Risk Assessment for Full Re-opening for March 2021

School Name: Carleton High School

Date Completed: 01/03/21

CEO Review: 01/03/21

Validated by AJ Gallagher   02/03/21

Risk Assessment for Full Re-opening for March 2021

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 22 February 2021 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 an infectious disease caused by a newly discovered coronavirus within the school setting. The transmission could lead to mild to severe respiratory illness and possible death. The transmission of the virus will lead to staff and children being unable to attend school for a period of at least 10 days losing out on learning and potentially placing the school at risk of staffing shortages which could lead to closure.

The virus is spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person which can infect other people by touching them, then touching their eyes, nose or mouth.

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 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 4 March 2021.

Risk Assessment for Full Re-opening for March 2021

PONTEFRACT
ACADEMIES TRUST

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

Date of assessment	3/3/21	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): 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 for Full Re-opening for March 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					
Available capacity of the school is reduced when guidelines to group students together are applied	H	• Classrooms to be modelled so all desks are forward facing. • Students and staff wear face coverings in line with guidance. • Excess furniture may need to be removed. • More practical rooms have been 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	• 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 students can return and adequate distancing arrangements are in place	M	• Year group bubbles, they won't mix while in school. • All students have to wear a face covering in lessons and around school unless exempt. • 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 (x3) and split lunches (x3) to ensure each year group does not mix and avoid queues. • Inclusion booths cleaned between students using the same booth. • Careful consideration of EHCP students' 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	• Assemblies will not take place. • Staff meetings will only take place 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 will be given their own whiteboard and pen to avoid sharing them with other students. • Learning Resource Centre will not be in use to students.	Yes		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		• 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. Where PE resources are used they will be cleaned and if they aren't they shouldn't be re-used for 48 hours (72 hours for plastic).			
Ventilation not adequate	M	• Door to be propped open where safeguarding/fire strategy permits. • Window to be open, more if temperatures permit. • Outside door to be left open to ventilate classrooms at break and lunch.	Yes		
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 health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • 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	• Extremely clinically vulnerable staff who were previously shielding need to status and be supported to work from home. 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 staff and pregnant women will require a satisfactory risk assessment prior to work in school.	Yes		L
ITT student placements	M	• ITT placements are able to take place. • ITT students to receive full induction like permanent staff. • Students who become symptomatic or test positive within 3 Days of a placement with the school to report to schools to enable track and trace to be carried out. • Some ITT placements done remotely.			

Risk Assessment for Full Re-opening for March 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)
Supply staff may not understand the Covid procedures	M	• Supply staff to receive full induction like permanent staff. • Supply staff who become symptomatic or test positive within 3 days of a placement with the school to report to schools to enable track and trace to be carried out.	Yes		L
1.4 The school day					
The start and end of the school day may create difficulties to maintain adequate distancing	H	Start of day • All students 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. End of day • 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. • All students 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 or hang around. • 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 students are briefed and signage provided to identify which entrances, exits and circulation routes to use. • 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	H	• Circulation plans have been developed and will be reviewed and revised to alleviate any pinch points. • Students wear facemasks throughout the day unless eating or drinking. • 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.	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)
		• Movement of students around school is minimised as much as possible, with students staying in classrooms and staff moving round. • Staff are regularly briefed regarding observing social distancing. • Students have a no physical contact rule. • Appropriate duty rota and levels of supervision are in place. • Explicitly communicated plans both, written and visual.			
1.6 Curriculum organisation					
Students will have fallen behind in their learning during school closures and achievement gaps will have widened		• Students have been receiving a full TT of live lessons while on lockdown and engagement levels have been high. • Mental health and wellbeing is a focus through pastoral education and care. • Refine and implement the secondary school catch up plan. • Utilise the after school achieve programme to target students for support. • Continue to implement an intervention package for year 10 and 11, and explore specific interventions for identified students in KS3. • Expand the literacy support groups, including Fresh Start and Lexia, to ensure all students have the reading ability to access the curriculum. • Appropriate learning opportunities will be in place to 'narrow gaps' on students return. • Curriculum areas develop one page summary on the adjustments they are making to the curriculum. • Hybrid live lessons are in place for any student having to isolate.	Yes		L
Student safety and support	M	• Designated safeguarding team to have face to face meetings with key students as soon as they return. • Key students identified before they come back to ensure they have the right pastoral support. • Safeguarding guidance is provided to staff, parents and students to ensure safeguarding is effective during remote learning sessions. • Staff contact families each day of students who were not present on remote learning platforms. • Throughout period of school closure, weekly safeguarding calls from designated safeguarding leads to check in with vulnerable students not in school or logged on to lessons.	Yes		

Risk Assessment for Full Re-opening for March 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)
Increased risk of transmission from staff and students handling shared resources in the classroom	M	• Staff and students to wash their hands regularly. • Specialist subject resources 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. • 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. • PE curriculum is revised to meet the current guidelines. • Only one student per class in lesson time to use the toilet/hand washing facilities.	Yes		L
Extra-curricular activities may not be fully reviewed		• Achieve sessions will take place in year group. • Extra-curricular clubs for Y7-10 will take place within DfE guidance. • Risk assessments in place.			

Risk of transmission during trips and visits	M	• Review against current government guidance when they can take place.
		• When trips are re-instated:
		   o No oversees or overnight trips to take place.
		   o All trip venues to have a satisfactory COVID-19 risk assessment in place which is shared with the school beforehand.
		   o Pre-visit by a member of staff to ensure control measures are in place.
		   o School to ensure risk assessment for trips and visits include COVID-19 risks.
		   o Social bubbles to be separated during the visit, for example during lunch.
		   o Any adults from the venue to maintain 2m social distancing from staff and students.
		   o No volunteers to accompany the trip.
		   o First aid procedures to be drawn up to cover a person presenting with COVID-19 symptoms whilst on a trip.
		   o School to follow the dedicated student 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. Students 11 and over to wear facemasks.
		   o All passengers to wash hands prior to boarding the bus.
					L

Risk Assessment for Full Re-opening for March 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)
	M	o 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 students on-boarding.			
Organisation of music, dance, drama	M	• Children to maintain a distance of 2m where practical. • Lessons take place in consistent groups. • Where social distance can't be achieved lessons take place in traditional classrooms, students facing forwards. • Seating plans and groups consistent for track and trace. • Brass and woodwind players should be positioned to avoid air being blown directly onto another person. • Any equipment cleaned between uses. • Ventilation should be in place.	Yes		L
Peripatetic staff	M	• Peripatetic staff can attend. • Staff induction to take place. • Social distancing in place 2m. • Reporting of symptoms and positive cases within 3 days of a session to take place to be entered onto the notifications spreadsheet.	Yes		L
Exams and mock assessment	M	• Invigilators receive Covid secure training. • All exam desks face forwards. • Exams only take place in their year/class groups. • Consistent seating plans in place for track and place. • Invigilators advised not to stay close to each other or students for any length of time. • Invigilators wear face coverings. • Exam hall well ventilated.	Yes		
Low attendance	M	• Communicate that attendance is statutory 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 children back. • Consider strategies using catch up finding as well as existing pastoral and support services to secure regular attendance. • Conduct home visits for key students who haven't attended remote lessons and aren't now attending school. • Ensure any self-isolating students receive contact if they don't log on to live lessons.	Yes		L

Risk Assessment for Full Re-opening for March 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)
1.7 Staff workspaces and meeting rooms					
Staff rooms, offices and meeting rooms do not allow for observation of social distancing guidelines	H	• 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. • 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 2020/21 reviewed. • Intervention plans and quality first teaching utilised to ensure students catch up - see secondary school catch up plan.	No		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. • Trustees kept informed regarding risk assessment validation to advise school opening.	Yes		L

Risk Assessment for Full Re-opening for March 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)
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	• 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. • Reviewed policies shared with all staff in shared area.	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	• Policies and procedures are available to all staff prior to opening to students on the shared drive.
		• Induction and CPD programmes to take place 5/3/21:
		   o Infection control
		   o Fire safety and evacuation procedures
		   o Behaviour and attendance
		   o Safeguarding
		   o Logistics 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. • 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 for Full Re-opening for March 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)
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	• FSMs will be provided within school through the school meals service.	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 before the school fully reopens and mitigation strategies are put in place and communicated to staff covering:
		  ○ Different areas of the school
		  ○ When students 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
		  ○ Fire safety
			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	• 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 is 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

Risk Assessment for Full Re-opening for March 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)
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	• 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
Students forget to wash their hands regularly and frequently	H	• Staff training includes teaching the appropriate handwashing techniques and the need to remind students 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. • Promote the "catch it, bin it, kill it" approach with students 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	• Students are asked to put any coats in bags under their chair. • Student books will not be shared with peers but can be taken home.	Yes		L
2.3 Clothing/fabric					
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	• All staff encouraged and given the opportunity to self-test using LFT twice a week at home, full guidance and assistance is given. • Students whose guardians have given permission will be tested 3 times 3-5 days apart using LFT in school in the first two weeks. Students will need a negative test before they return to school. They will then test twice weekly at home.	Yes	Training/communication to stakeholders.	L

Risk Assessment for Full Re-opening for March 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)
		• 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.			
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, is in place and chasing first day absence. • Staff and students wear masks in school. Staff can only remove if they are in their box in a class room or socially distanced in other work areas. • 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 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 students, 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. • 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
Infection transmission during a trip or visit	M	• 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.	No	To be developed when buses are back in use.	L
Staff, students and parents/carers are not	H	• Staff, students and parents/carers have received clear communications informing them of current government guidance	Yes	Training/communication to stakeholders.	L

Risk Assessment for Full Re-opening for March 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)
aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		• 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.			
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 communication 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					
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 the full opening of the 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 is created and communicated.	Yes		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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)					
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. • 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. • All students must wear a face covering at all times other than when eating, drinking, outside or taking part in physical activity. • Staff must wear face coverings when they aren't in their teaching box, circulating school or working in an area where they aren't socially distanced from colleagues. • Face shields provided for staff use if desired but a face covering must also be worn when the guidance requires.	Yes		L

Risk Assessment for Full Re-opening for March 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)
3. Maximising social distancing measures					
3.1 Student behaviour					
Students' behaviour on return to school does not comply with social distancing guidance	H	• Regular reminders on keeping distance when possible and no physical contact 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. • Full staff duties in place to oversee all break times and lunches. • Reminders sent to all parents/carers re: social distancing guidance. • Students wherever feasible remain in their protected bubbles. • Reminders provided to all students and staff. • Share updated Behaviour Policy with all staff and students. • 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					
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 2m distance from the class. • The same tables and chairs to be used by the students in most lessons (KS3). • Up to date seating plans kept in place so track and trace can be carried out accurately when needed. • Adaptations made to all classrooms to ensure that students are sat adjacent from each other and facing forwards – not facing each other. • Any shared equipment must be cleaned between uses. • SLT to monitor the arrangements of classroom furniture and equipment. • All furniture not in use has been removed from classrooms and teaching spaces. • Classrooms have been 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

Risk Assessment for Full Re-opening for March 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)
3.3 Movement in corridors					
Social distancing guidance is breached when students circulate in corridors	H	• Bubble groups in identified areas minimises the risk of students circulating in corridors. • Circulation minimised by consistent groups in KS3 – students stay where they are and staff move round school. • 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 students around school is minimised as much as possible. • When students do need to move, staff will leave first and SLOs will coordinate the movement of students. • Where possible, students stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Students are briefed regarding observing social distancing guidance with staff. • Students and staff wear face masks on corridors. • Appropriate supervision levels are in place.	Yes	The guidance recognises that the 2m social distance measurement may be decreased during circulation.	M
3.4 Break times					
Students may not observe social distancing between groups at break times	H	• Break times are staggered between groups. • 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

Risk Assessment for Full Re-opening for March 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)
3.5 Lunch times					
Students may not observe the segregation between social groups at lunch times	H	• Students stay in designated area determined by bubble group. • 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 they aren't eating. • The canteen areas are cleaned down thoroughly between year groups using them.	Yes		L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	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. • Supervision in place for toilets at break times.	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

Risk Assessment for Full Re-opening for March 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)
3.8 Reception area					
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 tier 3 guidance on signing in. - All visitors to wear face coverings at all times. - Visitors to be directed to QR code. - All non-essential visitors to gain approval from Headteacher and risk assessments in place.	Yes		L

Risk Assessment for Full Re-opening for March 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)
3.9 Arrival and departure from school					
Students and parents/carers congregate at exits and entrances, making social distancing measures difficult to apply	H	• Year groups will have their own designated entrance and exits. Start and finish times are staggered and communicated to parents/carers. • Students and any parental visitors wear face coverings when on site. • 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. • No physical contact 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 will be present at each bus to ensure students enter the bus wearing a face covering. Students will be reminded not to remove face coverings whilst on the bus. • The bus company to be responsible for ensuring masks worn when boarding each morning. • Parents/carers will receive communication around the procedure for students to follow and the requirement for face coverings.	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)
		• Facemasks to be provided to any student 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. • All adults where possible to remain 2m apart from students.			
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	• 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. • Each office has a limited number allowed at any one time. • 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

Risk Assessment for Full Re-opening for March 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)
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	• 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. • 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.** Risk assessments in place. • 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					
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 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. • 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.	Yes		L

Risk Assessment for Full Re-opening for March 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. Enhancing mental health support for students and staff					
5.1 Mental health concerns – students					
Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	- There are sufficient numbers of trained staff available to support students with mental health issues. - DSL staff on site at all times to support students with mental health issues. - PSHE/Wellbeing forms key part of curriculum as students return to school. Form groups will have a focus on wellbeing during the first week back, giving students the opportunity to discuss any relevant issues. - There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. - Wellbeing/mental health is discussed virtual assemblies. - Resources/websites to support the mental health/wellbeing of students is being 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	- 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

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	• 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. • 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
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

Risk Assessment for Full Re-opening for March 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)
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: o Reduced numbers of students/staff o Possible absence of fire marshals o Maintaining distancing rules during evacuation and at muster points o Possible need for additional muster point(s) to maintain distancing where possible o Staff and students have been briefed on any new evacuation procedures o Incident controller and fire marshals have been trained and briefed appropriately. • All fire doors to be operative, fire strategy to reflect this. • Fire marshals to receive training on adjustments to previous fire strategy.	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 where possible.	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	• 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	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.	Yes		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
distancing and infection control		• 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). • 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

Risk Assessment for Full Re-opening for March 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)
9. Continuity of Education					
9.1 Business Continuity in the event of a further school closure					
Failure to educate students in a timely manner if the school was required to close	H	• Business continuity plan in place to ensure lessons can begin immediately after a school closure. • Plan in place so self-isolating students can access live lessons in school, via webcams. • Detailed list of students who may need a devise in a lock down situation. • 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.			L
9.2 Students who are self-isolating					
Students who are self-isolating are not engaged in meaningful education	M	• Plans are in place to support students at home in their learning. • Laptops and dongles available to students who do not have access to an electronic device or the internet. • Hybrid live lessons are available in all lessons, including tutor time so students can follow their timetable and access all subject lessons from home.	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	• The Trust Board/SPRB informed of progress and sign off of risk assessment. • Co-Vid Health and Safety Audit undertaken by consultant for presentation to Audit and Risk committee. • 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

Risk Assessment for Full Re-opening for March 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)
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	• 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	• 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