



Three Lane Ends Academy

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the operation guidance issued by the Department for Education on 22nd February 2021 and updated periodically as follows:

[School coronavirus \(COVID 19\) operational guidance](#)

Assessment conducted by:	Delyth Roberts	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	1.03.21 15.03.21 12.04.21 26.04.21 10.05.21 24.05.21 10.06.21 28.06.21	Review interval:	Fortnightly	Date of next review:	12.07.21

Related documents	
Trust documents:	Government guidance: Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak https://www.gov.uk/coronavirus/education-and-childcare COVID-19: cleaning in non-healthcare settings What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK (www.gov.uk) Guidance for expectant mothers Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)



System of Controls	<p>Prevention</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <p>7) Keep occupied spaces well ventilated.</p> <p>Numbers 1 -7 must be in place in all schools, all the time.</p> <p>In specific circumstances:</p> <ol style="list-style-type: none"> 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. <p>Response to any infection, you must always:</p> <ol style="list-style-type: none"> 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice. <p>Numbers 10 – 12 must be followed in every case where they are relevant.</p>
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A risk is something that might happen in the future, and consideration is given to how probable (L) this is; the likely impact (I) it will have on the Trust resulting in the Exposure (E) the Trust has to the risk transpiring. $L \times I = E$. Likelihood and Risk are scored 1 (Low), 2 (Medium), 3 (High). The Exposure 1 (Trivial), 2 (Low), 3 & 4 (Medium), 6 (High), 9 (Unacceptable)

Likelihood	
1	Unlikely
2	Possible
3	Very likely
Impact	
1	Minor: Cause physical or emotional discomfort
2	Severe: Causes physical injury or illness requiring first aid



3	Major: Causes major physical injury, harm or ill-health
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Likelihood	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
Impact				

Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
1. Establishing a systematic process of opening, including social distancing										
1.1 Social Distancing										
Social distancing guidelines are applied	2	3	6	<ul style="list-style-type: none"> School re-opening for face to face teaching w/c 8th March 21. Arrangements for staff working on site in line with the DfE primary guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) <p>The above government guidance states:</p> <ul style="list-style-type: none"> Where possible, classrooms adjusted with pupils sitting side by side. Where grouping is used, ensure there is a distance of two desks between pupils sitting face to face. Ideally, adults should remain 2 metres from each other and children. We know this is not always possible particularly when working with young children but if 	Yes	Similarly, it will not be possible when working with many pupils who have complex needs or who need intimate care. These pupils' educational and care support should be provided as normal. All staff strongly advised to wear full PPE equipment providing intimate care – mask, gloves, and apron.	DR	2	2	4



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<p>adults can do this, when they can, this will help. In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <ul style="list-style-type: none"> • Pupils will be taught about social distancing whenever possible and not to physically touch others. • To reduce the number of contacts between children and staff, year groups will be kept separate and staff will be kept consistent with groups. • Pupils will spend teaching time in registration classes and with deployed staff. • To limit pupil interaction between groups, staggered break, lunch and end of school times for each group are in place following a one-way system through the academy. Staggered lunch, break and start/end of day times will support the prevention of busy corridors and the crossing over of year groups. • Large gatherings such as assemblies with more than one year group are prohibited. These will be carried out remotely via MS Teams or in individual year groups/classes. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating – all pupils will be greeted at their designated site gate and directed to meet their class teacher on the playground. Early Years and Year 1 pupils will be accompanied by their parents to the building entrance and handed over to a familiar member of staff. • It will be communicated to parents that congregation at site entrances must not take place. • Pupil's timetables include one outdoor PE session per week and Daily Mile 3x per week. • Due to the sharing of outdoor space and equipment, Early Years (Nursery and Reception) will create one 'bubble'. • Staggered breaks and lunches will reduce the number of staff using communal spaces. Signage in place to indicate maximum occupancy of communal areas. • Arrangements in place to support pupils when not at school with remote learning at home. • Updated letter to parents has been issued explaining home learning arrangements. • Displays, support materials and signage will support staff and pupils to adhere to social distancing and hygiene guidelines. • Parents are advised to limit their child's use of or access to multiple out of school settings. 	<p>Yes</p>	<p>Staff, who work one to one with children, advised to wear PPE at all times.</p> <p>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.</p> <p>When using larger groups/bubbles the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</p> <p>Display material to be updated to reflect current guidance on social distancing.</p> <p>Reviewed all classroom layouts, particularly the space where teachers stand to deliver. Advised that all teaching staff must make sure that pupils nearest the front are 2m distance from the teacher when delivering. When pupils are working,</p>				



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				<ul style="list-style-type: none"> To maximise deployment of staff at lunchtime and ensure safe levels of supervision, all pupils to access the dining hall for lunch whether packed lunches or school dinners. One way system to be in place in the dining hall to prevent crossing over of year groups. Only two year groups in the dining hall at any one time and separated according to year group. Staff present in the dining hall to manage levels of pupils in the space and make decision on when to admit another year group based on number of pupils. 		teaching staff to wear face masks when having contact at a distance of 1m. Pupils to line up in register order to support the identifying of close contacts when positive cases are identified amongst a group of pupils.				
1.2 Organisation of teaching spaces										
Classroom sizes will not allow adequate social distancing	2	3	6	<ul style="list-style-type: none"> Classroom layout reviewed to allow pupils to sit side by side. Where grouping is used, ensure that pupils sitting face to face have two desks distance between them. Unnecessary furniture removed. Teaching staff to remain largely at the front of the classroom and maintain 2m distance from pupils and other staff where possible. Timetable to include a designated time for a year group break time to reduce the mixing of year groups, as well as a designated space outdoors. Clear signage displayed in classrooms promoting respiratory hygiene and social distance guidance (e.g. no touching). A3 poster displayed in each classroom. The risk of air conditioning spreading Covid-19 is extremely low. Air conditioning is not available within the building. Classrooms and other areas to be well ventilated, door wedges available Seating plans completed so that close contacts can be identified and reduce possibility of isolating whole class. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space Where possible, high level windows rather than low level windows are kept open to reduce draughts. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	Yes Yes Yes Yes Yes Yes Yes Yes Yes	Additional risk assessments completed to allow teaching to take place by an alternative adult to the class teacher during PPA time, as well as by external providers.	DR	2	2	4



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Large spaces used for social areas (year groups)	2	3	6	<ul style="list-style-type: none"> To avoid contact between groups, large spaces will be used by one year-group at any one time. Whole school / mixed year group gatherings should be avoided. Breakfast club will be provided as of 8.03.21 in the dinner hall. Parents will be requested to pre-book places, in order for Leaders to manage deployment of staff. Staggered lunch to take place in the dining hall and hall with enhanced cleaning procedures in place. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space Where possible, high level windows rather than low level windows are kept open to reduce draughts. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	Yes Yes Yes Yes Yes Yes	Social distancing signage in place. See 1.1	DR	2	2	4
1.3 Availability of staff and class sizes										
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	2	3	6	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned in line with DFE guidance - HR tracker in place. From 8th March, all staff who are clinically vulnerable can return to work however CEV staff need to shield until March 31st 2021, as per guidance. HR will liaise with individual staff members to complete an individual risk assessment to plan return to work. Members of staff living with someone who is CEV should follow the National Lockdown guidance. Guidance for expectant mothers is that they can return to work if less than 28 weeks pregnant however a risk assessment must be in place and this must demonstrate that it is safe to return. Guidance states that those beyond 28 weeks should be more cautious. Leaders will request that expectant mothers will be requested to also get advice from individual healthcare professionals and midwifery team. The trust has completed an Equality Impact Assessment to plan the risk, consideration and control measures needed for people with particular protected characteristics. 	Yes Yes Yes Yes Yes Yes	Record kept of staff who inform of need to self-isolate. Staff recommended to wear face masks when in communal areas of school. Guidance states that face shields/coverings are not advised.	DR	2	2	4



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				<ul style="list-style-type: none"> In line with government guidance, flexible deployment of teaching assistants and pupil facing staff to support in class provision. Full use is made of testing to inform staff deployment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.gov.uk/coronavirus All staff will engage with the Rapid Asymptomatic Testing for primary schools as per the guidance. Staff recruitment will continue as required adhering to social distance guidelines, with a blended approach offered to candidates, in order to attend remotely or on site, according to an individual risk assessment. Remote Learning policies will be implemented to carry out observing teaching. Register of members of staff already received the vaccine is updated consistently. 	Yes Yes					
1.4 The school day										
The start and end of the school day create risks of breaching social distancing guidelines	2	3	6	<ul style="list-style-type: none"> To limit pupil interaction between groups, staggered break, lunch and end of school times for each group are in place following a one-way system through the academy – link action plan. Staggered lunch, break and start/end of day times will support the prevention of busy corridors and the crossing over of year groups. Year groups will have designated site entrances and these will also be staggered. Staff will greet pupils at the site gates and be directed to their class teacher on the playground. Early Years and Year 1 parents will be allowed onto site to handover their child to school staff. Wraparound care will begin from Monday 8th March 2021 and will be limited to a maximum number of 30 pupils to ensure sufficient space. Requirement on parents to pre-book pupil places at breakfast club. Wraparound care seating plans will be in class bubbles Wraparound care equipment will be managed in line with the school policy. Wraparound care parents and childcare providers are advised to follow procedures in line with the school in regards to drop off and collection. Lidded bins will be available for disposable face coverings. 	Yes Yes Yes Yes Yes	Amendments made to the start of the school day for some year groups. Update sent to all staff on car sharing https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers See 1.1	DR GB	2	2	4



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> Review of routines and procedures prior to the end of term. Intended arrangements for September to be trialled in the last few weeks to address any concerns. 						
1.5 Planning movement around the school										
Movement around the school risks breaching social distancing guidelines	2	3	6	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way system around the academy. Appropriate signage is in place to clarify routes. Pinch points and bottle necks are identified and managed accordingly – staggered break, lunch and end times. Movement of pupils around school is minimised as much as possible. Pupils are regularly briefed and reminded about social distancing, pupil expectations and hygiene guidance. Behaviour policy updated to ensure compliance and sanctions applied as necessary. Appropriate duty rota and levels of supervision are in place. Doors on specific learner routes are propped open to minimise contact on surfaces. Parents are prevented from entering school without prior consent and are directed to telephone the academy or email. Review of routines and procedures prior to the end of term. Intended arrangements for September to be trialled in the last few weeks to address any concerns. 	Yes Yes Yes Yes Yes Yes Yes Yes	Parents are prevented from entering school without prior consent and are directed to telephone the academy or email admin@tleacademy.com . All requests for meetings will be accommodated by telephone or on site, adhering to social distancing. All parents entering site or building requested to wear a face mask. Staff meeting face-to-face with parents to wear masks and keep a 2m distance. See 1.1	DR SL	2	2	4



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1.6 Curriculum organisation										
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	2	3	6	<ul style="list-style-type: none"> Strategic plans in place for each year group. See separate year group RAP's. Curriculum reviewed and refined to ensure depth, breadth and continuity (see curriculum section below). On-line/ remote learning platforms in place for delivery in event of sudden lockdown or in cases where pupils are self-isolating and working from home. Continued monitoring by year group teachers of pupils' engagement in the event of this. Gaps in learning are assessed and addressed in teachers' short and medium-term planning. Baseline testing to be in place. Home and remote learning is continuing for those self-isolating, working from home and is calibrated to complement in-school learning and address gaps identified. Letters distributed to all year groups to outline how to access online learning in the event of self-isolation or national/local restrictions. Plans for intervention are in place for those pupils who have fallen behind in their learning. See separate year group RAP's. 	Yes Yes Yes Yes Yes	SIP identifies how specific aspects of the curriculum will be supported i.e. Phonics. Timetables for support staff identifying additional sessions to support development of basic skills. Baseline assessments to be analysed by whole class and group to inform whole class planning and intervention. Review of learning during lockdown to take place and this to be the focus of the teaching between reopening and Easter break to ensure embedding of skills and knowledge.	DR GB	2	2	4
1.7 Staff workspaces										
Staff rooms and offices do not allow for observation of social distancing guidelines	2	3	6	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate controls put in place including, room capacity of communal areas, furniture configurations and workstations to ensure social distancing. Staff will be briefed on the use of all workspaces and maintaining social distancing. 	Yes Yes Yes	MS Teams to be utilised to convey messages between offices and class-based staff. Work spaces to be used by class teachers and	DR	1	2	2



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				<ul style="list-style-type: none"> Staff to remain in areas, where possible, to avoid cross contamination of workstations. Workspaces will be equipped with hand sanitiser and anti- bacterial wipes. If staff have any concerns about the plan regarding their ability to socially distance in their work space this needs to be raised with Leaders. Maximum occupancy displayed in all staff areas. Staff room furniture set out distanced. Maximum of 5 members of staff to be in the staff room at any one time with door to quad opened to allow for ventilation. Staff encouraged to wear masks when walking around the staff room but once sat down, these can be removed. Gazebo erected in the quad to allow for more space for staff at lunch time. 	Yes Yes Yes	cover staff when appropriate. Cleaning equipment to be readily available in classes. Ensure all spaces routinely have windows open All communal areas have been reviewed to display number of people in the space at any one time and allow for social distance. Staff to access admin and finance hub from side window or office door. Staff to begin their PPA with a brief meeting in school – remainder of PPA can be taken at home. If staff choose to stay in school, number of adults in spaces and social distancing must be adhered to. Additional screens now in place in main office to separate work stations.				
1.8 Managing the school lifecycle										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Limited progress with the school's annual calendar and workplan because of COVID-19 measures	2	3	6	<ul style="list-style-type: none"> School calendar for the remaining weeks of the Spring and Summer term rationalised. Senior Leadership Team, middle leaders and staff work plans to include short and medium-term planning. Curriculum and timetable reviewed and complete for the new academic year. Mandatory attendance and promotion of attendance communicated to parents and tracked as normal by staff and EWO. School events such as World Book Day, Red Nose Day, etc., will be celebrated, but will be risk assessed to ensure all guidance is adhered to. 	Yes Yes Yes Yes	Reports written for parents and will be ready to distribute before the Easter term. These will be based on progress in the Autumn term. Leaders to plan parent consultation in Summer 1 using MS Teams. Social distancing, face coverings and wiping down of desks and chairs will be in place in the event of face 2 face.	DR GB	1	2	2
1.9 Governance and policy										
Trustees and Governors are not fully informed or involved in making key decisions	1	2	2	<ul style="list-style-type: none"> Trustee meetings will be held virtually. Trustees are involved in key decisions on reopening. Trustees approval of full opening plans and risk assessment prior to opening. Trustees are briefed regularly on the latest government guidance and its implications for the trust's academies. Governors are briefed with updates on school provision, the latest government guidance and its implications for the academy. Governor meetings will be held virtually until further notice. Track whether Ofsted and national guidance in regards to working remotely or working safely on site in order to track whether Governors and External Consultants are invited to work on site. Governor visits restarted but in small groups i.e. two governors visited on 23.6.21 for update on aspects of curriculum. 	Yes Yes Yes Yes Yes Yes	All meetings continuing to take place remotely, including committees.	DR	1	1	1
1.10 Policy review										
Existing policies on safeguarding, health and safety, fire	2	3	6	<ul style="list-style-type: none"> The relevant policies below have been revised and approved by Trustees to take account of government guidance on social distancing and COVID-19 and its implications for the school: 	Yes	Review of policies to ensure that addendum in	DR GB	1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances				<ul style="list-style-type: none"> ○ Health & Safety ○ Safeguarding ○ Behaviour ○ Attendance ○ Medical Care ○ Infection Control ○ Fire Evacuation ○ Social Distancing – new policy ○ Risk assessment. ○ Visitor policy & risk assessment ● Governors, staff (including union reps), pupils and parents have been briefed accordingly regarding any changes. ● CPD plans in place for staff to support any adjustments to policy and practice. 	Yes Yes	relation to COVID is appropriate.				
1.11 Communication strategy										
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	1	2	2	<ul style="list-style-type: none"> ● Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ○ Staff ○ Pupils ○ Parents ○ Trustees/Governors ○ Local authority ○ Regional Schools Commissioner ○ Professional associations/unions ○ Other partners ○ Virtual meetings via Microsoft Teams (Trustees, SLT, Department) ○ Weekly email to staff from headteacher with useful links and directions for staff. ○ Public Health England and local Public Health teams. 	Yes	All staff to be updated on procedures and protocols in week beginning 1.03.21. Two page summary of this also sent out to all staff.	DR GB	1	1	1
1.12 Staff induction and CPD										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Staff are not trained in new procedures, leading to risks to health	2	2	4	<ul style="list-style-type: none"> A revised staff handbook (appendix) is issued to all staff prior to reopening. – to include social distancing, hand sanitiser & washing of hands, social areas, travel to work, hygiene etc. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control. Fire safety and evacuation procedures. Behaviour management. Safeguarding. Risk management. Staff CPD to take place in w/c 1st March 2021 New staff/supply staff will be inducted into expectations, trained in site expectations. Any CPD sessions will be completed via MS Teams or in a large ventilated space. Staff CPD with regard to arrangements for September to take place prior to the end of the academic year. Staff new to school to be invited in for induction, including arrangements for new academic year. 	Yes Yes	<p>Updates in briefing sessions on vigilance of social distancing measures.</p> <p>Curriculum CPD to take place either through MS Teams or in larger, well-ventilated spaces. This will also take place in smaller groups to manage maintaining social distancing.</p>	DR	1	2	2
New staff are not aware of policies and procedures prior to starting at the school when it reopens	2	2	4	<ul style="list-style-type: none"> New staff/supply staff will be inducted into expectations, trained in site expectations. The revised staff handbook (appendix) will be issued to all new staff prior to them starting. Staff CPD with regard to arrangements for September to take place prior to the end of the academic year. Staff new to school to be invited in for induction, including arrangements for new academic year. CPD day planned in for 26.7.21 where part of the day will be dedicated to arrangements in September. 	Yes Yes	<p>Cover staff briefed on entry into school about the measures in place</p> <p>Risk assessment issued to cover agency.</p> <p>Admin staff to query close contact or symptoms in the 48 hours prior to entering school. Reminder of this to be on the Inventory system.</p>	DR	1	2	2
1.13 Risk assessments										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
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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.	2	3	6	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering in line with operational guidance for reopening. Different areas of the school. When pupils enter and leave school. During movement around school. During break and lunch times. Delivering aspects of the curriculum, especially for practical subjects and where shared equipment or spaces are used. 	Yes Yes Yes Yes Yes	For PE, all sessions to be delivered outside with an additional opportunity to take part in Daily Mile 3x per week. As in Autumn term, pupils attend school in PE kit to limit amount of uniform left in school and prevent use of changing rooms.	DR	2	2	4
1.14 School transport										
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered departure times	2	3	6	<ul style="list-style-type: none"> Pupils will be encouraged to walk, cycle or be dropped off and picked up from school. Pupils under the age of 11 are not required to wear a face covering when using public transport. Lidded bins are available for disposable face coverings at pupil entrance. Clear bags are available to store non-disposable face coverings. Shared lifts to be discouraged. 	Yes Yes Yes		DR	2	2	4
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19										
2.1 Cleaning										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
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Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	2	2	4	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to opening. A generally enhanced cleaning plan is agreed for whole school opening in March 2021 and implemented which minimises the spread of infection – cleaning schedule from estates and facilities management currently followed: COVID-19: cleaning in non-healthcare settings – DfE to publish updated guidance by the end of the summer term. Deployment of some members of the cleaning team to be after the lunch period and focused on shared spaces, particularly toilet areas. A coordinated cleaning plan is in place for all facilities accessed by staff and pupils following the guidance outlined in COVID-19: cleaning in non-healthcare settings DfE to publish updated guidance by the end of the summer term. 	Yes Yes Yes Yes	Pupils are taught how to manage their resource packs and work space. Cleaning staff to provide extra cleaning hours over the lunch time period. Wipes provided on tables for children to use.	DR GJ	2	1	2
2.2 Hygiene and handwashing										
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	2	2	4	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken before the school reopens and additional supplies are purchased as needed. Stock inventory completed to identify minimum re-order levels. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes Yes Yes	Increased of sanitiser dispensers for whole school coverage. Additional hand sanitiser stands placed in corridors.	DR GJ	1	2	2
Pupils forget to wash their hands regularly and frequently	2	2	4	<ul style="list-style-type: none"> As pupils are directed to hand sanitise upon arrival at the academy. Staff training includes reminding pupils of the need to wash/sanitise their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. Banners are located at the end of each corridor, A3 posters displayed in classrooms. Hand sanitiser dispensers at pupil & visitor entrance. Additional dispensers in place for whole school coverage. Hand sanitiser available in classrooms, pupil reminded from teacher at the start and end of every lesson to sanitise their hands. Cleaning wipes available for desks to wipe down areas. Or antibacterial spray and disposable cloths 	Yes Yes Yes Yes Yes Yes	New posters for external boards.	DR	1	2	2



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
2.3 Testing and managing symptoms										
Testing is not used effectively to help manage staffing levels and support staff wellbeing	2	3	6	<ul style="list-style-type: none"> • Guidance on getting tested has been published to all staff. • All staff will engage with the Rapid Asymptomatic Testing for primary schools as per the guidance. • A small number of home testing kits are available within the academy so that they can give directly to parents/carers or staff which will significantly increase the likelihood of them getting tested. • The academy will engage with the NHS Test and Trace process. testing and tracing for coronavirus website – process on how to contact the health protection team. • The guidance will be explained to staff as a reminder of the process. • Post-testing support is available via HR for staff through the school's health provider – included in emails to all staff. • Register of members of staff already received the vaccine is updated consistently. 	Yes Yes Yes Yes Yes Yes	Parents routinely communicate with school where symptoms are seen. School advise to call 119 and self-isolate if symptomatic of been in contact with an individual tested positive. Clear communication to parents that one-off LFD tests cannot be used to confirm whether pupi has COVID19. Register held by school of pupils who routinely carry out LFD test as part of processes at home and in line with Government guidance. https://www.nhs.uk/conditions/coronaviruses-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/	DR	1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	2	3	6	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative, and Test and Trace systems. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Pupils, parents and staff will be aware of what steps to take if they, or any member of their household, displays symptoms. Stay at home guidance. A record of any COVID-19 symptoms in staff or pupils is reported to the trust and Public Health England for further guidance. Teacher seating plans available for each class, minimised group changes from timetable enables track and trace of pupil contact in classrooms. Where a member of staff has been diagnosed as having Covid-19 and there is reasonable evidence that the death was caused by occupational exposure, reporting obligations (RIDDOR will be followed as advised by Health & Safety Executive (HSE)). In the event of a confirmed case, the academy will contact the local health protection team so that a rapid risk assessment can be carried out, as well as the Local Authority through agreed portals. Public Health England health protection team 	Yes Yes Yes Yes Yes Yes	Tracking in place to monitor cases within families and staff. Parents being extremely vigilant about communicating to school when a confirmed case or symptomatic person is in the household. Continued reminders to parents regarding isolation when onset of symptoms and pending test results.	DR	2	2	4
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	2	3	6	<ul style="list-style-type: none"> Staff, pupils 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. Test and Trace systems. Guidance on getting tested This guidance has been explained to staff and pupils as part of the reopening process. Pupils eligible for free school meals that are isolating due to testing positive or a member of their household testing positive are supported with meal vouchers whilst absent from school. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. In the event of a period of isolation welfare calls will continue with all pupils, especially with vulnerable pupils. 	Yes Yes	Parent communicated with in a timely manner following recent positive cases. See 2.3 point 2	DR	1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	2	3	6	<ul style="list-style-type: none"> Staff, pupils 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. Stay at home guidance This guidance has been explained to staff and pupils as part of the reopening process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. In the event of a period of isolation welfare calls will continue with all pupils, especially with vulnerable pupils. 	Yes Yes Yes Yes	Letter sent out with regard to the arrangements for reopening and message around maintaining 2m distance clearly communicated. Attendance procedures are in place and provide rigour and challenge. PHE model letters sent out to whole school in the event of positive case. Seating plans completed so that close contacts can be identified and reduce possibility of isolating whole class. Parents being extremely vigilant about communicating to school when a confirmed case or symptomatic person is in the household.	DR	1	2	2
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	2	3	6	<ul style="list-style-type: none"> First Aid certificates extended for three months – staff completed online refresher course during first lockdown period. Further 1st Aid courses taken place. A programme for training additional staff is in place – DSL courses completed online for existing and new DSL. Collaborative arrangements for sharing staff with other schools in the locality have been agreed, however are kept to a minimum. 	Yes Yes Yes Yes	All staff strongly advised to wear full PPE equipment when administering first aid due to close proximity – face mask, gloves, apron.	DR	1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
2.5 Medical rooms										
Medical rooms are not adequately equipped or configured to maintain infection control	2	3	6	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Symptoms are recorded, communicated to affected staff and monitored to ensure adequate quarantining is in place to reduce spread of infection. First aid staff are required to wear PPE and have been trained on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely in line with the DfE guidance. An additional first aider on call to support with a suspected case of COVID-19. 	Yes Yes Yes Yes Yes	Additional first aid spaces allocated for each phase of school and adequately equipped. First Aid boxes available in all classrooms.	DR	1	2	2
2.6 Communication with parents										
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	2	3	6	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. Information in regard to COVID19 is updated on the school website. The risk assessment is available on the school website. Review of routines and procedures prior to the end of term. Intended arrangements for September to be trialled in the last few weeks to address any concerns. These arrangements to be communicated with parents via app and newsletters. 	Yes Yes	Letter sent out with regard to the arrangements for reopening and message around maintaining 2m distance clearly communicated.	DR GB	2	2	4
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	2	3	6	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis through letters, emails and text messages. Parents/carers issued with clear actions to take when displaying symptoms. Reminders of the process will be reinforced at regular intervals. 	Yes Yes Yes	Reminders will be issued on new APP Parents being extremely vigilant about communicating to school when a confirmed case or symptomatic person is in the household.	DR GB	2	2	4
2.7 Personal Protective Equipment (PPE)										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Provision of PPE for staff and pupils where required is not in line with government guidelines	2	3	6	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE have been trained on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Additional PPE is no longer required for regular, routine cleaning operations as part of an effective hierarchy of controls. Additional PPE continues to be required for the cleaning of areas following a suspected or confirmed case of coronavirus (COVID-19). https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#main-changes-to-previous-guidance Staff are reminded that wearing of gloves is not a substitute for good handwashing. Gloves and disinfectant spray will be available for staff to wipe down any equipment or furniture, if a person coughs or sneezes on them. Sealed bags will be available upon arrival for pupils to store face coverings. Lidded bins will be available for disposable face coverings. The principle in guidance for primary schools is that staff are not required to wear a face covering, however due to individual risk assessments and personal choice some staff may choose to wear a face covering (clear face shield or face mask) whilst teaching pupils. Communication to all staff that whilst masks do not need to be worn in classrooms and in corridors when they are quiet, recommendation is still there that they are worn when social distancing cannot be adhered to. 	Yes Yes Yes Yes Yes Yes Yes Yes	Training required for staff on safe wearing, disposal and storage of PPE used for public transport. Advised that all teaching staff must make sure that pupils nearest the front are 2m distance from the teacher when delivering. When pupils are working, teaching staff to wear face masks or coverings when having contact at a distance of 1m. Pupils to line up in register order to support the identifying of close contacts when positive cases are identified amongst a group of pupils. All staff strongly advised to wear mask when in communal areas of school.	DR GB	1	2	2
3. Maximising social distancing measures										
3.1 Pupil behaviour										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Pupils' behaviour on return to school does not comply with social distancing guidance	2	3	6	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. The movement of pupils around the school is coordinated to minimise contact. One way system around the academy. Pupils briefed about how to social distance effectively in large gatherings such as social areas/year group assemblies. Staggered break, lunch and end times for each group. The school's behaviour policy has been revised to include compliance with social distancing and will be communicated to staff, pupils and parents. Senior leaders monitor to ensure there are no breaches of social distancing measures. Arrangements reviewed and sanctions imposed as necessary. Messages to parents reinforce the importance of social distancing. 	Yes Yes Yes Yes Yes Yes Yes Yes	Social distancing with younger pupils can be more difficult. Regular hand washing routine and additional hand sanitisers available. Staff reminders and modelling. Leaders and pastoral staff visible in school. All staff strongly advised to wear mask when in communal areas of school. See 1.1	DR GB SL	2	2	4
3.2 Classrooms and teaching spaces										
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	2	3	6	<ul style="list-style-type: none"> Arrangements are reviewed regularly. Where possible, classrooms adjusted with forward facing desks, to reduce face to face contact between pupils lowering the risk of transmission. Clear signage displayed in classrooms promoting social distancing. A3 poster displayed in each classroom. The risk of air conditioning spreading Covid-19 is extremely low. No air conditioning available in the building. Classroom environments adapted to include hand sanitiser dispenser, lidded bins, wipes, tissues. 	Yes Yes Yes Yes	Classroom layouts reviewed. Advised that all teaching staff must make sure that pupils nearest the front are 2m distance from the teacher when delivering. Pupils to line up in register order to support the identifying of close contacts when positive cases are identified amongst a group of pupils.	DR GB	2	2	4
3.3 Movement in corridors										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Social distancing guidance is breached when pupils circulate in corridors	2	3	6	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where required. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Doors on specific learner routes are propped open to minimise contact on surfaces. • Pupils will access one learning space the majority of the day. Break and lunchtimes timetabled into the day for each year group to minimise mass gatherings and bottle-necks in corridors and shared spaces. Staggered start and end of day times for year groups, as well as designated site entrances. Toilet breaks allocated to timetables so staff can supervise and minimise number in shared spaces at any one time. • Appropriate supervision levels are in place. • Review of routines and procedures prior to the end of term. Intended arrangements for September to be trialled in the last few weeks to address any concerns. • Communication to all staff that whilst masks do not need to be worn in classrooms and in corridors when they are quiet, recommendation is still there that they are worn when social distancing cannot be adhered to. 	Yes Yes Yes Yes Yes Yes Yes Yes	Phases of school use their own corridor and routes around school. One-way routes for lunch times in dining hall and hall. All staff strongly advised to wear mask when in communal areas of school. See 1.1	DR GB SL	2	2	4
3.4 Break times										
Pupils may not observe social distancing at break times	2	3	6	<ul style="list-style-type: none"> • Breaks will be staggered. All year groups have a designated outdoor space and time. • Pupils are reminded regularly about social distancing. • Social distancing signage is in place around the school and in key areas. • Appropriate supervision levels are in place. • Review of routines and procedures prior to the end of term. Intended arrangements for September to be trialled in the last few weeks to address any concerns. 	Yes Yes Yes Yes	Year groups having break time together. Class based staff to supervise pupils at break time.	DR SL	2	2	4
3.5 Lunch times										
Pupils may not observe social	2	3	6	<ul style="list-style-type: none"> • Lunch will continue to be staggered and year groups to be allocated to the main dining hall or hall. 	Yes	Pupils allocated a space on the playground during	DR	2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
distancing at lunch times	2	3	6	<ul style="list-style-type: none"> Pupils wash/sanitise their hands before and after eating. Eating areas are cleaned throughout and after each lunch sitting. Dining area layouts have been configured to minimise contact. Lunch time to provide time to eat lunch and outdoor time to be provided in timetable. Review of routines and procedures prior to the end of term. Intended arrangements for September to be trialled in the last few weeks to address any concerns. 	Yes Yes Yes Yes	lunch time to reduce mixing of year groups. Two members of LTS supervising. See 1.1	SL	1	2	2
3.6 Toilets										
Queues for toilets and handwashing risk non-compliance with social distancing measures	2	3	6	<ul style="list-style-type: none"> Toilet breaks to be allocated to timetables to minimise mass gatherings and allow adult supervision. Floor markings are in place to enable social distancing. Pupils visits to the toilets are monitored and staggered (break, lunch and end of day times are staggered for each group). The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Lidded bins are emptied regularly. Pupils are reminded regularly about hand washing and sanitising. Staff toilet facilities marked with signage to support social distancing. 	Yes Yes Yes Yes Yes Yes	External sinks to be used for handwashing to reduce queues inside. Support staff to supervise pupils who require the toilet at the allocated time. All other pupils to stay in their classrooms so as to not spent unneeded time outside the toilets.	DR GB	1	2	2
3.7 Medical Rooms										
The configuration of medical rooms may compromise social distancing measures	2	2	4	<ul style="list-style-type: none"> Social distancing provisions are in place for First Aid. Additional space is designated for pupils with symptoms associated with COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes Yes Yes	Additional first aid rooms allocated to phases. General first aid available in all classes, more staff qualified.	DR	1	2	2
3.8 Reception area										
Groups of people gather in reception	2	3	6	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. 	Yes	PPE available for staff to use.	DR GB	1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
(parents, visitors, deliveries) which risks breaching social distancing guidelines	2	3	6	<ul style="list-style-type: none"> Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of essential visitors (E.g. social workers). Parents and visitors advised to make an appointment prior to arriving on site. Parents and visitors will be asked to wear face coverings when they arrive at Reception, as well as when they are meeting with school staff. A distance of 2m will be kept during all meetings with parents. A visitor agreement form must be completed prior to or upon arrival for each visitor attending site. 	Yes Yes Yes Yes Yes	Delivery procedures in place and sanitised on receipt. Inventory system for staff and visitors to sign to school. Reducing use of stationary on entry. EYFS and Y1 parents only on site. Regular reminders for social distancing at the school gates. Parents asked to wear masks when coming onto school site, via text message and APP Service		2	2	4
3.9 Arrival and departure from school										
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	2	3	6	<ul style="list-style-type: none"> Staggered break, lunch and end times for each group. Pupils will enter the school site using designated site entrances. Parents will not be invited onto site with the exception of Early Years and Year 1 parents, who will hand over child at the building entrance. Parents accessing site to be requested to wear face masks and strongly advised to adhere to a 2m distance. A plan is in place for managing the movement of people on arrival and minimise additional adults on site. Pupils to be greeted at site entrances by familiar adult and directed to teacher on the playground. Parents informed to drop pupils off at designated entrance to minimise congregation. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. 	Yes Yes Yes Yes Yes Yes	SLT and Pastoral Lead to monitor and support on gate entrances at beginning and end of day and ensure no congregation. Pupils line up at a distance from the site gates and handed over to parents to minimise gathering.	DR GB	2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	2	3	6	<ul style="list-style-type: none"> Regular messages to parents stress the need for social distancing at arrival and departure times. Review of routines and procedures prior to the end of term. Intended arrangements for September to be trialled in the last few weeks to address any concerns. 		All staff to wear face masks when in communal areas.		2	2	4
3.10 Transport										
The use of public and school transport by pupils poses risks in terms of social distancing	2	3	6	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Pupils will be encouraged to walk, cycle or be dropped off and picked up from school. Pupils under the age of 11 are not required to wear a face mark when using public transport. Lidded bins are available for disposable face coverings at pupil entrance for those choosing to wear face coverings. Clear bags are available to store non-disposable face coverings. Car sharing between families and staff to be discouraged. Risk assessment plans for pupils who arrive in taxi provision. 	Yes Yes Yes Yes Yes		DR GB	2	2	4
3.11 Staff areas										
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	2	3	6	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate controls put in place including, room capacity of communal areas, furniture configurations and workstations to ensure social distancing. Staff will be briefed on the use of all staff areas and workspaces and maintaining social distancing. Staff room furniture set out distanced. Maximum of 5 members of staff to be in the staff room at any one time with door to quad opened to allow for ventilation. Staff encouraged to wear masks when walking around the staff room but once sat down, these can be removed. Gazebo erected in the quad to allow for more space for staff at lunch time. 	Yes Yes	<p>Ensure communal areas for PPA are well ventilated. Staff provided with the opportunity to take PPA at home following a brief pre-planning meeting with partner teacher. Staff use alternative areas for lunch times.</p> <p>All communal areas have been reviewed to display number of people in the</p>	DR GB	2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
						space at any one time and allow for social distance. Staff now using outdoor spaces for lunch times				
4. Continuing enhanced protection for children and staff with underlying health conditions										
4.1 Pupils with underlying health issues										
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	2	3	6	<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 pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. The majority of pupils will be able to return to school. A small number will not be able to attend in line with PHE advice. On-line learning to remain in place for these pupils. The health status and attendance of every pupil is known and is regularly updated so that provision can be planned in line with DFE guidance – Pupil attendance tracker in place. On return to school all medical details must be updated, eg Asthma. Audit will be carried out on epi pens and inhalers to ensure all are in date. 	Yes Yes Yes Yes Yes Yes	Following previous lockdown, SENCo checked with previous pupils identified as vulnerable.	GB	1	2	2
4.2 Staff with underlying health issues										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
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	2	3	6	<ul style="list-style-type: none"> From 8th March, all staff who are clinically vulnerable can return to work however CEV staff need to shield until March 31st 2021, as per guidance. HR will liaise with individual staff members to complete an individual risk assessment to plan return to work. Members of staff living with someone who is CEV should follow the National Lockdown guidance. Staff who are clinically vulnerable will be issued with a medical grade face mask. 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. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Current government guidance is being applied. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. A risk assessment will be conducted for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). Guidance for expectant mothers is that they can return to work if less than 28 weeks pregnant however a risk assessment must be in place and this must demonstrate that it is safe to return. Guidance states that those beyond 28 weeks should be more cautious. Leaders will request that expectant mothers will be requested to also get advice from individual healthcare professionals and midwifery team. The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women (https://www.rcog.org.uk/en/guidelines-guidelines/coronavirus-pregnancy/). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. 	Yes Yes Yes	Staff members to ensure that social distance takes place. All staff to wear face masks when in communal areas.	DR	1	2	2
5. Enhancing mental health support for pupils and staff										
5.1 Mental health concerns – pupils										
Pupils' mental health has been adversely affected during the	2	3	6	<ul style="list-style-type: none"> Wellbeing plan will be produced for pupils returning to school. Form teachers to monitor pastoral welfare of pupils and refer as appropriate. 	Yes Yes Yes	Weekly PE session for every child.	DR GB SL	2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
period that the school has been closed and by the COVID-19 crisis in general	2	3	6	<ul style="list-style-type: none"> Information shared regarding potentially vulnerable pupils via CPOMS. There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health – wellbeing calls to pupils. Wellbeing/mental health will be discussed in pupil briefings. Targeted pupils invited into school for partial attendance in week beginning 1st March where vulnerability has been identified. To support a successful return to school. 	Yes Yes Yes	Daily Mile for every child. 'Mindful Monday' sessions each week. Two members of staff to be access ELSA CPD to support emotional wellbeing and mental health.		2	2	4
5.2 Mental health concerns – staff										
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	2	3	6	<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/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Parents and visitors will be asked to wear face coverings when they arrive at Reception. 	Yes Yes Yes Yes	Referrals to services as needed. Seek and provide wellbeing sessions for all staff.	DR GB	2	2	4
Working from home can adversely affect mental health	2	3	6	<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 speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. A strategic staffing meeting ensures that potential staff issues are highlighted and the necessary support put in place. Staff working from home may help provide remote learning for any pupils who need to stay at home – use of Google Classroom and Seesaw to share work. HR team available to support staff – Targeted staff well-being calls. 	Yes Yes Yes Yes Yes Yes	No staff working from home but may need to - should staff have to isolate at which point guidance will be followed.	DR	2	2	4
5.3 Bereavement support										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Pupils and staff are grieving because of loss of friends or family	2	3	6	<ul style="list-style-type: none"> The school will support pupils with their emotional and mental wellbeing through PSE and circle time sessions. Support is requested from other organisations when necessary as appropriate. School to source CPD for a Mental Health First Aider. 	Yes Yes Yes	Two members of staff to be access ELSA CPD to support emotional wellbeing and mental health.	DR	2	2	4
6. Operational issues										
6.1 Review of fire procedures										
Fire procedures are not appropriate to cover new arrangements	2	3	6	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals 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 have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Yes Yes Yes	Fire procedures to be reviewed ongoing. Consult external H & S provider	DR	1	2	2
Fire evacuation drills - unable to apply social distancing effectively	2	3	6	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which includes staff members adhering to social distancing measures. 	Yes	<p>Sufficient space between each class during evacuation procedure.</p> <p>Fire drills to be planned into the period between reopening and the Easter break.</p>	DR	1	2	2
Fire marshals absent due to self-isolation	2	3	6	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	Fire procedures to be reviewed ongoing.	DR	1	2	2
6.2 Managing premises on reopening after lengthy closure										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
All systems may not be operational	1	1	1	<ul style="list-style-type: none"> Annual calendar of audits and health and safety checks to continue. All systems have been recommissioned. Local Elections – School is a potential site for LE, should this occur this would result in partial or full school closure. In this case remote learning would be provided. Increased cleaning procedures in place prior to children and staff accessing the space after external use. 	Yes Yes	All regular checks up to date and ongoing	DR GJ	1	1	1
Statutory compliance has not been completed due to the availability of contractors during lockdown	1	1	1	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have all been operational during National lockdown due to school being open for key worker and vulnerable pupils. 	Yes Yes		DR GJ	1	1	1
6.3 Contractors working on the school site										
External Agencies & Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	2	2	4	<ul style="list-style-type: none"> Any planned work has been organised for term break and intended to complete prior to staff and pupils returning to school. Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes Yes Yes Yes Yes Yes Yes	Leaders to have clarity whether external providers have access to LFD testing i.e. Elite Sports. Potential for playground markings to take place in the Easter holidays. No access will be required into the school building or school personnel.	DR	1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> A record will be kept of all visitors/contractors within the last 21 days to assist with NHS Track and Trace. Lateral flow tests will be issued to all external providers following the same guidance as school staff. Individual risk assessments are in place for education activities requiring external staffing to implement provision. Ensuring that the provision only takes place in line with the other controls highlighted above alongside the relevant associated guidance Visitors will be asked to wear face coverings when they arrive at Reception. 	Yes Yes					
. 7. Finance										
7.1 Costs of the school's response to COVID-19										
The costs of additional measures and enhanced services, to address COVID-19 when re-opening places the school in financial difficulties.	2	2	4	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. – Short term impact on cashflow (manageable). CFO to notify of further opportunities to claim COVID19 costs beyond September 2020. https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020 Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with trust- sub finance committee meeting. 	Yes Yes Yes Yes Yes	Ongoing costs to be recorded and monitored	DR	1	2	2
8. Governance										
8.1 Oversight of the governing body										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Lack of trust and governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	1	2	2	<ul style="list-style-type: none"> The trustees continue to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. Meetings are quorum. The Headteachers report to governors 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 governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes Yes Yes Yes Yes Yes		DR	1	1	1
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										
Alternative provision	2	3	6	<ul style="list-style-type: none"> Risk assessment to be completed by providers– to include health and safety, maintain social distancing where possible and control measure to enable delivery of a broad and balanced curriculum for pupils. Completed risk assessments will be reviewed. 	Yes Yes	No pupils currently accessing alternative provision.	DR GB	2	2	4
Catering	2	3	6	<ul style="list-style-type: none"> Kitchen to be fully open adhering to normal legal requirements (HACCP, School food standards). Assurances have been sought from the suppliers delivering goods 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. Compliant with guidance for food businesses on COVID-19. Breakfast to be served from dining hall. Lunch to be served in dining hall and main hall. All entrances to the hall to be utilised to support social distancing of year groups and support no mixing. 	Yes Yes Yes Yes	Pupils with a packed lunch to have this in the main hall and school dinners in the dining hall. Support staff to support supervision of pupils at lunchtime and support positive play.	DR JC	2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Local Lockdown	2	3	6	<ul style="list-style-type: none"> Home learning plan implemented. Site plan to be confirmed (Contract suspension, site logistics, phone divert) Communication to parents with lockdown arrangements including frequency and method of communications. Communication to staff with lockdown arrangements including home/school working arrangements for staff and frequency and method of communications. FSM – Wonde system available or alternative arrangements. MASH team appointed contact to be agreed. 	Yes Yes Yes Yes Yes	Remote learning platforms to continue to be available in the event of isolation periods. All wellbeing procedures will be re-implemented in the event of this. Ensure that all passwords for Google Classrooms have been reset to allow for access, as well as query in relation to access to a device to continue remote education. Admin team to check whether child is eligible for FSM and to ensure that parents have allocated vouchers.	DR GB	2	2	4
Educational Visits	2	3	6	<ul style="list-style-type: none"> In line with DfE operational guidance, all visits are paused. 	Yes	Leaders are exploring potential local visits that could take place in outdoor spaces i.e. picnic to support wellbeing. Transport will not be used. All visits will be risk assessed and adhere to social distancing. Prior to any visit taking place, these will be considered in terms of access to wider public and ability to social distance.	DR GB	1	2	2

10. Additional site-specific issues and risks



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them										
Need for positive handling due to specific needs of individual pupils – close physical contact or spitting from the pupil could result in spread of infection from pupil to staff member	2	3	6	<ul style="list-style-type: none"> Eliminate possibility of need of positive handling as much as possible in the first instance. Pupil risk assessments are in place, agreed and negotiated with parents and under continual evaluation, so that any pupils who pose too much of a risk are not on site & are supported in other ways · Pupils likely to need positive handling are placed with an adult whom they have a strong relationship with and are not included in a bubble, in order to reduce the compliance need. Pupils likely to need positive handling have a specific area of school to work in each to increase their feeling of a safe space and reduce the possibility of confrontation and heightened levels of anxiety. Staff likely to use this have been trained and briefed · All staff in classrooms have radios available so that extra adults can be called if needed. Using control measures to de-escalate the need for positive handling will reduce the risk to 'medium' for most children in most situations. Where a danger to a pupil, or other pupils exists, positive handling may be the only option – in which case the risk level remains 'high'. Staff will attempt to take a pupil in a heightened state to an area of school where they can calm down, without need for positive handling If needed in an emergency situation. Staff who need to positively handle will do this swiftly and de-escalate the situation as quickly as possible, so that physical contact can quickly reduce. They will use strategies that centre around them staying 'side on' to the pupil (normal de-escalation practice) in order to minimise the risk of spread of infection. If a pupil is spitting/shouting/coughing – the staff members involved will use face shields to protect themselves and may release the pupil in an appropriate area of school where they can be isolated – to reduce risk after an emergency situation. All staff involved will use normal decontamination procedures -washing hands, changing clothes if necessary. Staff will be debriefed in accordance with normal procedure, offered a break and medical guidance if needed. Any injuries will be recorded. Any positive handling will be documented and pupil voice added – as is normal procedure. 	Yes	Staff likely to use this have been trained and briefed. All staff in classrooms have radios available so that extra adults can be called if needed · Using control measures to de-escalate the need for positive handling will reduce the risk to 'medium' for most children in most situations ·	DR GB SL	2	2	4
				Yes						
				Yes	Where a danger to a pupil, or other pupils exists, positive handling may be the only option – in which case the risk level remains 'high'.					
Need for positive handling due to classroom disruption	2	3	6	<ul style="list-style-type: none"> Staff will be called to assist teachers using their radios – as is normal practice · Pupil will be encouraged to use coping strategies within the classroom to reduce their anxiety and where safe, the pupil will be left to calm down without the need 	Yes	In most cases, pupils can be coaxed out of the situation they are in	DR GB SL	2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
which places the safety of the pupil and others at risk – could lead to more physical contact and spread of infection.	2	3	6	for positive handling · Staff will firstly attempt to draw the pupil out of the 'bubble' so that they can de-escalate the situation on a calm basis with just the individual involved. If this doesn't work... The 'bubble' may be evacuated to another area of school, preferably outside, whilst the situation is de-escalated · Where possible, a member of staff who already has a relationship established with the child, will be used to bring about swifter compliance and de-escalation.		without need for positive handling, using the strategies detailed on the left, reducing the risk to 'medium'.		2	2	4
Contamination of pre-assigned 'bubbles' if an adult, outside of it has to step in to deal with disruption or refusal that cannot be de-escalated by the class teacher	2	3	6	<ul style="list-style-type: none"> Staff will be called to assist teachers using their radios – as is normal practice · Pupil will be encouraged to use coping strategies within the classroom to reduce their anxiety · Staff will firstly attempt to draw the pupil out of the 'bubble' so that they can de-escalate the situation on a calm basis with just the individual involved. If this doesn't work... The 'bubble' may be evacuated to another area of school, preferably outside, whilst the situation is de-escalated · Where possible, a member of staff who already has a relationship established with the child, will be used to bring about swifter compliance and de-escalation. 	Yes	In most cases, pupils can be coaxed out of the situation they are in without need for positive handling, using the strategies detailed on the left, reducing the risk to 'medium'.	DR GB SL	2	2	4

Approved By:	Name:	Signature	Date
School Headteacher	Delyth Roberts		28.06.2021
Executive Leader - Primary Director	Jayne Clarke		
Chief Finance Officer	Samantha Stevens		09.07.2021