be taken at the same time to ensure consistency in lessons and social distancing. • Careful consideration of EHCP students' requirements so where needed 1:1 can be offered socially distanced.	Yes		L
Social distancing between groups in large rooms	M	• Significant reduction in numbers means there is not a need for the use of large rooms and where they are used such as the canteen, students wear masks. • All staff meetings to be held remotely and will only take place in person if absolutely necessary and where adequate social distancing for adults can take place (currently 2m).	Yes		L
Increased risk of transmission from staff and students handling shared resources in the classroom	M	• Staff and students to wash their hands regularly. • Students accessing live lessons will use the same equipment all day, in addition to cleaners attending to these areas during and at the end of the day. • Students will be given their own whiteboard and pen to avoid sharing them with other students.	Yes		L

PONTEFRACT
ACADEMIES TRUST

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)
		• Learning Resource Centre will not be in use to students. • Computers/ Laptops will be cleaned after each use. • Students in school access all their lessons through laptops/computers			
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	• The vast majority of teachers teach from home so the risk of them being infected is completely minimised. • If live lessons cannot be delivered groups can merge and resources can also be provided on Google Classroom. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Use of teaching assistants, pastoral staff and other non-teaching staff to supervise classes in school. • 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 daily Covid testing so staff can remain in school • 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. • Pregnant employees to follow strict social distancing guidance and more frequent handwashing. All to have pregnancy RA reviewed. • Pregnant employees over 28 weeks gestation who are unable to follow strict social distancing guidelines should be allocated other duties are work from home.	Yes		L
1.4 The school day					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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 start and end of the school day may create opportunities for students to not follow social distancing.	M	• Significant reduction of students on site eradicates any crowding. • Those students travelling on buses will be required to wear a face mask. • Students will be reminded that they must make their way straight home and not stop to meet others. • Staff and students are briefed on daily routines. • Plans are explicitly communicated to staff, students and parents/carers.	Yes		L
1.5 Planning movement around the school					
Movement around the school does not facilitate adequate distancing	M	• Low numbers in school lowers the risk of any crowding. • Students wear masks in communal areas. • One-way systems are in place where necessary. • Appropriate signage is in place to clarify circulation routes. • Movement of students around school is minimised as much as possible, with students staying in classrooms with only one break and lunch allocated. • Students are regularly briefed regarding observing social distancing guidance from staff. • Appropriate duty rota and levels of supervision are in place. • Explicitly communicated plans both, written and visual.	Yes	.	L
1.6 Curriculum organisation					
Students could fall behind in their learning and lose some of the gains when school was fully open.	M	• Full remote live taught TT in place for all students. • Normal curriculum schemes being followed. • Robust attendance procedures in place to ensure good engagement. • Regular CPD in place to share good practice. • Quality assurance practices developed so effective support and guidance can be given to teacher to improve. • Rigorous strategy in place to support vulnerable and SEND students.	Yes		L
Student safety and support	M	• Form time takes place every day as it would normally.	Yes		

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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)
		• Regular phone calls to vulnerable students not in school. • Students are reminded of who they can contact if they need support. • Safeguarding procedures regularly reiterated to staff. • Chasing most vulnerable to attend school. • Regular staff meetings and 1:1 to include welfare check. • Capacity to expect students to attend their school setting if there is a lack of engagement at home.			
Increased risk of transmission from staff and students handling shared resources in the classroom	M	• Staff and students to wash their hands regularly. • Students 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. • Only one student per class in lesson time to use the toilet/hand washing facilities.	Yes		L
Low attendance on remote learning.	M	• MIS system utilised to track attendance and registers taken every lesson. • Trackers in place that differentiate between attendance and engagement. • Updated BfL policy makes explicit the expectations around live lessons i.e. cameras etc. • Daily chasing of students not attending through text messages and phone calls. • Capacity to expect students to attend their school setting if there is a lack of engagement at home.	Yes		L
Poor behaviour on remote lessons leads to poor engagement and safeguarding concerns.	M	• Clear standards in place and communicated to all stake holders. • Only first name on screen. • BFL policy annex. • Students can blur background. • Students have to have cameras on. • Online safety covered in assemblies and form time.			L
1.7 Staff workspaces and meeting rooms					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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 rooms, offices and meeting rooms do not allow for observation of social distancing guidelines	H	• Adults are required to maintain social distancing of 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. • 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/ face masks worn. • Meeting rooms should use available ventilation.	Yes	No external visitors will be allowed in the schools which are not pre planned.	L
1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	L	• School calendar for 2020/21reviewed. • Continued focus on school improvement plans and making process towards key objectives.	Yes		L
1.9 Governance and policy					
Trustees are not fully informed or involved in making key decisions	L	• 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.	Yes		L
1.10 Policy review					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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)
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	• 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, students, parents/carers and SPRB members have been briefed accordingly.	Yes		L
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	• Communication plan for the following groups are in place:
		    o Staff
		    o Students
		    o Parents/Carers
		    o SPRB/Trustees
		    o Local Authority
		    o Regional Schools Commissioner
		    o Professional associations
		    o Other partners
			Yes		L

1.12 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health	H	• Simple daily routines in school shared with those supervising students attending in person.
		 • Policies and procedures are available to all staff.
		 • Induction and CPD programmes are in operation for all staff.
		 • Staff coming into school receive reminders on:
		    o Infection control
		    o Fire safety and evacuation procedures
		    o Behaviour and attendance
		    o 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	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • Additional training for new members of staff. • 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

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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)
1.13 Free school meals					
Students eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	• Weekly vouchers will be electronically issued to families to cover FSM.	Yes		L
1.14 Risk assessments					

Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of hygiene guidance and adequate distancing	H	• Risk assessments are updated or undertaken for this period of closure communicated to staff supervising students in school:
		  o Different areas of the school
		  o When students enter and leave school
		  o During movement around school
		  o During break and lunch times
		  o Infection control
			Yes	.	L

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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)
Cleaning is not to the standard within the guidance	L	- A cleaning rota (including any deep cleans) is agreed with caretakers/premises managers. - 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. - 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 students and staff do not wash their hands with sufficient frequency	M	- There is currently more than adequate facilities in place due to drastically reduced numbers in school. - 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.	Yes		L
Students forget to wash their hands regularly and frequently	H	- Staff receive reminders in the appropriate handwashing techniques and the need to remind students to wash their hands regularly and frequently. - Students sanitise hands at the start and end of each session in school and before and at the end of break and lunch. - 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. - Promote the "catch it, bin it, kill it" approach with students and staff using posters and CPD. - Provide hand sanitiser for each classroom and communal area.	Yes	Location of additional hand sanitiser stations to be agreed.	L
Items brought to and from home may increase the risk of virus spreading	M	- Students are asked to put any coats in bags under their chair. - Student books will not be shared with peers.	Yes		L
2.3 Clothing/fabric					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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)
Borrowing uniform may increase the risk of the virus spreading	H	• All borrowed uniform will be freshly cleaned prior to another student 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	• Guidance on getting tested has been published and explained to staff. • The track and trace system is 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. • Staffing coming to school have access to in school weekly testing. • COVID testing centres set up in both schools • Pregnant employees to follow strict social distancing guidance and more frequent handwashing. All to have pregnancy RA reviewed. • Pregnant employees over 28 weeks gestation who are unable to follow strict social distancing guidelines should be allocated other duties are work from home.	Yes	Training/communication to stakeholders.	L

Risk Assessment lockdown from 5 January 2021

PONTEFRACT
ACADEMIES TRUST

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)
Infection transmission within school due to staff/students (or members of their household) displaying symptoms	H	• Robust collection and monitoring of absence data, including tracking return to school dates. • Procedures are in place to deal with any student or staff displaying symptoms at school. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. • Students, 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. • Daily in school testing for staff who are needed in school and have been requested to self-isolate. • A record of any COVID-19 symptoms in staff or students, self-isolation and track and trace is recorded. Positive COVID-19 cases are reported to 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. • Communication 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
Staff, students 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	• Staff, students 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, students and parents/carers are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	• Staff, students 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. • 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					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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 lack of availability of designated First Aiders and Designated Safeguarding Leads puts students' safety at risk	H	• 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	• Social distancing provisions are in place for medical rooms. • Additional rooms are designated for students 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 students in school.	H	• 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 student 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	• Key messages in line with government guidance are reinforced via email, text and the school's website.	Yes	Ongoing monitoring will take place.	L
2.8 Personal Protective Equipment (PPE)					

PONTEFRACT
ACADEMIES TRUST

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)
Provision of PPE for staff where required is not in line with government guidelines	H	• 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. • All students and staff to wear face masks/ visors in communal areas.	Yes		L
3. Maximising social distancing measures					
3.1 Student behaviour					
Students' behaviour in school does not comply with social distancing guidance	H	• Regular reminders re: social distancing guidance. • Posters to be displayed around school. • Teachers and support staff maintain social distance when supporting students, unless student is SEND and requires the support of a LSA.. • All students supervised break times and lunches. • Reminders sent to all parents/carers re: social distancing guidance. • Reminders provided to all students and staff in school. • Behaviour Policy has been shared with staff, students and parents. • Students 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					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT
ACADEMIES TRUST

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 size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	• 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 students. • Adaptations made to all classrooms to ensure that students are sat adjacent from each other and facing forwards – not facing each other. • At the present, the above is precautionary as all students are based in computer rooms. • SLT to monitor the arrangements of classroom furniture and equipment. • All furniture not in use has been removed from classrooms and teaching spaces. • 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 students circulate in corridors	H	• Significantly reduced number of students in school therefore corridors aren't crowded and social distancing can be observed.	Yes		M
3.4 Break times					
Students may not observe social distancing between groups break times	H	• Huge space in school for the low numbers attending. • Students 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. • Cleary 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. • Students called into school by the staff – staggered approach. • Wash hands before re–entering teaching blocks/ food areas.	Yes		M
3.5 Lunch times					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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)
Students may not observe social distancing lunch times	H	• Students maintain social distance and this achievable because of the lowered numbers in school. • 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. • Students and staff wear face masks when stood up.	Yes		L
3.6 Toilets					
Hygiene routine when students using toilets.	M	• Students briefed on the arrangements for using the toilets. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Toilet Bins are emptied regularly. • Students are reminded regularly on how to wash hands. • Students wear face masks in communal areas.	Yes		L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures.	M	• Social distancing provisions are in place for medical rooms. • Additional rooms are designated for students 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					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

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)
Groups of people gather in reception (parents/carers, visitors, deliveries) which risks breaching social distancing guidelines.	H	- 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 lockdown guidance on signing in. - Visitors to be directed to QR code.	Yes		L
3.9 Arrival and departure from school					

18

Risk Assessment lockdown from 5 January 2021

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)
Students and parents/carers congregate at exits and entrances, and social distancing measures aren't followed.	H	• Significantly lower numbers in school means this is a much lower risk. • 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 students and SLT to oversee drop off and collection times. • Messages to parents/carers where applicable 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 students and staff poses risks in terms of social distancing.	M	• Guidance already in place on how social distancing can be observed on public transport is shared with parents/carers and students. • Guidance shared with all staff regarding social distancing, travelling to work and car sharing. • All school buses to and from school are dedicated student transport. • Staff remind students they need to wear face coverings on buses. • The bus company to be responsible for ensuring masks worn when boarding each morning. • Parents/carers have received communication around the procedure for students to follow and the requirement for face coverings. • Facemasks to be provided to any student requiring one at the end of the day.	Yes		L
3.11 Staff areas					

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 configuration of staff rooms and offices makes compliance with social distancing measures problematic.	M	• Minimised the amount staff in school almost all teachers teaching from home. • Reconfiguration of staff rooms in designated zones and offices has been undertaken. • Chairs to be stacked to avoid too may 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/ Offices 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
4. Continuing enhanced protection for students and staff with underlying health conditions					
4.1 Students with underlying health issues					
Students 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	• Students who are identified as high risk are remotely educated where ever possible. • 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 students' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • Schools have a register of students with underlying health conditions.		• All staff informed about and asked to remain alert and vigilant. • Any change in student circumstances to be communicated immediately.	L
4.2 Staff with underlying health issues					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT
ACADEMIES TRUST

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 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	• All members of staff who are viewed as high risk aren't utilised for the in school rota. • 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. • Current government guidance is being applied. • Staff who live with an extremely clinically vulnerable person can work in school.	Yes		L
5. Enhancing mental health support for students and staff					
5.1 Mental health concerns – students					

Risk Assessment lockdown from 5 January 2021

PONTEFRACT
ACADEMIES TRUST

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)
Students' mental health is adversely affected during the period that the school is closed.	M	• There are sufficient numbers of trained staff available to support students with mental health issues. • DSL staff available at all times to support students with mental health issues. • PSHE/Wellbeing forms key part of curriculum. • There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed in virtual assemblies and form time. • National initiatives regarding wellbeing explored for all students to access. E.g. Jamie Peacock Wellbeing Challenge. • Resources/websites to support the mental health of students are provided.	Yes	Team of staff currently receiving iheart training.	L
5.2 Mental health concerns – staff					
The mental health of staff is adversely affected during the period that the school is closed.	M	• 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 include 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	• Staff working from home 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. • Teaching staff who are working from home due to self- isolation and are in good health, teach lessons live from home to school.	Yes		L

Risk Assessment lockdown from 5 January 2021

PONTEFRACT ACADEMIES TRUST

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
Students and staff are grieving because of loss of friends or family do not have support from employer	M	- 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 students of key workers and vulnerable students					
6.1 Maintaining provision					
Educational provision must still be maintained for priority students when the school reopens.	M	- Current government guidance is being followed. - Liaison is continuing with parents/carers who are key workers and the parents/carers of vulnerable students to agree required provision including the identification of additional priority students. - 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 students 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	- Fire procedures have been reviewed and revised where required, due to: - Reduced numbers of students/staff. - Possible absence of fire marshals. - Maintaining distancing rules during evacuation and at muster points. - Staff and students have been briefed on any new evacuation procedures.	Yes		L

Risk Assessment lockdown from 5 January 2021

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)
		○ Incident controller and fire marshals have been trained and briefed appropriately.			
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 during part closure					
All systems may not be operational.	L	• 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	• 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	• 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, students and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students 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).	Yes		L

Risk Assessment lockdown from 5 January 2021

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)
		• 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	• 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. 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	• 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
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					
School lettings arrangements compromise plans in place to ensure safety	L	• 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.	Yes		L

Risk Assessment lockdown from 5 January 2021

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)
		• No lettings to return to the school buildings or use changing facilities are per government/Sport England guidance.			
Track and Trace procedures are not in place to identify an outbreak should it occur	L	• QR poster displayed in all site entry points and staff/visitors made aware upon arrival.	Yes		L