

COVID-19: Operational risk assessment for school reopening - September 2020

Responsibility for the health and safety of the school site for staff and students remains with the Trust as the employer and the legal entity.

- It is the responsibility of Huntcliff School to ensure that a general policy on the management of health and safety is in place, that this policy is communicated to all employees and that appropriate systems and procedures are in place to secure effective implementation of that policy.
- The operational compliance of this function is delegated on a day-to-day basis to the Headteacher of Huntcliff School.
- Overall compliance with this requirement is monitored by the Audit Committee.

The school must carry out a risk assessment before putting forward a proposal for wider opening. The assessment should directly address risks associated with coronavirus, so that reasonable measures can be put in place to mitigate any risks for students and staff.

Approval of this risk assessment was given by the Audit Committee on: 22nd July 2020

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education. This risk assessment must be subject to regular review as external factors change.

Assessment conducted by:	P. Daley	Job title:	Headteacher	Covered by this assessment:	Staff, students, contractors, visitors, volunteers
Date of assessment:	16 th July 2020	Review interval:	6 Weeks	Date of next review:	

Related documents

Trust documents:

Key external contacts – suspected case
 Staff risk assessment
 Estates and facilities risk assessment
 Catering risk assessment
 EYFS guidance
 SEND risk assessment
 Supplier list

Government guidance:

<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/causesofdeath/bulletins/coronaviruscovid19relateddeathsbyoccupationenglandandwales/deathsregistereduptoandincluding20april2020>
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>
<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>
<http://www.educationsupport.org.uk/>
<https://covid.minded.org.uk/>
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Risk matrix

Risk rating High (H), Medium (M), Low (L)				
		High	Moderate	Low
	High: Serious harm or ill-health.	H	M	L
	Moderate: Moderate harm or ill health			
	Low: Causes physical or emotional discomfort.			

We do not believe the risk under the current circumstances in the presence of the coronavirus can ever be deemed 'LOW'. As such the risk can only be reduced to medium. However, every action will be taken to reduce this to the lowest possible risk. This risk assessment should be used by all stakeholders to determine their confidence levels in accessing in-school provision within personal parameters of vulnerability.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on COVID-19 suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus.

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process ready for full school opening, including social distancing/safe personal conduct				
1.1 Prioritising provision				
<p>Educational provision of all students will be prioritised. Students will be organised into Year Group bubbles and then sub-divided into smaller learning bubbles. This will form the basis of operation until all restrictions are lifted</p>		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of all students upon their return to full time provision and attendance at school. Use of learning and social spaces has been organised to reflect Year Group bubble operation Pastoral and SEND support will be deployed to support students who are particularly anxious about the return to school Attendance of all students will be mandatory in line with government guidelines. Support will be provided for students and parents who struggle with maintaining full attendance 	<ul style="list-style-type: none"> Year groups will be separated from each other throughout the school day including break and lunch times. There will be no mixing of Year groups at any point. Timings of the school day are staggered between key stage 3 and 4 to help accommodate this Appointments to see PSO/HoH/SEND be made in advance Support from Attendance Officer/PSO working in conjunction with Local Authority 	
1.2 Net capacity				
<p>Available capacity of the school is reduced when social distancing / safe personal conduct guidelines are applied</p>		<ul style="list-style-type: none"> All students, all year groups and all staff will return to school. Year group learning bubbles will be in operation. Social distancing/safe personal conduct rules protocols will be in force, supported, reinforced and modelled by staff. Agreed new timetable and arrangements confirmed for each year group 	<ul style="list-style-type: none"> Timetable has been structured to allow learning bubbles to move as a group between lessons when needed. A whole school one-way system will be in place. Identified social spaces will keep year groups apart during break and lunch times All rooms surveyed re social distancing capacity and seating arranged accordingly. Students allocated a desk and seat via a common seating plan which will be used for all lessons. All rooms ventilated. 	

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		<ul style="list-style-type: none"> • Arrangements have been established to support students when not at school with remote learning if they have to self- isolate. 	<p>Students to remain in learning bubbles for all subjects (lower school) and for core subjects (upper school)</p> <ul style="list-style-type: none"> • Enhanced cleaning put into place; rooms prepared in advance and cleaned after; separate break/lunch/ toilet venues and timings for lower and upper school (cleaning risk assessment completed) 	
1.3 Organisation of teaching spaces				
Classroom sizes will not allow adequate social distancing / safe personal conduct		<ul style="list-style-type: none"> • Classroom size and numbers reviewed • Class sizes and timetables/staffing amended allowing for reduced numbers where this has been possible • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Tables arranged so as to ensure students are sat facing forward at all times • Spare chairs removed from desks so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. 	<ul style="list-style-type: none"> • Survey of facilities completed and maximum numbers identified • All unnecessary furnishings (incl. soft furnishing) removed 	
In the first instance large shared spaces		<ul style="list-style-type: none"> • Large shared spaces used by only one group per day unless cleaning can be completed between groups 	<ul style="list-style-type: none"> • Hall to be used by Year 8 at lunch prior to students moving to Old Quad (external). During second lunch hall will be used by Year 10 prior to students moving to Old Quad 	

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(e.g. hall) should not be used routinely		<ul style="list-style-type: none"> Large gatherings prohibited. 	<ul style="list-style-type: none"> No whole year group assemblies will be held in the Hall Students to remain within their identified bubble 	
1.4 Availability of staff and class sizes				
All staff will be required to return to work and perform their normal duties		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly (at least weekly and in the event of any notified changes) updated to RWo so that deployment can be planned with leaders. Full engagement of those staff who are self-isolating or shielding but who are well enough to plan / review online learning. Flexible and responsive deployment of teaching assistants and pastoral staff to supervise classes is in place. Induction for all staff Leaders are aware of testing procedures Full use is made of testing to inform staff deployment. 	<ul style="list-style-type: none"> https://111.nhs.uk/ 	

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1.5 The school day				
<p>The start and end of the school day create risks of breaching social distancing / safe personal conduct guidelines</p>		<ul style="list-style-type: none"> • Start and ending of school day remains fixed for all due to restrictions of buses. • Staff and students are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid any groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. 	<ul style="list-style-type: none"> • On arrival students will move to their period 1 classroom. No gathering will be permitted. • Induction for all groups will take place in Forms on first day of new term • Communicate to parents the agreed process for drop off and collection; requirements of travelling on school buses and use of face masks. 	
1.6 Planning movement around the school				
<p>Movement around the school risks breaching social distancing / safe personal conduct guidelines</p>		<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of students around school is minimised as much as possible 		

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		<ul style="list-style-type: none"> Students are regularly briefed regarding observing social distancing / safe personal conduct guidance Behaviour policy updated to include actions for students who fail/refuse to comply with requirements Appropriate duty rota and levels of supervision are in place 	<ul style="list-style-type: none"> Students reminded of social distancing on commencement of each break 	
1.7 Curriculum organisation				
<p>Students will have fallen behind in their learning during school closures and achievement gaps will have widened</p>		<ul style="list-style-type: none"> Students to received full curriculum entitlement Additional revisit lesson included in curriculum model Process of curriculum re-design to be completed. The 'spiral curriculum' model will enhance key topics, skills, words and knowledge and will be revisited numerous times between Y7 and Y11. Use of additional government catch up funding to be utilised when received 		
1.8 Staff workspaces				
<p>Staff rooms and offices do not allow for observation of social distancing / safe</p>		<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 	<ul style="list-style-type: none"> Staffroom reallocated to the CPD room 	

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personal conduct guidelines		<ul style="list-style-type: none"> • Anti-bacterial spray and wipes are available • Staff have been briefed on the use of these rooms • Hand washing reminders in place 	<ul style="list-style-type: none"> • each facility in use will have antibacterial spray and wipes. Dispensers also accessible throughout the building in strategic places • via signage 	
1.9 Managing the school lifecycle				
Limited progress with the school's Autumn term calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> • 2021 calendar completed. Identified activities subject to change if Covid-19 restrictions are still in place 		
1.10 Governance and policy				
Trustees are not fully informed or involved		<ul style="list-style-type: none"> • Online meetings are held with trustees • Key decisions about full opening plans are shared with the Chair of Trustees • Trustees and members are updated on the latest government guidance and its implications for the school 	<ul style="list-style-type: none"> • Regular HT update to trustees and members • Calendared schedule of trustee meetings continue remotely on-line during Autumn term 	
1.11 Policy review				
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are		<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing / safe personal conduct and COVID-19 and its implications for the school. 	<ul style="list-style-type: none"> • appendix added to relevant policies 	

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no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> Staff, students, parents and trustees have been briefed accordingly. 		
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		Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Students Parents/Carers Trustees Local authorities (SSIP) 		
1.13 Staff induction and CPD				
Staff are not briefed on new procedures, leading to risks to health		Briefing/ guidance will be issued to all staff prior to full opening will include: <ul style="list-style-type: none"> Infection control procedures shared Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 		
New staff are not aware of policies and procedures prior to starting at the school		<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting 		

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		<ul style="list-style-type: none"> The revised procedures are issued to all new staff prior to them starting. 		
1.14 Risk assessments				
<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing / safe personal conduct and hygiene guidance.</p>		<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school fully reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school (kept to a minimum) When students enter and leave school During minimised movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	<ul style="list-style-type: none"> IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre-use and at the end of the day. Use of key board and mouse covering being explored 	
1.15 School transport				
<p>Changes to bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality and do not align with staggered</p>		<ul style="list-style-type: none"> The details of how students will travel to and from school have been confirmed with parents and bus company and new operating procedures have been established prior to opening. 	<ul style="list-style-type: none"> Students organised so that lower school students are seated on the upper desk and upper school students on the lower desk on the double decker buses. On single deck buses lower school students will be seated at the front half of the bus and upper school students at the back 	

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start and departure times		<ul style="list-style-type: none"> Effective liaison with bus companies is used as a basis for planning start and departure times. 	<ul style="list-style-type: none"> Face coverings to be worn whilst travelling on school bus in line with Government guidelines and in confined spaces such as taxis (PARENT/CARER RESPONSIBILITY) 	
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19				
2.1 Cleaning				
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to full opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	<ul style="list-style-type: none"> Sufficient quantities of cleaning supplies and hand soap to be maintained. More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. JG to liaise with ICS and agree recruitment, alterations to shift patterns and the identification of key areas requiring additional/frequent cleaning Ensure that bins are emptied throughout the day. Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. Desk swapping during a day will be kept to a minimum; students will only sit in identified seats with same students. Staff should where possible not swap desks and if necessary must wipe down between times 	
2.2 Hygiene and handwashing				
Inadequate supplies of soap and hand sanitiser mean that		<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers will be undertaken before the school fully reopens and additional supplies purchased. 	<ul style="list-style-type: none"> Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available. These are in situ. 	

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<p>students and staff do not wash their hands with sufficient frequency</p>		<ul style="list-style-type: none"> Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Pupils asked to notify staff when sanitizer has run out / low. 	<ul style="list-style-type: none"> All used facilities will have disinfectant sprays and wipes and additional sanitisers are distributed strategically throughout the premises and monitored regularly by site staff All staff instructed to actively monitor to ensure all colleagues are adhering to the same principles of good hygiene. A bank of sanitisers will be in place for students entering the site. 	
<p>Students forget to wash their hands regularly and frequently</p>		<ul style="list-style-type: none"> Staff training includes the need to remind students of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. 	<ul style="list-style-type: none"> Induction for each team of staff to adhere to new guidance Student reminders at all break sessions Sanitiser to be used on entry and exit to all facilities Information on measures in place will be provided at reception and key entry points. 	
<p>Students forget to follow good respiratory hygiene</p>		<ul style="list-style-type: none"> Students frequently reminded to follow NHS “Catch it, Kill it, Bin it” guidance 	<ul style="list-style-type: none"> Visual reminders displayed around school 	

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2.3 Clothing/fabric				
School uniform will be required when fully re-opened		<ul style="list-style-type: none"> Expectations and guidance are communicated to parents. 	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual. 	
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	<ul style="list-style-type: none"> Staff using classrooms will be provided with a non-fabric chair. Face to face teaching should be done standing where possible 	
2.4 Testing and managing symptoms				
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<ul style="list-style-type: none"> Guidance on getting tested has been published. Post-testing support is available for staff through the school's health provider. 	<ul style="list-style-type: none"> The guidance has been explained to staff as part of the induction process. All stakeholders to follow government guidance in the event of a positive test Everyone must engage with the NHS Test and Trace process SLT must contain any outbreak by following local health protection team advice 	
Infection transmission within school due to staff/students (or		<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes 	<ul style="list-style-type: none"> When a child, young person or staff member develops symptoms compatible with coronavirus, they must be sent home and advised to follow 'stay at home: guidance for 	

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members of their household) displaying symptoms		<p>the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative.</p> <ul style="list-style-type: none"> • Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. • A record of any COVID-19 symptoms in staff or students is reported to the Trustees. 	<p>households with possible or confirmed coronavirus infection’, which sets out that they must self-isolate for a least 7 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	
Staff, students 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"> • Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow government guidance. • If a child is awaiting collection, they should be moved to PC office where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The room will be ventilated • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people 	

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<p>Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>		<ul style="list-style-type: none"> • Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students as part of the induction process. 	<ul style="list-style-type: none"> • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Swift action will be taken in the event that someone who has attended school has tested positive for coronavirus. Contact will be made with local health protection team and actions followed accordingly • The school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infected. Close contact means: Direct close contacts, proximity contact and travelling in a small vehicle. 	
<p>2.5 First Aid/Designated Safeguarding Leads</p>				
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts students' safety at risk</p>		<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. 	<ul style="list-style-type: none"> • The school will maintain suitable first aid • Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. • All first aid equipment will always be accessible. • Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should 	

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			<p>be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>First Aiders to have a spare set of clothes in school in the event of a need to change.</p> <ul style="list-style-type: none"> All incidents will be recorded as per the school’s normal arrangements 	
2.6 Medical room				
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>		<ul style="list-style-type: none"> Social distancing / safe personal conduct 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. 	<ul style="list-style-type: none"> All necessary PPE equipment will be securely located in the first aid room and spare within reception PC office will be used as Covid-19 isolation room from September 2020 as and when required. Office will be deep cleaned after each occupancy use prior to it being made available for PC to re-use Level 2 training of PPE use will be provided for all trained first aiders (C. Hambling) This includes guidance for donning and doffing and disposal of PPE First Aid boxes cleaned after use and checked for stock weekly 	
2.7 Communication with parents				

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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 parents are kept up to date with information, guidance and the school’s expectations on a using a range of communication tools. A COVID-19 section on the school website is created and updated. 	<ul style="list-style-type: none"> Amendments to policies in the light of COVID are published on the website and communicated to parents. 	
Parents and carers may 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 are reinforced via email, text and the school’s website. 		
3. Maximising social distancing / safe personal conduct measures				
3.1 Pupil behaviour				
Students’ behaviour on return to school does not comply with social distancing / safe personal conduct guidance		<ul style="list-style-type: none"> Clear messaging to students on the importance and reasons for social distancing / safe personal conduct is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing / safe personal conduct consistently. The movement of students around the school is minimised where ever possible. Large gatherings are avoided at all times. 	<ul style="list-style-type: none"> Amendments to policies in the light of COVID are published on the website and communicated to parents. 	

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		<ul style="list-style-type: none"> • Break times and lunch times are structured to support social distancing / safe personal conduct and are closely supervised. • The school’s behaviour policy has been revised to include compliance with social distancing / safe personal conduct and this has been communicated to staff, students and parents. • Senior leaders monitor areas where there are breaches of social distancing / safe personal conduct measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 		
3.2 Classrooms and teaching spaces				
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing / safe personal conduct measures</p>		<ul style="list-style-type: none"> • Table configuration in all rooms arranged so that students sit facing forward • Common seating plan ensuring where possible students sit next to, in front of and behind the same students in each lesson • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	<ul style="list-style-type: none"> • All spaces should be well ventilated using windows etc where possible. • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Spare chairs removed from desks so they cannot be used. • Spare furniture to be stored in common room • Practical lessons will predominately take place outdoors. Equipment will be cleaned between use 	

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			<ul style="list-style-type: none"> Equipment will only be shared within year bubbles not between them in any given week and cleaned between use 	
3.3 Movement in corridors				
Social distancing / safe personal conduct guidance is breached when students circulate in corridors		<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation Corridors are clearly marked for social distancing and extended to the outside of the buildings 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. 	<ul style="list-style-type: none"> With due regard to fire safety, fire doors are being updated to include emergency release maglocks. Classroom doors will be propped open to limit touching of door handles and aid ventilation. Lesson change overs are staggered to avoid overcrowding Students are briefed regularly with regard to observing social distancing \ safe personal guidance whilst circulating Appropriate supervision levels are in place 	
3.4 Break times				
Students may not observe social distancing / safe personal conduct at break times		<ul style="list-style-type: none"> Break times are staggered between lower and upper school External areas are designated for different groups. 		

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Students are reminded about social distancing / safe personal conduct as break times begin. • Social distancing / safe personal conduct signage is in place around the school and in key areas. • Staff duty rota updated to ensure adequate supervision 		
3.5 Lunch times				
Students may not observe social distancing / safe personal conduct at lunch times		<ul style="list-style-type: none"> • Students are reminded about social distancing / safe personal conduct as lunch break begins. • Students wash their hands/sanitise before and after eating. • Additional arrangements are in place, such as staggering lunch times, provision of take away style meals • Eating areas are cleaned after lunch • Additional serving area created for Year 9 students 	<ul style="list-style-type: none"> • Lunch 1 food serving points: Year 7 students – Canteen Year 8 students – Hall Year 9 students – Gateway • Lunch 2 food serving points: Year 10 students Hall Year 11 students - Canteen • Eating/social areas: Year 7 – Old Quad Year 8 – New Quad Year 9 – KS3 Yard Year 10 – Old Quad Year 11 – New Quad 	
3.6 Toilets				
Queues for toilets and handwashing risk non-compliance with social		<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. 	<ul style="list-style-type: none"> • Only one student to use the facilities at once. This will be controlled by the teacher. 	

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
distancing / safe personal conduct measures		<ul style="list-style-type: none"> • Floor markings are in place to enable social distancing. • Students know that they can only use the toilet one at a time. • Students allowed to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. Students to wipe surfaces before and after using the facilities – door, handle, flusher, toilet seat and bin the contents then wash hands • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Students are reminded regularly on how to wash hands. 	<ul style="list-style-type: none"> • At break and lunch intervals, students must queue using the social distancing markings and only one student be permitted in the toilets at any time. • Sanitiser dispensers and wipes are also located on the entrance and exit to toilets. • Clean wipes for toilet handle and bin and door before and after using the toilet 	
3.8 Reception area				
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing / safe		<ul style="list-style-type: none"> • Social distancing / safe personal conduct points are clearly set out, using floor markings, continuing outside as necessary. • Social distancing / safe personal conduct guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 	<ul style="list-style-type: none"> • One person will be permitted through reception at any time. • Social distance markings near reception indicate where to wait until entry is enabled. • Visitors and non-essential deliveries will not be permitted at the normal arrival and departure times for students 	

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
<p>personal conduct guidelines</p>		<ul style="list-style-type: none"> • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Reception staff are well briefed on guidelines and restrictions for visitors 	<ul style="list-style-type: none"> • Visitors to school need to arrange an appointment. Telephone and email should be used as the main communication with school • Deliveries will be managed by reception staff • Screens and hand gel are now provided at reception for protection of staff and visitors 	
<p>3.9 Arrival and departure from school</p>				
<p>Students and parents congregate at exits and entrances, making social distancing / safe personal conduct measures difficult to apply</p>		<ul style="list-style-type: none"> • Start and finish times are not able to be staggered due to transport. • Social distancing / safe personal conduct guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Regular messages to parents stress the need for social distancing / safe personal conduct at arrival and departure times. 	<ul style="list-style-type: none"> • Students who live locally should be encouraged to walk or cycle and maintain social distancing during this time • Highlight Government advice on safe travel to parents and carers (links to guidance accessible via school website) https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Where school transport is provided ensure the transport provider is aware of any timetable changes and are adhering to government guidelines. See copy of their risk assessment and operating plan. • Discussions have been held with the relevant public transport authority and with bus companies on how government guidelines will be applied 	

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> • Parents to accept responsibility for safe conduct of their child on a school bus, or not be allowed to travel. • Bus timetable and routes will be published for those using the school transport. • At the end of school, students will be escorted to their buses and entry onto buses will be supervised by duty staff • Guests, visitors to school will be required to enter the car park through the 'in' gate and park in the bays at the front of school only. This will include staff. • School buses will drop students off at the front of school near reception. Students will filter off the bus adhering to social distancing and make their way to their period 1 classroom • Parents dropping off will do so as normal through the car park. • On collecting, parents can enter the site and wait inside their vehicle lined up in the car park. Parents will not queue with the buses. 	
3.10 Transport				
<p>The use of public and school transport by students poses risks in terms of social distancing</p>		<ul style="list-style-type: none"> • The use of public and school transport by students poses risks in terms of social distancing 	<ul style="list-style-type: none"> • Parents will be encouraged to transport their own children to and from school to reduce the need for large numbers on public transport • Students will wear face protection whilst travelling on the school transport 	

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> • Parents are asked to download instructions for making face protection in the event of being unable to source locally. Some require no sewing and a variety of items can be used. • Students to remain socially distanced whilst on the way to and from the bus • Parents retain the responsibility to ensure their child maintain social distancing whilst travelling to and from school 	
3.11 Staff areas				
<p>The configuration of staff rooms and offices makes compliance with social distancing / safe personal conduct measures problematic</p>		<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school re-opening to allow for social distancing / safe personal conduct between staff. 	<ul style="list-style-type: none"> • CPD/staff room - staff are responsible for cleaning down any shared areas and equipment • Staff sharing of equipment will be kept to a minimum and will be required to wipe down prior to next usage • Staff are required to take in minimal equipment and the sharing of textbooks is permitted only within year bubbles • Staff are allowed to take resources/books for marking home provided they are kept with learning bubbles and that there is a 72-hour time lag between handing in and marking and marking and handed back out • Classroom and office doors to remain open (where appropriate) to avoid additional unnecessary surface contact • All facilities will have disinfectant, wipes and sanitiser access 	

Areas for Concern	Risk rating	Control measures	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		<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of students’ underlying health Schools have a regularly updated register of students with underlying health conditions. 		
4.2 Staff with underlying health issues				
Staff with underlying health issues or those who are shielding 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 have been instructed 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 have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Current government guidance is being applied. 	<ul style="list-style-type: none"> Staff with underlying health conditions will be discussed with the Headteacher on an individual basis and plans made accordingly in agreement between the school and member of staff 	
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		<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support students with mental health issues. 	<ul style="list-style-type: none"> Students who would like additional support above what the school is already providing should identify this need to their form tutor who will arrange for an appropriate member of the pastoral; team to make contact 	

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
<p>the school has been closed and by the COVID-19 crisis in general</p>		<ul style="list-style-type: none"> • There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings • Resources/websites to support the mental health of students are provided. • 		
<p>5.2 Mental health concerns – staff</p>				
<p>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</p>		<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • 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, including Employee Assistance Programme. 	<ul style="list-style-type: none"> • Staff who experience additional need for support should follow the advice provided within the leaflet. This includes access to the confidential counselling service and this information is available from RWo 	
<p>5.3 Bereavement support</p>				
<p>Students and staff are grieving because of loss of friends or family</p>		<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. 	<ul style="list-style-type: none"> • On notification of a bereavement, support will be offered for those who wish it. This will be agreed on an individual basis. 	

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Support is requested from other organisations when necessary. 		
6. Operational issues				
6.1 Review of fire procedures				
Fire procedures are not appropriate to cover new arrangements		<p>Fire procedures have been reviewed and revised where Required with regard to:</p> <ul style="list-style-type: none"> Possible absence of fire marshals Social distancing / safe personal conduct rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing / safe personal conduct where possible Staff and students have been briefed on any new evacuation procedures. Incident controller and Fire Marshalls have been trained and briefed appropriately. 	<ul style="list-style-type: none"> An amended fire procedure has been published. This will form part of the induction for all staff and students 	
Fire evacuation drills - unable to apply social distancing / safe personal conduct effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing / safe personal conduct measures. 	<ul style="list-style-type: none"> Fire drill to be conducted in Autumn term 2020 	
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> An additional staff rota/training is in place for Fire Marshalls to cover any absences and staff have been briefed accordingly. 		

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
6.2 Managing premises on reopening after lengthy closure				
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 		
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 		
6.3 Contractors working on the school site				
Contractors on-site whilst school is in operation may pose a risk to social distancing / safe personal conduct and infection control		<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) will follow Covid-19 safety protocols. Risk assessments will be shared and a copy filed 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 / safe personal conduct is maintained at all times. 		

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> 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 / safe personal conduct 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). 		
7. Governance				
7.1 Oversight of the Academy Trustee Body				
<p>Lack of Trustee oversight during the COVID-19 crisis leads to misunderstandings.</p>		<ul style="list-style-type: none"> The Board of trustees continues to meet regularly via online platforms. The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head’s report to Trustees 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 Trustees and those with designated responsibilities is in place. 	<ul style="list-style-type: none"> Headteacher provides regular written reports to trustees and members updating on the school’s continued response to the Covid-19 crisis 	

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Minutes of meetings are reviewed to ensure that they accurately record Trustees' oversight and holding leaders to account for areas of statutory responsibility. 		