

COVID-19: Operational risk assessment for wider school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education in July 2021

Assessment conducted by:	L Proctor, J Pitchfork & L Jennings	Job title:	Principal, Business Manager & Risk & Compliance Officer	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, parents/carers
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Date of assessment:	01 09 2020	Review interval:	Updated 12 08 2020 Updated 18 08 2020 Updated 30 09 2020 Updated 11 01 2021 Updated 05 03 2021 Updated 16 06 2021 Updated 01 09 2021	Date of next review:	October Half Term 2021
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Related documents	
Trust documents: <ul style="list-style-type: none"> Trust COVID Handbook Academy Documents: <p>Plans for Re-Opening School from September 2020, from March 2021 and September 2021</p>	Government guidance: <ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak https://www.gov.uk/government/publications/face-coverings-in-education Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 https://www.gov.uk/government/publications/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 COVID-19: Planning guide for primary schools Guidance for full opening: schools (Additional guidance due on cleaning in non-healthcare settings by end of term)

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
		Highly likely	Likely	Possible	Unlikely	Highly unlikely
Likely impact	Catastrophic impact					
	Major impact					

Minor impact	Red	Yellow	Yellow	Green	Green
Negligible impact	Yellow	Yellow	Green	Green	Green
No impact	Green	Green	Green	Green	Green

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of full re-opening, including necessary social distancing					
1.1 Re-engaging pupils in learning					
The needs of vulnerable pupils are a reduced priority within schools when they reopen fully	Yellow	<ul style="list-style-type: none"> Plans in place to meet the learning needs of children in these groups. Pastoral and SEND support deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. 	Green	<ul style="list-style-type: none"> HT to ensure appropriate provision is made for pupils in priority groups via the year group hubs. HT to deploy staff to follow up with vulnerable and disadvantaged pupils not attending 	Green
Some pupils will find the return to school difficult due to previous poor attendance, SEND, new to the school or have not engaged with learning during the closure	Yellow	<ul style="list-style-type: none"> Mechanisms put in place to enable staff to flag pupils displaying signs of finding the return difficult via Head of Year (HOY) phone calls. IEPs and ECHPs are reviewed by school SENCOs where necessary to identify what provision can be provided Pastoral and SEND support deployed to work with identified individuals or groups of pupils 	Green	<ul style="list-style-type: none"> HT to ensure mechanism for reporting concerns is put in place HT to ensure IEPs and ECHPs have been reviewed where necessary to account for COVID-19 issues HT to ensure staff are deployed to support work with individual pupils 	Green
Pupils have missed key content during lockdown, preventing them progressing in their learning	Yellow	<ul style="list-style-type: none"> Missed content identified and arrangements in place to ensure this can be covered Formative assessments planned to inform modification of the curriculum as required 	Green	<ul style="list-style-type: none"> HT to ensure that appropriate plans are in place 	Green
1.2 Net capacity					
Available capacity of the school is insufficient when social distancing guidelines are applied	Red	<ul style="list-style-type: none"> DfE guidance states that Social distancing measures have now ended in the workplace Agreed new timetable and arrangements confirmed for each class or year group as per September arrangements 	Yellow	<ul style="list-style-type: none"> HT to ensure new timetable and arrangements in place as per September arrangements 	Yellow
1.3 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	Red	<ul style="list-style-type: none"> DfE guidance states that Social distancing measures have now ended in the workplace Classrooms re-modelled, with chairs and desks facing forward wherever possible and with ideally a 2m space between the teacher and pupils 	Yellow	<ul style="list-style-type: none"> HT to make arrangements for new classes and timetables as per September arrangements SBM to arrange for site staff to reorganise teaching spaces in 	Yellow

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
	Red	<ul style="list-style-type: none"> Staff reminded to minimise time spent within 1m of a pupil as far as possible 	Yellow	response to any concerns raised by staff <ul style="list-style-type: none"> HT to communicate arrangements to staff SBM to arrange updated signage for each teaching space where necessary 	Yellow
Large shared spaces (e.g. hall) are used which increases transmission risk	Yellow	<ul style="list-style-type: none"> Large shared spaces to be cleaned thoroughly between use by different group/bubbles e.g. dining rooms Large gatherings avoided, with technological solutions used as an alternative or stringent social distancing in place if gatherings are essential. 	Green	<ul style="list-style-type: none"> HT to ensure use of large spaces is restricted HT to ensure staff understand rules relating to large gatherings HOY to pre-record / deliver live suite of assemblies to share in classrooms. 	Green
1.4 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school	Red	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and regularly (at least weekly and in the event of any notified changes) updated to MIS systems so that deployment can be planned with leaders. Use of staff who are self-isolating but who are well enough to plan learning to deliver live lessons for pupils across year groups/subjects where possible. Use of staff who are self-isolating to update and review online learning Deployment of supply staff where appropriate. Flexible and responsive deployment of teaching assistants and pastoral staff to supervise and support classes. Full use made of testing to inform staff deployment. A blended model of home learning and attendance at school utilised until staffing levels improve. If there are insufficient staff or spaces to safely maintain the required small groups, partial closures enacted with switch to remote learning where possible Contingency arrangements are in place for staff who may have to quarantine when returning from abroad 	Yellow	<ul style="list-style-type: none"> HT to reiterate to staff the importance of complying with reporting procedures SBM to ensure Bromcom is updated regularly with details of staff absent or self isolating, along with dates of actual/expected return. HT to ensure guidance is issued to supply staff on COVID-19 protocols to be observed HT to encourage staff to make use of testing to confirm COVID-19 infection and ensure they notify school of the outcome HT to plan staff deployment 	Yellow
1.5 The school day					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Students will enter school through top, middle and lowers gates • The number of entrances and exits to be used is maximised – reducing the number of adults or children using any one entry /exit point. • Staff and pupils briefed and signage provided to identify which entrances, exits and circulation routes to use. • Plans in place for managing the movement of pupils and staff on arrival to avoid any groups of people congregating. • Floor markings implemented and visible where necessary to manage any queuing. • Parents asked to pre-book an appointment if coming onto site and to restrict this to one adult per child/family • Parents asked to respect social distancing guidelines (and ensure their children do likewise) when waiting to drop off/collect children • Parents asked to communicate with school staff via telephone or email, rather than face-to-face at drop off/collection times 	<p style="background-color: #90EE90;">Y</p>	<ul style="list-style-type: none"> • HT to ensure a documented plan is in place setting out how the school will operate • HT to communicate with parents about arrangements for start and end of school • SBM to ensure necessary signage and floor markings are ordered and in place 	<p style="background-color: #90EE90;">M</p>
<p>1.6 Planning movement around the school</p>					
<p>Movement around the school risks breaching social distancing guidelines</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Circulation plans reviewed and revised. • One-way systems in place where possible. • Everyone must keep to the left when moving around site, corridors and stairs and use the left hand doors to go into buildings • Corridors divided where feasible. • Appropriate signage in place to clarify circulation routes. • Pinch points and bottle necks identified and managed accordingly. • Appropriate duty rota and levels of supervision in place. 	<p style="background-color: #90EE90;">Y</p>	<ul style="list-style-type: none"> • HT to ensure a documented plan is in place setting out how the school will operate • HT to communicate with pupils and parents about arrangements for movement around school • SBM to ensure necessary signage and floor markings are ordered and in place 	<p style="background-color: #90EE90;">M</p>
<p>1.7 Provision</p>					
<p>Pupils fall behind in their learning during school closures or self-isolation and achievement gaps have widened</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Home and remote learning continuing and calibrated to complement in-school learning as far as possible for pupils who test positive and who are therefore unable to access school site 	<p style="background-color: #FFD700;">N</p>	<ul style="list-style-type: none"> • HT to ensure that appropriate provision is in place to minimise and, where possible, reduce achievement gaps 	<p style="background-color: #90EE90;">M</p>

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		<ul style="list-style-type: none"> Curriculum designed to support children transitioning into school and to reduce anxiety (an 'essentials' curriculum) Plans to use intervention, when appropriate, in place for those pupils who have fallen behind in their learning 		<ul style="list-style-type: none"> HT to develop longer-term plan to support closing gaps for pupils HT to stay abreast of government guidance around accessing laptop devices 	
Pupils accessing offsite or alternative provision are at increased risk of COVID-19		<ul style="list-style-type: none"> Due diligence undertaken on all alternative provision or offsite providers to ensure that they have adequate measures in place to support hygiene measures Reminders issued to pupils and parents about public transport requirements Any transport arranged by the school to be assessed for compliance with social distancing and hygiene measures 		<ul style="list-style-type: none"> HT to ensure all alternative provision providers are reviewed to ensure measures are in place – Behaviour Manager undertaking weekly visits. 	
1.8 Staff workspaces and staffrooms					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> Staff rooms and offices reviewed and appropriate configurations of furniture and workstations put in place to allow for social distancing, or rotas established where reconfiguring spaces is impractical Anti-bacterial spray and wipes made available Hand washing reminders in place 		<ul style="list-style-type: none"> SBM to ensure that all staff areas have been assessed and appropriate measures put in place SBM to ensure that sufficient hygiene supplies are ordered and distributed SBM to ensure that sufficient signage is provided in staff areas to remind staff about hygiene and social distancing HT to brief staff on social distancing arrangements 	
1.9 Managing the school lifecycle					
Limited progress is made with the school's calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> School calendar and workplan for the Autumn term rationalised. Consideration given to how technological solutions can be used to support achievement of necessary activities 		<ul style="list-style-type: none"> HT to review the calendar for the Spring 2 and Summer Term and consider rationalisation where possible 	
1.10 Governance					
Trust Board members are not fully informed or involved		<ul style="list-style-type: none"> Trust Board regularly updated on actions being taken Risk assessments shared with Trustees via Teams 		<ul style="list-style-type: none"> COVID-19 to remain standing Trust Board agenda item for 2020-2021 academic year 	

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				<ul style="list-style-type: none"> Risk and Audit Committee to consider COVID-19 response as appropriate in committee meetings CEO to update Chair of Trustees regularly 	
Academy Council members are not fully informed or involved		<ul style="list-style-type: none"> Academy Councils regularly updated on actions being taken Risk assessments shared with Governors via Teams 		<ul style="list-style-type: none"> COVID-19 to remain standing Trust Board agenda item for 2020/21 academic year HT to update Chair of governors regularly 	
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> All relevant policies revised to take account of government guidance on COVID-19 and its implications for the school. Staff, pupils, parents and governors/trustees briefed accordingly. 		<ul style="list-style-type: none"> HT to ensure that policy owner reviews policy to take account of COVID-19 HT to ensure any changes are communicated to relevant stakeholders 	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> Communications plans for the following groups in place: <ul style="list-style-type: none"> Staff Pupils Parents and carers Trustees Academy Councils 		<ul style="list-style-type: none"> HT to consider how to communicate key messages to stakeholders 	
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> Updates to staff handbook issued to all staff prior to full reopening including changes to: <ul style="list-style-type: none"> Infection control procedures Absence reporting procedures Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 		<ul style="list-style-type: none"> HT to ensure that operational procedures specific to their school are updated HT to ensure that staff are reminded of changes to procedures on first day back in March 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
New staff are not aware of policies and procedures prior to starting at the school	H	<ul style="list-style-type: none"> Induction programmes have taken place for all new staff prior to them starting. Updates to the staff handbook issued to all new staff prior to them starting. Training sessions for new staff are recorded and can be issued to new starters during the year 	Y	<ul style="list-style-type: none"> HR to liaise with SBM regarding changes to induction arrangements 	M
Staff returning to work from maternity, paternity or long-term absences are not aware of the procedures prior to returning to school	H	<ul style="list-style-type: none"> All staff returning to school for the first time since lockdown or after a prolonged period of absence are provided with a COVID-19 induction similar to that given to staff new to the school 	Y	<ul style="list-style-type: none"> HR to notify schools when staff on long term absence are due to return HT to ensure that arrangements are in place to deliver induction to returning staff 	M
1.15 Risk assessments					
Risk associated with wider reopening are not considered and addressed	H	<ul style="list-style-type: none"> Comprehensive general risk assessment for wider reopening undertaken 	Y	<ul style="list-style-type: none"> CEO to ensure that HT in schools are undertaking actions identified in the risk assessment 	M
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments for school activities are reviewed and updated to take account of COVID-19 Mitigation strategies are put in place and communicated to staff covering delivery of aspects of the curriculum, especially for practical subjects and where shared equipment is used. 	Y	<ul style="list-style-type: none"> SBM & R&C Officer to ensure relevant risk assessments are reviewed and updated to reflect COVID-19 transmission risk 	M
1.16 Pupil attendance					
Parents are reluctant to send their child to school due to perception of COVID-19 risks	H	<ul style="list-style-type: none"> Details of the arrangements for hygiene and infection control are communicated to parents / carers in advance Parents / carers are made aware of the benefits of their children returning to school and the potential negative effects continuing absence from school may have, along with the fact that attendance is mandatory Individual discussions are held with parents unwilling to send their child to school to establish reasons and possible solutions Liaison takes place with other agencies as appropriate Fines for absence are implemented as a last resort DfE amended attendance codes to be used for those students absent with COVID-related symptoms/self isolating 	Y	<ul style="list-style-type: none"> HT to communicate arrangements for full re-opening and measures in place to parents via appropriate channels HT to ensure suitably-briefed staff are available to hold discussions with reluctant parents HTs to ensure attendance staff aware of amended DfE attendance codes 	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
1.17 Further local or national lockdowns					
School is required to close again to some/all pupils as a result of local or national lockdowns		<ul style="list-style-type: none"> • Consideration is given to lessons learnt from previous lockdowns and plans reflect these • Staff are prepared to return to home working at short notice • Arrangements are in place to transition some or all pupils back to home learning as seamlessly as possible • Rotas can be established quickly to support vulnerable and key worker children if required to remain in school 		<ul style="list-style-type: none"> • HT to ensure that arrangements are in place to revert to home learning/working at short notice 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> • Return-to-work plan for cleaning agreed prior to full reopening. • Revised daily cleaning plan agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff increased / adjusted if necessary. • Frequent cleaning throughout the day in key areas to continue once re-open. 		<ul style="list-style-type: none"> • SBM to direct cleaning teams in accordance with individual school plan • SBM to develop updated cleaning plan and document this • SBM to consider need for additional staffing hours and adjust budget accordingly 	
Appropriate standards of cleanliness sufficient to reduce the spread of infection are not maintained in staff areas		<ul style="list-style-type: none"> • Kitchenettes and staff food preparation areas cleaned regularly, particularly high contact areas such as kettles, appliance handles and taps • Sanitizer spray or wipes provided in all kitchenettes for staff to use prior to using the appliance. • Paper towels provided in all staff areas containing sinks • Dishwashers used for cleaning crockery where available; otherwise crockery and utensils to be washed in hot soapy water and left to air dry • Use of tea towels/hand towels avoided – any towels in use changed daily and laundered in accordance with cleaning guidance • Mop heads laundered weekly 		<ul style="list-style-type: none"> • SBM to direct cleaning teams in accordance with individual school plan • SBM to secure sufficient supplies of cleaning materials • HT to communicate new arrangements to staff 	

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		<ul style="list-style-type: none"> Implement cleaning log to record frequency of cleaning for high-traffic areas such as toilets and communal spaces 			
Appropriate standards of cleanliness sufficient to reduce the spread of infection are not maintained in pupil areas		<ul style="list-style-type: none"> Revised cleaning plan agreed and implemented which minimises the spread of infection. Working hours for cleaning staff increased or amended if necessary. Schedule frequent cleaning of resources shared within groups. Prevent access to equipment if it cannot be adequately cleaned between different groups of pupils Implement cleaning log to record frequency of cleaning for high-traffic areas such as toilets and communal spaces 		<ul style="list-style-type: none"> SBM to direct cleaning teams in accordance with individual school plan HT to communicate new arrangements to staff 	
2.2 Hygiene					
Pupils and staff are unable to wash hands regularly and frequently due to lack of handwashing facilities		<ul style="list-style-type: none"> Identify key locations for siting of hand sanitizer stations to ensure hands can be cleaned regularly during the school day Provision of hand sanitizer at key locations as an alternative to handwashing, where hand washing facilities are not immediately available 		<ul style="list-style-type: none"> SBM to identify where sanitizer needs to be located and procure sufficient supplies 	
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> Collation of master list of alternative suppliers to use if one supplier is out of stock Monitoring arrangements in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 		<ul style="list-style-type: none"> SBM to determine where additional supplies are required SBM to ensure arrangements in place to monitor supplies and top-up as necessary 	
Pupils and staff forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> Staff remind pupils of the need to wash / sanitise their hands regularly and frequently. Staff and pupils given regular opportunities to wash their hands / sanitise in accordance with guidance including on arrival at school, before eating, after sneezing or coughing Posters/signage reinforces the need to wash / sanitise hands regularly and frequently. School leaders monitor the extent to which handwashing / sanitising is taking place on a regular and frequent basis. 		<ul style="list-style-type: none"> HT to communicate arrangements to staff, parents and pupils SBM to assess where signage should be located SBM to ensure that sufficient signage is provided 	
Pupils do not use hand sanitizer appropriately		<ul style="list-style-type: none"> Use of hand sanitizer is supervised where appropriate (e.g. younger pupils or those with additional needs where there is a risk of misuse such as ingestion) 		<ul style="list-style-type: none"> HT ensure relevant staff are aware of the need to provide supervision when using sanitizer 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
Pupils and staff contaminate their hands by coughing or sneezing, which then spreads the virus	H	<ul style="list-style-type: none"> Pupils and staff regularly reminded to maintain good hand hygiene, including avoiding touching eyes/nose/mouth with unwashed hands and coughing/sneezing into a tissue/crook of arm Provision of tissues in all classrooms, offices and meeting spaces Provision of sufficient bins to meet the needs of staff and pupils in classrooms, offices and meeting spaces Students will sanitise their hands as normal when entering rooms 	Y	<ul style="list-style-type: none"> HT to ensure regular messages about good hand hygiene are shared SBs to procure sufficient supplies of tissues SBM to identify requirements and order sufficient bins 	H
Visitors bring the virus into school and contaminate areas they visit	H	<ul style="list-style-type: none"> Provision of hand sanitizer at reception areas with all visitors asked to use sanitizer prior to entering school buildings Reminder given to visitors on arrival of importance of maintaining good hygiene practices while in school 	Y	<ul style="list-style-type: none"> SBM to ensure sufficient supplies are available SBM to ensure Reception staff understand new visitor procedures 	M
2.3 Testing and managing symptoms					
Testing is not used effectively to manage staffing and mitigate risks	H	<ul style="list-style-type: none"> Guidance on getting tested shared with staff and parents as part of the reopening process. Staff and parents asked to notify school of the result of any test undertaken Staff are offered twice-weekly lateral flow tests to be undertaken at home Pupils offered two lateral flow tests in school on return in September, with subsequent offer of twice-weekly lateral flow tests to be undertaken under parental supervision at home once in-school tests have been completed Parents/carers or those in support/childcare bubbles with school-aged children have access lateral flow tests to be undertaken at home via government scheme 	Y	<ul style="list-style-type: none"> HT communicate arrangements to staff and parents 	M
Infection transmission within school due to staff/pupils/visitors (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates Procedures in place to deal with any pupil, staff or visitors displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. 	Y	<ul style="list-style-type: none"> SBM to ensure Bromcom is updated regularly with details of staff absent or self isolating along with dates of actual/expected return HT to establish arrangements for parents reporting pupil absence due to COVID-19 	H

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		<ul style="list-style-type: none"> Pupils, parents and staff made aware of what steps to take if they, or any member of their household, display symptoms. Record of any COVID-19 symptoms in staff, pupils or visitors reported to the Trust. 		<ul style="list-style-type: none"> HT to communicate arrangements 	
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		<ul style="list-style-type: none"> Clear communications provided to staff, pupils and parents 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. Guidance explained to staff and pupils/parents as part of the wider reopening process. Any updates or changes to this guidance communicated in a timely and effective way to all stakeholders. DfE amended attendance codes to be used for those students absent with COVID-related symptoms/self isolating 		<ul style="list-style-type: none"> HT to ensure staff, parents and pupils are aware 	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> Staff, pupils and parents provided with clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in school. Any updates or changes to this guidance communicated in a timely and effective way to all stakeholders. DfE amended attendance codes to be used for those students absent with COVID-related symptoms/self isolating 		<ul style="list-style-type: none"> HT to ensure staff, parents and pupils are aware 	
2.4 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> Lists of qualified first aiders maintained Renewal dates reviewed and training scheduled if possible Additional staff trained in basic first aid where possible Plans in place for mutual aid from other Trust schools Students to be taken to HoY Hub as Student Reception remains closed 		<ul style="list-style-type: none"> SBM to review renewal dates for training and arrange refreshers if possible 	
Safeguarding staff are unable to handle an increased number safeguarding concerns reported on return to school		<ul style="list-style-type: none"> Consideration given to freeing up time for DSLs on full reopening where possible Plans in place for mutual aid from other Trust schools 		<ul style="list-style-type: none"> HT to consider how to free up DSLs where possible 	
2.5 Medical rooms					

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Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> • First aid administered from nearby qualified first aiders with appropriate records maintained • Separate room or space designated for pupils with suspected COVID-19 whilst collection is arranged which ideally complies with latest recommendations. • Sufficient PPE provided in medical rooms. • Procedures in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 		<ul style="list-style-type: none"> • SBM to ensure sufficient PPE ordered and available • SBM to ensure arrangements for cleaning are in place 	
2.6 Communication with parents and carers					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. • A COVID-19 section on the school website created and updated. 		<ul style="list-style-type: none"> • HT to communicate regularly with parents/carers • SBM to arrange for update of COVID-19 section on school website as necessary 	
Parents and carers do not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> • Key messages in line with government guidance reinforced on a regular basis via email, text and the school's website. 		<ul style="list-style-type: none"> • HT to communicate regularly with parents and carers 	
2.7 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> • Government guidance on wearing PPE understood and communicated to staff • Sufficient PPE procured. • Those staff required to wear PPE (e.g. first aiders, SEND intimate care; cleaning staff) instructed on how to put on and remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff reminded that wearing of gloves is not a substitute for good handwashing. 		<ul style="list-style-type: none"> • SBM to ensure sufficient PPE is available • SBM to ensure staff wearing PPE are trained in its use 	
Wearing of face coverings in enclosed areas is not in line with government guidance		<ul style="list-style-type: none"> • DfE guidance states in line with Step 4 of the roadmap, face coverings are no longer advised for pupils, staff and visitors either in classrooms or communal areas • The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come 		<ul style="list-style-type: none"> • HT to ensure that procedures for use of face coverings are communicated to pupils, parents and staff • HT to ensure that government guidance is monitored and school 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
		into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college		policy changed in line with guidance	
2.8 Containment of outbreaks					
Action is not taken to contain infections within school		<ul style="list-style-type: none"> • Appropriate procedures are in place to contain symptomatic individuals and these are communicated to staff • Staff and parents are asked to notify the school of the outcome of any coronavirus test (positive or negative) • Contact local health protection team for advice if notified that a pupil or staff member has received a positive test result • School to follow advice provided by health protection team 		<ul style="list-style-type: none"> • HT/SBM to communicate requirements to staff and parents • HT to ensure Trust HQ is notified of any positive tests 	
Pupils, staff and parents do not engage with Test and Trace		<ul style="list-style-type: none"> • Key messages about the importance of engaging with Test and Trace in line with government guidance reinforced on a regular basis via email, text and the school's website. 		<ul style="list-style-type: none"> • HT to communicate regularly with staff, parents and carers 	
Schools do not take appropriate action when contacted by Test and Trace		<ul style="list-style-type: none"> • Schools follow guidance issued by Test and Trace or PHE, including sending staff or pupils home as required 		<ul style="list-style-type: none"> • HT communicate to staff the protocols if they are contacted by PHE or Test and Trace 	
Schools do not maintain adequate records of interactions to facilitate Test and Trace		<ul style="list-style-type: none"> • Records of staff absence are kept up to date • Records are maintained of where groups are not being taught by their usual member of staff, or by a member of staff outside their bubble (including where supply staff have been used) • Records of staff providing first aid to pupils are maintained • Records are kept of any behaviour incidents where pupils or staff may have been in close contact e.g. where staff have restrained pupils, where physical altercations have taken place or where staff/other pupils have been coughed on/spat at • Records of all visitors to school (including contractors) are maintained 		<ul style="list-style-type: none"> • HT ensure that appropriate procedures are in place to keep these records 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
3. Maximising social distancing and effective hygiene measures					
3.1 Pupil behaviour					
<p>Pupils' behaviour on return to school does not comply with social distancing and hygiene guidance</p>		<ul style="list-style-type: none"> • Break times and lunch times (year 7, years 8 & 9, years 10 & 11 and Sixth Form have their own separate outdoor areas) and are closely supervised. • Any group activities that requires pupils to be in close physical contact with each other, such as contact sports and playground games, to have risk assessments in place to mitigate against any increased risk • Behaviour policy revised to include compliance with COVID-19 requirements and communicated to staff, pupils and parents. • Pupils limit equipment brought into school to essentials only 		<ul style="list-style-type: none"> • SBM to audit requirements for signage and floor markings and record on school plan • SBM to ensure signage and markings are in place • HT to communicate arrangements and expectations to staff, parents and pupils • HT to review behaviour policy and arrange for section of the school website to detail the COVID-19 specific expectations and any escalation points • HT to ensure risk assessments for specific activities and individual pupils are undertaken where necessary 	
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing and hygiene measures</p>		<ul style="list-style-type: none"> • Classrooms arranged with pupils at desks facing forward as far as possible, with a 2m space between pupils and teacher if possible • Seating plans are in use to avoid pupils switching seats regularly • All furniture not in use removed from classrooms and teaching spaces where there is space to store these items elsewhere. • Arrangements reviewed regularly. • Unnecessary items, soft toys, soft furnishings and intricate toys which are difficult to clean removed from classrooms and other learning environments where practicable and there is space to store these items elsewhere • Consideration given to whether planned activities can take place outside 		<ul style="list-style-type: none"> • HT to make arrangements for new classes and timetables • SBM to arrange for site staff to reorganise teaching spaces where appropriate • HT to communicate arrangements to staff 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Limit the sharing of resources/equipment between pupils as far as possible; where resources are shared, these are cleaned frequently or rotated to allow them to be unused for 48hrs (72hrs for plastics) between bubbles Rooms ventilated as far as possible by opening windows/doors 			
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors		<ul style="list-style-type: none"> Circulation plans reviewed and amended. One-way systems in operation where feasible. Corridors divided where feasible. Outdoor movement routes/external classroom doors used wherever practical Circulation routes clearly marked with appropriate signage. Any pinch points/bottle necks identified and managed accordingly. Appropriate supervision levels in place 		<ul style="list-style-type: none"> HT to ensure a documented plan is in place setting out how the school will operate SBM to ensure that sufficient signage is provided 	
3.4 Break times					
Pupils do not observe social distancing at break times		<ul style="list-style-type: none"> External areas designated for different groups Any group activities that requires pupils to be in close physical contact with each other are avoided, such as contact sports, and playground games to be avoided to minimise transmission of infection or have risk assessments in place to mitigate against any increased risk 		<ul style="list-style-type: none"> HT to ensure a documented plan is in place setting out how the school will operate SBM to ensure that sufficient signage is provided 	
3.5 Lunch times					
Pupils and staff do not observe social distancing at lunch times		<ul style="list-style-type: none"> Pupils wash / sanitise their hands before and after eating. Additional arrangements in place, such as staggering lunch times, grab bags Eating areas cleaned after lunch. Pre-ordering arrangements in place to minimise queues Limited lunchtime menus to reduce time spent choosing options 		<ul style="list-style-type: none"> HT to ensure a documented plan is in place setting out how the school will operate HT to ensure lunchtime arrangements are communicated to parents SBM to ensure appropriate cleaning arrangements are in place 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Floor markings in place in dining halls to direct pupil flows New Biometric cashless catering system will be in place from Monday 13th September 		<ul style="list-style-type: none"> SBM to ensure that appropriate floor markings are in place (in discussion with Kitchen Managers) 	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> Year 7, years 8 & 9, years 10 & 11 and Sixth Form have their own separate toilet facilities Waiting areas for toilets and hand washing / sanitising established and are monitored. Pupils know they can only use the toilet one at a time and the areas will have additional supervision. Pupils reminded to wash / sanitise hands thoroughly after using the toilet Pupils encouraged to access the toilet during class/throughout the day to help avoid queues. Toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils reminded regularly on how to wash hands 		<ul style="list-style-type: none"> HT to ensure a documented plan is in place setting out how the school will operate SBM to ensure appropriate cleaning arrangements are in place SBM to ensure arrangements are in place for monitoring and replenishing hygiene supplies 	
3.7 Medical Rooms					
The configuration of medical rooms compromise social distancing measures		<ul style="list-style-type: none"> Social distancing provisions in place for medical rooms. Designated room/space established for pupils with suspected COVID-19 to use whilst collection is arranged. PPE worn by staff caring for suspected COVID-19 cases while they await collection if a distance of 2 metres cannot be maintained If contact with the pupil is necessary, gloves, apron and a facemask worn by the supervising adult, with eye protection if there is a risk of splashing to the eyes if the pupil is coughing, spitting or vomiting, for example Procedures in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 		<ul style="list-style-type: none"> SBM to ensure sufficient PPE ordered and available SBM to ensure arrangements for cleaning are in place HT to ensure staff are briefed on the new procedures 	
3.8 Reception area					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> Numbers of visitors in reception are limited and strictly by appointment. Additional Perspex screening added for Main Reception area Non-essential deliveries and visitors to school minimised. Arrangements in place for segregation of visitors. Reception staff well briefed on guidelines and restrictions for visitors 		<ul style="list-style-type: none"> HT to ensure arrangements are communicated to staff and parents SBM to assess requirement for floor markings/other protective measures and ensure arrangements are in place SBM to ensure Reception staff are briefed on the arrangements 	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> The use of available entrances and exits maximised. Social distancing guidelines are reinforced at entrances and exits through signage, including external drop-off and pick-up points. Regular messages to parents stress the need for social distancing at arrival and departure times. 		<ul style="list-style-type: none"> HT to ensure a documented plan is in place setting out how the school will operate HT reinforce new procedures to parents SBM to ensure that sufficient signage is provided 	
3.10 Transport					
The use of public transport poses risks in terms of social distancing		<ul style="list-style-type: none"> Pupils, staff and parents reminded of the government guidance on use of public transport, including the use of face coverings for pupils in the relevant age groups. 		<ul style="list-style-type: none"> HT to reiterate message regularly via appropriate communication channels 	
The use of non-public transport contracted by the school poses risks in terms of social distancing		<ul style="list-style-type: none"> DfE guidance is that pupils on dedicated school services do not need to comply with the distancing rules for public transport Where school arranges the transport, due diligence is undertaken to ensure the provider is making adequate arrangements to reduce COVID-19 transmission including regular cleaning 		<ul style="list-style-type: none"> HT to ensure staff are aware of the protocols 	
The use of non-public transport not organised by the school (Brotherton bus) poses risks in terms of social distancing		<ul style="list-style-type: none"> Pupils should be encouraged to use hand sanitizer on boarding if available 		<ul style="list-style-type: none"> HT to arrange for recommendations to be communicated to parents 	
3.11 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
3.12 Visitors and meetings					
Visitors to school post risks in terms of social distancing and transmission of infection		<ul style="list-style-type: none"> • Avoid non-essential visitors to minimise face-to-face contact • Remote meetings to take place where possible • Meetings to take place outside school hours if possible • Staff member hosting visitor to take responsibility for ensuring the visitor is aware of the school's risk assessment and rules relating to their visit • Visitors reminded not to visit school if displaying COVID-19 symptoms or if symptoms are being displayed by a member of their household and to follow the self-isolation guidance provided • On site meetings to follow social distancing guidelines using suitably sized meeting space with adequate ventilation. • All meeting rooms have hand sanitiser, tissues and wipes available. • Hospitality to be provided to visitors attending site using disposable cups / water bottles. 		<ul style="list-style-type: none"> • HT to brief staff on new arrangements • SBM to ensure adequate hygiene supplies are located in meeting rooms 	
3.13 Minibus					
Use of the school minibus poses risks in terms of social distancing and transmission of infection		<ul style="list-style-type: none"> • Use of school minibus to be restricted. • Where staff are required to drive school minibus, hand washing to take place before and after use and staff advised to open windows for ventilation • Minibus to have hand sanitizer and wipes available – staff asked to wipe over high use areas (steering wheel, door handles, gear stick) before travel 		<ul style="list-style-type: none"> • SBM to ensure arrangements are communicated to relevant staff 	
3.14 Offsite Visits					
Offsite visits (including home visits) poses risks in terms of social distancing and transmission of infection		<ul style="list-style-type: none"> • Visits only take place where social distancing guidelines can be maintained, including transportation to and from the location. • Staff leading educational visits to ensure that risks associated with COVID-19 are included as part of the risk assessment • Staff not to enter pupils' homes during wellbeing checks 		<ul style="list-style-type: none"> • HT to brief staff on new arrangements 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> DfE guidance states that no overnight or foreign trips to take place until further notice 			
3.15 Supply, Casual or Peripatetic Staff (including sports coaches)					
Supply, casual or peripatetic staff are unclear on the hygiene and social distancing requirements		<ul style="list-style-type: none"> Arrange briefing for supply, peripatetic or casual staff, including aide memoire document, on arrival in school setting out expectations in relation to social distancing and hygiene measures Use same external staff where possible to build familiarity 		<ul style="list-style-type: none"> HT to ensure that those booking supply are clear on what information needs to be provided to supply staff 	
3.16 Uniform					
Pupils arrive for school not in correct uniform		<ul style="list-style-type: none"> Communication with parents to ensure that they are aware that normal uniform arrangements apply 		<ul style="list-style-type: none"> HT to remind parents of the uniform arrangements from March 	
3.17 Curriculum specific					
Risks associated with performing arts lessons are not adequately addressed		<ul style="list-style-type: none"> Higher risk activities are substituted for lower risk activities where possible No large group activities such as choirs, ensembles or performances to take place Risk assessments for EPA activities revised to take account of COVID-19 risks 		<ul style="list-style-type: none"> HT to ensure that staff are aware of the protocols 	
Risks associated with PE lessons are not adequately addressed		<ul style="list-style-type: none"> Risk assessments for PE activities revised to take account of COVID-19 risks Higher risk activities are substituted for lower risk activities where possible Mitigation is put in place including physical distancing, playing outside, limiting group sizes, cleaning equipment thoroughly between groups No contact sports to take place Distancing and hygiene measures observed as far as possible in changing areas once practical lessons recommence Weight rooms and fitness suites will remain closed until further notice 		<ul style="list-style-type: none"> HT to ensure that staff are aware of the protocols 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
4. Continuing enhanced protection for children and staff with underlying health conditions or in 'at risk' groups					
4.1 Pupils with underlying health issues or in 'at risk' groups					
Pupils with underlying health issues or in 'at risk' groups such as BAME or pregnant pupils, are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> Parents asked to make the school aware of pupils' underlying health conditions and other risk factors Parents of pupils with underlying health conditions asked to seek and act on advice of their consultant or GP Schools have a regularly updated register of pupils with underlying health conditions. Schools to update Bromcom with any other known risk factors for individual pupils 		<ul style="list-style-type: none"> HT to remind parents about the guidance SBM to ensure relevant details about pupils are recorded on Bromcom 	
Inadequate measures are put in place to protect pupils with underlying health issues or in 'at risk' groups		<ul style="list-style-type: none"> Current government guidance is being applied Individual risk assessments are undertaken where appropriate. Provision is available for pupils to transition to remote learning in the event of shielding being reactivated 		<ul style="list-style-type: none"> HT to arrange for risk assessments to be undertaken as appropriate HT to direct parents to government guidance or recommend they seek their own medical advice 	
4.2 Staff with underlying health issues or in 'at risk' groups					
Staff with underlying health issues or in 'at risk' groups, such as BAME or pregnant staff, are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> All members of staff with underlying health issues or additional risk factors asked to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions asked to seek and act on the advice of their GP/consultant/midwife or current government advice. 		<ul style="list-style-type: none"> HR to ensure medical details about staff are recorded on HR software HR to ensure that other known risk factors communicated by staff are recorded on HR software HR to ensure that school is made aware of any new 'at risk' staff who come to their attention 	
Inadequate measures are put in place to protect staff with underlying health issues or in 'at risk' groups		<ul style="list-style-type: none"> Current government guidance is being applied. Individual risk assessments are undertaken where appropriate Provision is available for staff to transition to remote working in the event of shielding being reactivated, if their role allows for this 		<ul style="list-style-type: none"> HT to communicate arrangements to staff HT to arrange for risk assessments to be undertaken as appropriate 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health is adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff available to support pupils with mental health issues. Access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters used for younger pupils to help talk about feelings). Posters and displays at appropriate points around school to signpost pupils to sources of support Resources/websites provided to support the mental health of pupils. 	Y	<ul style="list-style-type: none"> HT to plan for how this can be achieved HT to ensure details of available resources are shared 	M
5.2 Mental health concerns – staff					
The mental health of staff is adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff encouraged to focus on their wellbeing. Consideration given to staff workloads, particularly where external factors are causing additional pressures on staff Line managers proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training including specific, externally-delivered sessions focused on wellbeing. Open door policy for staff who need additional support Staff signposted to useful websites and resources. 	Y	<ul style="list-style-type: none"> HT to communicate arrangements to staff SBM to ensure that additional support provided to individual staff is documented 	M
Working from home adversely affects staff mental health	M	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to come into school regularly unless self isolating or risk assessment suggests this is inadvisable Staff encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans agreed with support provided where necessary. 	Y	<ul style="list-style-type: none"> HT to communicate arrangements to staff 	M
5.3 Bereavement support					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> Access to trained staff who can deliver bereavement counselling and support. Support requested from other organisations when necessary. 		<ul style="list-style-type: none"> HT to communicate arrangements to staff 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
6. Premises issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> Fire procedures reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils briefed on any new evacuation procedures. 		<ul style="list-style-type: none"> SBM to review existing fire procedures and amend as appropriate HT to ensure all staff and pupils are aware of revised procedures 	
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills in place which are in line with social distancing measures. 		<ul style="list-style-type: none"> SBM to review existing fire procedures and amend as appropriate HT to ensure all staff and pupils are aware of revised procedures 	
Key staff within evacuation plan absent due to self-isolation		<ul style="list-style-type: none"> A shadow staff rota in place to cover absences and staff briefed accordingly. 		<ul style="list-style-type: none"> SBM to review existing fire procedures and amend as appropriate HT to ensure all staff and pupils are aware of revised procedures 	
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance implemented where appropriate. All systems recommissioned. 		<ul style="list-style-type: none"> SBM to ensure all necessary systems are operational and address any issues 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance up to date. 	Y	<ul style="list-style-type: none"> SBM to review any outstanding areas and arrange for completion asap 	M
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Meetings with contractors prior to starting work to take place remotely where possible Ongoing works and scheduled inspections for schools (e.g. estates related) designated as essential work by the government and so are set to continue. Assurances 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 considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing maintained throughout any such works and where this is not possible arrangements are reviewed. Normal contractor procedures applied with updates in light of COVID-19 (including need to include COVID-19 considerations in contractor risk assessments and reminders to contractors about the need for social distancing). 	Y	<ul style="list-style-type: none"> SBM to review existing contractor procedures and amend as appropriate 	M
6.3 Deliveries to the school site					
Deliveries arriving whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Suppliers are asked to undertake deliveries outside windows at the start and end of the school day wherever possible Delivery routes to be segregated from pupil areas as far as possible Multiple orders for routine suppliers are consolidated into a single weekly or bi-weekly order to reduce visits to site as far as possible Delivery drivers to be briefed on social distancing requirements by Receptionist before entering school site 	Y	<ul style="list-style-type: none"> SBM to liaise with regular suppliers to notify of new arrangements SBM to plan appropriate delivery routes SBM to ensure staff, including office staff placing orders, are briefed on revised ordering process SBM to ensure Receptionists are aware of their role 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
7. Governance					
7.1 Oversight of the Trust Board					
Lack of oversight during the COVID-19 crisis leads to misunderstandings.		<ul style="list-style-type: none"> Trust Board and committees meet regularly face-to-face or via online platforms as appropriate. Arrangements are in place so any Trustees unable to attend face-to-face meetings have the option of participating remotely Trust Board and committee agendas structured to ensure all statutory requirements are discussed and Trust leaders held to account for their implementation. CEO's report to the Board includes content and updates on how the Trust is continuing to meet its statutory obligations in addition to covering the Trust's response to COVID-19. Regular dialogue with the Chair of Trust Board and those with designated responsibilities is in place. Minutes of meetings reviewed to ensure that they accurately record the Trust Board's oversight and holding leaders to account for areas of statutory responsibility. 		<ul style="list-style-type: none"> Executive Assistant to facilitate remote meetings CEO to regularly brief Chair of Trustees DFO to review minutes 	
7.2 Oversight of the Academy Council					
Lack of Academy Council oversight during the COVID-19 crisis leads to misunderstandings.		<ul style="list-style-type: none"> Academy Council continues to meet regularly face-to-face or via online platforms as appropriate. Arrangements are in place so any governors unable to attend face-to-face meetings have the option of participating remotely Academy Council agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. Head's Report to the Academy Council includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those with designated responsibilities is in place. 		<ul style="list-style-type: none"> Executive Assistant to facilitate remote meetings HT to regularly brief Chair of Governors DFO to review minutes 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Minutes of meetings reviewed to ensure that they accurately record Academy Council's oversight and holding leaders to account for areas of statutory responsibility. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
8.0 Lateral Flow Testing					
<p>Contact between subjects increasing the risk of transmission of COVID19</p> <p>Transmission of the virus leading to ill health or potential death</p>		<ul style="list-style-type: none"> Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Limited clutter; no physical handing of items to subjects except registration cards and barcodes and packages swabs 		<ul style="list-style-type: none"> SBM to ensure that signage is printed and clearly displayed in all areas of the testing area SBM to ensure that there is a station upon entering the testing area with PPE available for staff to put on upon entering the testing area All staff in the testing area to be responsible for reminding staff and pupils to wear face coverings SBM to ensure hand sanitiser is available at all stations in the testing area and all staff are to be responsible for reminding staff and pupils to use this SBM to ensure that cleaning rota allows for regular cleaning of the testing area. Staff within the testing area to be provided with cleaning equipment and to ensure that they clean down after each test subject 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
<p>Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u></p> <p>Transmission of the virus leading to ill health or potential death</p>	<p style="background-color: yellow;"></p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. 	<p style="background-color: #90EE90;"></p>	<ul style="list-style-type: none"> • SBM to ensure that signage is printed and clearly displayed in all areas of the testing area • All staff in the testing area to be responsible for reminding staff and pupil to wear face coverings • SBM to ensure hand sanitiser is available at all stations in the testing area and all staff are to be responsible for reminding staff and pupils to use this • SBM to ensure that cleaning rota allows for regular cleaning of the testing area. • Staff within the testing area to be provided with cleaning equipment and to ensure that they clean down after each test subject 	<p style="background-color: #90EE90;"></p>
<p>Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u></p> <p>Transmission of the virus leading to ill health or potential death</p>	<p style="background-color: yellow;"></p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the 	<p style="background-color: #90EE90;"></p>	<ul style="list-style-type: none"> • SBM to ensure that signage is printed and clearly displayed in all areas of the testing area • SBM to ensure that there is a station upon entering the testing area with PPE available for staff to put on upon entering the testing area • All staff in the testing area to be responsible for reminding staff and pupil to wear face coverings • SBM to ensure hand sanitiser is available at all stations in the testing area and all staff are to be responsible for reminding staff and pupils to use this 	<p style="background-color: #90EE90;"></p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
		extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.		<ul style="list-style-type: none"> SBM to ensure that cleaning rota allows for regular cleaning of the testing area. Staff within the testing area to be provided with cleaning equipment and to ensure that they clean down after each test subject 	
<p>Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u></p> <p>Transmission of the virus leading to ill health or potential death</p>		<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Samples to be transported in trays to limit needing to touch the sample 		<ul style="list-style-type: none"> SM to ensure that there is a station upon entering the testing area with PPE available for staff to put on upon entering the testing area SBM to make sure that trays are available to transport samples from one area to another in a safe manor 	
<p>Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u></p> <p>Transmission of the virus leading to ill health or potential death</p>		<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 		<ul style="list-style-type: none"> SBM to ensure that there is a station upon entering the testing area with PPE available for staff to put on upon entering the testing area SBM to ensure hand sanitiser is available at all stations in the testing area and all staff are to be responsible for reminding staff and pupils to use this SBM to ensure that cleaning rota allows for regular cleaning of the testing area. Staff within the testing area to be provided with cleaning equipment and to ensure that they clean down after each test subject 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
<p>Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal</p> <p>Transmission of the virus leading to ill health or potential death</p>		<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Appropriate waste disposal bins to be provided 		<ul style="list-style-type: none"> • SBM to ensure that there is a station upon entering the testing area with PPE available for staff to put on upon entering the testing area • SBM to ensure that appropriate waste disposal bins are available to dispose of testing equipment and PPE 	
<p>Incorrect result communication - Wrong samples or miscoding of results</p>		<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached at the sample collection bay • Barcodes are checked for congruence at the analysis 		<ul style="list-style-type: none"> • SBM to ensure that bar code scanners or phones that can scan barcodes are available to ensure the test is recorded to the correct subject • HT to ensure that staff conducting the tests have been adequately trained on systems and procedure and have been part of the 'dry run' 	
<p>Damaged barcode, lost LFD, failed scan of barcode - Orphaned record on registration portal & No result communicated to individual</p>		<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 1 hrs of registration • Subjects are called for a retest 		<ul style="list-style-type: none"> • SBM to ensure that bar code scanners or phones that can scan barcodes are available to ensure the test is recorded to the correct subject • HT to ensure that staff conducting the tests have been adequately trained on systems and procedure and have been part of the 'dry run' 	
<p>Extraction solution which comes with the lab test kit contains the following components: NA_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride) - These</p>		<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains 		<ul style="list-style-type: none"> • SBM to ensure that there is a station upon entering the testing area with PPE available for staff to put on upon entering the testing area • SBM to ensure hand sanitiser is available at all stations in the testing area and all staff are to be 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
<p>components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	<p style="background-color: yellow;"></p>	<ul style="list-style-type: none"> • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	<p style="background-color: lightgreen;"></p>	<p>responsible for reminding staff and pupils to use this</p> <ul style="list-style-type: none"> • HT to check that staff are trained in lateral flow testing to ensure they are aware of what to do should a spillage occur. • Staff testing to ensure that they check the date of the solution before using this to test to ensure that the solution has not expired. 	<p style="background-color: lightgreen;"></p>
<p>Occupational illness or injury</p>	<p style="background-color: yellow;"></p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	<p style="background-color: lightgreen;"></p>	<ul style="list-style-type: none"> • SBM to ensure that signage is printed and clearly displayed in all areas of the testing area • SBM to ensure that there is a station upon entering the testing area with PPE available for staff to put on upon entering the testing area • All staff in the testing area to be responsible for reminding staff and pupil to wear face coverings • BM to ensure hand sanitiser is available at all stations in the testing area and all staff are to be responsible for reminding staff and pupils to use this • BM to ensure that cleaning rota allows for regular cleaning of the testing area. 	<p style="background-color: lightgreen;"></p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Staff within the testing area to be provided with cleaning equipment and to ensure that they clean down after each test subject 	
Manual handling		<ul style="list-style-type: none"> Equipment – any equipment will be transported from the delivery area to the testing site on a trolley to minimise any manual handling needing to take place 		<ul style="list-style-type: none"> SBM to brief site team in terms of movement of equipment from the delivery area to the testing area. 	
Unauthorised access by members of the public		<ul style="list-style-type: none"> School site – Members of the public cannot walk onto school site, school site is secure and all visitors have to ring reception to gain access to site. The testing site will be within the school Gym, this is accessible by swipe card only. As such members of the public would not be able to access this area even if they were granted access to the school site. 		<ul style="list-style-type: none"> HT and SBM to ensure that the school site remains secure as per usual procedures 	
Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> Floor to be checked to ensure that it is even and is not a porous surface – a covering to be laid over the existing floor to ensure the required criterion are met 		<ul style="list-style-type: none"> SBM to order and have fitted a floor covering for the Gym to allow testing to take place in this area. 	
Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> Testing Site – the testing site will be on a single floor in a single large room. Therefore ensuring that there is a limit to movement of samples. A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. 		<ul style="list-style-type: none"> SBM to ensure that the testing site is suitable and does not require staff to carry samples up or down stairs etc. 	
Inclement weather		<ul style="list-style-type: none"> Sample testing needs to take place between 15 and 30 degrees. Doors and windows will be open for ventilation and heating used as appropriate. Thermometers will be placed around the processing areas to ensure that temperatures are at the required levels. 		<ul style="list-style-type: none"> SBM to ensure that thermometers are purchased and placed at strategic points around the testing area 	
Electrical safety / plant & equipment maintenance		<ul style="list-style-type: none"> All electrical equipment is tested on an annual basis as per the whole school policy. Defective equipment is taken out of circulation immediately 		<ul style="list-style-type: none"> Annual checks of electrical equipment to continue as per the school's policies 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
Defective electrical equipment					
Use of shared equipment		<ul style="list-style-type: none"> Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 		<ul style="list-style-type: none"> Staff in testing area to ensure regular wipe down of potential touch points after every test. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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		•			
		•			