



Three Lane Ends Academy

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education updated on 19th July 2021 and updated periodically as follows:

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Assessment conducted by:	Delyth Roberts & Mandy Mattison	Job title:	Headteacher & SBM	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	29.11.21 14.12.21 03.01.22	Review interval:	Fortnightly	Date of next review:	To review when new guidance is received

Related documents	
Trust documents:	<p>Government guidance:</p> <p>Schools Covid-19 Operational Guidance – Updated 19th July 2021 Health and safety: responsibilities and duties for schools The use of personal protective equipment (PPE) in education, childcare and children’s social care settings, including for aerosol generating procedures (AGPs) Dedicated transport to schools and colleges COVID-19 operational guidance COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) link to Outbreak Management Plan</p>
System of Controls	<p>You should:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19. <p>In the event of a localised outbreak, as identified by public health, refer to the management outbreak plan link to Outbreak Management Plan</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

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										
No social distancing measures in place	2	3	6	<ul style="list-style-type: none"> Where possible, classrooms continue to be adjusted with forward facing desks, to reduce face to face contact between pupils lowering the risk of transmission. Although social distancing is no longer a requirement, staff should be mindful of their actions and behaviours towards each other. Pupils are regularly reminded about social distancing whenever possible and not to physically touch others. 	Y Y Y	<ul style="list-style-type: none"> Class teachers to move all classrooms back to forward facing desks. 	DR	2	2	4



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				<ul style="list-style-type: none"> Where staff would benefit from the reassurance of face coverings, these can be worn if they wish to do so in circumstances where social distancing cannot be maintained. In the event of a localised outbreak It may be necessary to reintroduce consistent groups of pupils (refer to outbreak management plan) 	Y Y	<ul style="list-style-type: none"> Reminder of face covering available and guidance change in secondary schools Essential visitors in school during school hours. Staff advised to wear face coverings in communal areas, all visitors to wear masks 				
1.2 Organisation of teaching spaces										
Classroom sizes increase the risk of transmission	2	3	6	<ul style="list-style-type: none"> Classroom layout reviewed to allow pupils to sit side by side and face forward, where possible. Although social distancing is no longer a requirement, staff should be mindful of their actions and behaviours towards each other. Clear signage displayed in classrooms promoting respiratory hygiene. Classrooms and other areas to be well ventilated, door wedges available. A managed plan is in place to make sure all doors are closed at the end of each day. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Where mechanical ventilation is available, this should be used to maximise air flow. 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. These will be closed at the end of every day. 	Y Y Y Y Y Y Y Y	Seating plan requested from all teaching staff in the event of needing to identify close contacts and if contacted by NHS Test & trace. Teaching staff to revise seating plans and resubmit.	DR MM	2	2	4



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				<ul style="list-style-type: none"> Where necessary, CO2 monitors will be located in poorly vented areas to help us manage air-flow within our establishments. This will identify where ventilation needs to be improved. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	Y					
1.3 Availability of staff and class sizes										
<p>The number of staff, who are available, is lower than that required to teach classes in school and operate effective home learning</p>	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 - HR monitors and tracks all staff who are absent from school due to isolating or testing positive. In line with DfE operational guidance all staff who are clinically extremely vulnerable (included on shielding patient list) are no longer advised to shield if they cannot work from home. 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 Individual risk assessments for staff who are clinically extremely vulnerable have been updated prior to returning and adjustments have been made to support them in their role. Staff who are clinically vulnerable (including staff who are pregnant) can return to work. HR will liaise with individual staff members to update their individual risk assessment to support them in their role. 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 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). 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- 	Y	All staff fully vaccinated. One new member of staff only not vaccinated. Staff reporting when boosters received.	DR MM			
	Y	As restrictions have been eased following the move to Step 4 of the roadmap, those who are clinically extremely vulnerable are advised, as a minimum, to follow the same guidance as everyone else.	1	3	3					
	Y	From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.								
	Y	Currently no vulnerable staff requesting to work from home.								
	Y									



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				<p>pregnancy/). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</p> <ul style="list-style-type: none"> The trust has completed an Equality Impact Assessment to plan the risk, consideration and control measures needed for people with particular protected characteristics – link to Equality Impact Assessment. Discussions take place with staff who are not displaying symptoms but are self-isolating regarding working from home. 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 Flexible deployment of supply teacher, 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 Register of members of staff already received the vaccine is updated consistently. 	Y Y Y Y Y	New Guidance Shared with staff. Staff able to test on day 6 and day 7 using LFT.				
1.4 The school day										
The start and end of the school day increase the risk of transmission	2	3	6	<ul style="list-style-type: none"> To limit pupil interaction between groups, staggered break and lunch times for each group are in place following a one-way system where possible through the academy. Breakfast club to be offered and to be pre-booked. Pupils to sit with peers from their year group. Gates to be opened at 8:40am for parents to accompany pupils to their classroom door and then requested to leave the site as soon as pupils have been handed over to school staff. Similar arrangement at the end of the school day whereby gates are open 5 minutes prior to doors opening. This encourages minimum gatherings of parents on site. 	Y Y Y Y	Pupils to sit in their year groups for lunch time. Return to remote assemblies	DR	2	2	4
1.5 Planning movement around the school										
Movement around the school increases the risk of transmission	2	3	6	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. Where appropriate, a One-way system will remain in place around the academy. Appropriate signage is in place to clarify routes. 	Y Y	Encourage parents to request a telephone call with school staff to	DR	1	2	2



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				<ul style="list-style-type: none"> Identified pinch points and bottle necks are managed accordingly Pupils are regularly briefed and reminded about 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 admin@tleacademy.com. It is recommended that visitors continue to wear face coverings in situations outside of the classroom where they may come into contact with people they do not usually meet. In the event of a localised outbreak It may be necessary to reintroduce face coverings (refer to outbreak management plan). 	Y Y Y Y Y Y Y Y	minimise gatherings on site. Reminder to parents and request for facemasks on school site when face to face meetings Face to face meetings only when other options not available. Parents informed by letter of new guidance	DR			
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 subject and year group. Curriculum reviewed and refined to ensure depth, breadth and continuity (see curriculum section below). On-line/ remote learning platforms prepared for delivery in event of sudden lockdown or in cases where pupils are self-isolating and working from home. Gaps in learning are assessed and addressed in teachers' short and medium-term planning. 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. 	Y Y Y Y Y Y	Tutoring programme in place within school	DR GB ES	2	2	4



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	2	3	6	<ul style="list-style-type: none"> Plans for intervention are in place for those pupils who have fallen behind in their learning (see Raising Attainment Plans and Catch-up Plan). Updated guidance to parents on supporting their pupils with remote learning. https://www.Safe Remote Learning SWGfL, Online Safety - London Grid for Learning (lgfl.net) 	Y			1	2	2
1.7 Staff workspaces										
Staff areas increase the risk of transmission	2	3	6	<ul style="list-style-type: none"> It is recommended that visitors continue to wear face coverings in situations outside of the classroom where they may come into contact with people they do not usually meet. In the event of a localised outbreak It may be necessary to reintroduce face coverings (refer to outbreak management plan). Identified room capacity of offices and communal areas remain in place. Ideally, adults should remain 2 metres from each other and children. In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Staff to remain in areas, where possible, to avoid cross contamination of workstations. Workspaces are equipped with hand sanitiser and anti-bacterial wipes. If staff have any concerns about their work space this needs to be raised with the Business Manager. Maximum occupancy displayed in all staff areas. 	Y Y Y Y Y Y Y		DR MM	1	2	2
1.8 Managing the school lifecycle										
Limited progress with the school's calendar and workplan because of COVID-19 measures	2	3	6	<ul style="list-style-type: none"> School calendar rationalised. Senior Leadership Team, middle leaders and staff workplans to include short- and medium-term planning. Curriculum and timetable reviewed and complete for the new academic year. Virtual parents' evenings have been planned where appropriate. 	Y Y Y Y		DR	1	2	2



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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 now be held face to face. All attendees will be tested using a lateral flow prior to the meeting. 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. Governors meeting will be held virtually until further notice. 	Y		DR	1	1	1
	Y									
	Y									
	Y									
	Y									
1.10 Policy review										
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	2	2	4	<ul style="list-style-type: none"> The relevant policies below have been revised and approved by Trustees to take account of government guidance and its implications for the school: <ul style="list-style-type: none"> Health & Safety Safeguarding Behaviour Attendance Medical Care Infection Control Fire Evacuation Social Distancing 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. 	Y		DR MM	1	2	2
	Y									
	Y									
1.11 Communication strategy										



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
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 SLT & department meeting held virtually if required Regular updates to staff with useful links and directions for staff. 	Y		DR MM	1	1	1
1.12 Staff induction and CPD										
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 (see staff handbook appendix) is issued to all staff before the start of the new academic year – to include good hygiene and safe working practices. Induction and CPD programmes are in operation for all staff prior to the start of the new academic year, and include: <ul style="list-style-type: none"> Infection control. Fire safety and evacuation procedures. Behaviour management. Safeguarding. Risk management 	Y Y		DR MM	1	2	2
1.13 Risk assessments										
Risks are not comprehensively assessed in every area of the school in light of COVID-19	2	3	6	<ul style="list-style-type: none"> Risk assessments are updated at regular review points, mitigation strategies are put in place and communicated to staff covering: Schools Covid-19 Operational Guidance – Updated 5th January 2022 	Y		DR MM	2	2	4



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1.14 School transport										
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality	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. Shared lifts to be discouraged. 	Y Y		DR	1	1	1
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	2	2	4	<ul style="list-style-type: none"> A generally enhanced cleaning plan is in place for whole school to minimise the spread of infection – cleaning schedule from estates and facilities management currently followed: COVID-19: cleaning in non-healthcare settings – Increased capacity of day cleaning team to focus on surface around the academy during the school day and cleaning of multi-use areas and rooms used in the academy throughout the day. 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 Pupils are taught how to manage their resource packs and workspace. Shared equipment will be cleaned after each use or quarantined for the recommended time period. 	Y Y Y Y		MM GJ	2	1	2
2.2 Hygiene and handwashing										



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
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 and additional supplies are purchased as needed. Increased stock of hand sanitiser dispenser purchased to ensure whole school coverage. Stock inventory levels are completed weekly 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. 	Y Y Y		MM GJ	1	2	2
Pupils forget to wash their hands regularly and frequently	2	2	4	<ul style="list-style-type: none"> 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 and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pull up banners are located at the end of each corridor, A3 posters displayed in classrooms. Hand sanitiser dispensers at key points throughout. Additional dispensers now in place for whole school coverage. Cleaning wipes available to wipe down areas. 	Y Y Y Y		DR MM	1	2	2
2.3 Testing and managing symptoms										
Testing is not used effectively to help manage staffing levels and support staff wellbeing	2	2	4	<ul style="list-style-type: none"> Staff have been offered lateral flow home tests to continue twice weekly testing. Lateral flow tests carried out at home or in school for staff showing a positive result must be followed up immediately with a confirmatory PCR test and undertaken within 2 days. The PCR test result overrides the lateral flow test result. Staff must advise school if they show a positive result on a lateral flow test carried out home and must isolate in line with government guidance until they receive the PCR test result. Guidance on symptomatic testing has been published to all staff. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.gov.uk/coronavirus. A small number of PCR tests have been provided to the academy so that they can give directly to staff who are symptomatic and unable to access a test. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	Y Y Y Y Y	<p>Staff encouraged to continue with LFD tests whilst stocks are available in school. Once these have been used, advise to access tests from local pharmacies.</p> <p>Reminders to staff to continue testing and further stocks ordered for school.</p> <p>Updated guidance issued on 14.12.21 on self isolating and testing requirements. Staff</p>	DR	1	2	2



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> 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. Staff have been briefed to pause the contract tracing element of the app when phones are stored in communal areas to prevent false identification of contacts. The guidance will be explained to staff as part of the induction process. Guidance has been displayed on HR noticeboard and staffroom. Post-testing support is available via HR for staff through the school’s health provider – included in emails to all staff. Lateral flow tests carried out at home for pupils showing a positive result must be followed up immediately with a confirmatory PCR test and undertaken within 2 days. The PCR test result overrides the lateral flow test result. Daily rapid testing for COVID-19 contacts launches this week - GOV.UK (www.gov.uk) 	Y	encouraged to continue twice weekly testing and reporting.				
				<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. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus 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. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance A record of any confirmed cases of Covid-19 in staff is reported to the trust and Local Health Protection Team. In the event of a localised outbreak a record of any confirmed cases of Covid-19 in pupils is reported to the trust and Local Health Protection Team. 	Y	Updated tutoring data also collected with absence data.				
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	2	3	6		Y		DR	2	2	4



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				<ul style="list-style-type: none"> Where a member of staff has been diagnosed as having Covid-19 and there is reasonable evidence that the dangerous occurrence was caused by occupational exposure, reporting obligations (RIDDOR) will be followed as advised by Health & Safety Executive (HSE) - https://www.hse.gov.uk/coronavirus/riddor/index.htm 						
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	2	4	<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. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms. This guidance has been explained to staff as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 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. 	Y Y Y Y	DR to send out letter to parents to remind them of current guidance.	DR	1	2	2
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	2	4	<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. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance This guidance has been explained to staff as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Lateral flow tests carried out at home for staff and pupils showing a positive result must be followed up immediately with a confirmatory PCR test and undertaken within 2 days. The PCR test result overrides the lateral flow test result. Staff and pupils must advise school if they show a positive result on a lateral flow test carried out home. 	Y Y Y Y Y		DR	1	2	2



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				<ul style="list-style-type: none"> Individuals must isolate in line with government guidance until they receive the PCR test result. Daily rapid testing for COVID-19 contacts launches this week - GOV.UK (www.gov.uk) 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. Systems are in place to ensure the academy maintains contact with vulnerable pupils who are self-isolating. Social workers for vulnerable pupils are notified. Increased capacity has been deployed to the attendance team to ensure all covid-19 related absences are monitored and follow up telephone calls are made to ensure agreed return dates are adhered to. An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms. 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. Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk) 	Y Y Y Y	Guidance shared with staff				
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	2	4	<ul style="list-style-type: none"> Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y		DR MM	1	2	2
2.5 Medical rooms										
Medical rooms are not adequately equipped or	2	2	4	<ul style="list-style-type: none"> Maximum occupancy levels displayed in medical rooms. 	Y Y		DR MM	1	2	2



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configured to maintain infection control				<ul style="list-style-type: none"> 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 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. 	Y Y Y					
2.6 Communication with parents										
Parents and carers are not fully informed of the health and safety requirements of the school	2	3	6	<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 regular basis using a range of communication tools. A COVID-19 section on the school website has been created and is regularly updated. The risk assessment is available on the school website. 	Y Y Y		DR	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. An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms. https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges 	Y Y Y Y	Link to guidance shared with parents	DR	2	2	4
2.7 Personal Protective Equipment (PPE)										
Provision of PPE for staff and pupils where	2	3	6	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured: 	Y		DR MM	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
required is not in line with government guidelines				<p>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</p> <ul style="list-style-type: none"> 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. – updated guidance: 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 Pupils have been trained on the safe wearing, disposal and storage of PPE used in school and for public transport. 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. It is recommended that visitors continue to wear face coverings in situations outside of the classroom where they may come into contact with people they do not usually meet. In the event of a localised outbreak It may be necessary to reintroduce face coverings (refer to outbreak management plan). Lidded bins will be available for disposable face masks. 	Y					
2.8 Medical Rooms										



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
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. 	Y Y Y		DR MM	1	2	2
3. Continuing enhanced protection for pupils and staff with underlying health conditions										
3.1 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. 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 Schools have a regularly updated register of pupils with underlying health conditions. 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. 	Y Y Y Y Y		DR GB	1	2	2
3.2 Staff with underlying health issues										
Staff with underlying health issues or those who are shielding are not identified and so measures have not	2	3	6	<ul style="list-style-type: none"> In line with DfE operational guidance all staff who are clinically extremely vulnerable (included on shielding patient list) are no longer advised to shield if they cannot work from home. 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 	Y		DR MM	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
been put in place to protect them				<ul style="list-style-type: none"> Individual risk assessments for staff who are clinically extremely vulnerable have been updated prior to returning and adjustments have been made to support them in their role. HR will liaise with individual staff members who are clinically vulnerable (including staff who are pregnant) to update their individual risk assessment to support them in their role. 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 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 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). 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. 	Y					
4. Enhancing mental health support for pupils and staff										
4.1 Mental health concerns – pupils										
Pupils' mental health has been adversely affected by the COVID-19 crisis	2	3	6	<ul style="list-style-type: none"> Physical activity is planned into each pupil's timetable, as well as PSHE sessions to support emotional wellbeing. Form teachers continue to monitor pastoral welfare of pupils and refer as appropriate. Information shared regarding potentially vulnerable pupils via CPOMS. 	Y	New designated mental health lead in school Future in mind training	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
				<ul style="list-style-type: none"> 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. Links to online resources and toolkits emailed to parents to support pupil wellbeing. 	Y Y					
4.2 Mental health concerns – staff										
The mental health of staff has been adversely affected by the COVID-19	2	3	6	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing – toolkit distributed to staff. Links to online resources and toolkits emailed to staff to support 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. Calendared quality assurance processes adjusted/reduce to reduce staff anxiety/workload pressures. 	Y Y Y Y Y	<ul style="list-style-type: none"> Staff sessions focused on wellbeing planned into the academic calendar. Health and Well being meetings taking place Mental Health First Aid Course Booked 09.01.22 	DR MM MM & JI	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. HR team available to support staff – Targeted staff well-being calls. 	Y Y Y Y Y		DR MM	2	2	4
4.3 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"> Support is requested from other organisations when necessary as appropriate. 	Y		DR GB MM	2	2	4
5. Operational issues										
5.1 Review of fire procedures										
Fire procedures are not appropriate to cover new arrangements	2	2	4	<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 Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y Y Y	Refresher of fire marshal training booked for 9 th September. - Completed	DR MM	1	2	2
Fire marshals absent due to self-isolation	2	2	4	<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. 	Y		DR MM	1	2	2
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. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y Y	External review completed 09.12.21	DR MM	1	1	1
5.2 Contractors working on the school site										
External agencies and contractors on-site whilst school is in operation may pose a risk to infection control	2	2	4	<ul style="list-style-type: none"> 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 minimise the risk of transmission. 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. 	Y Y Y Y	Essential visitors to site only during school hours. Masks to be worn by visitors to site.	DR MM	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"> It is recommended that visitors continue to wear face coverings in situations outside of the classroom where they may come into contact with people they do not usually meet. In the event of a localised outbreak It may be necessary to reintroduce face coverings (refer to outbreak management plan). 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). A record will be kept of all visitors/contractors within the last 21 days to assist with NHS Track and Trace. Individual risk assessments are in place for education activities requiring external staffing to implement provision E.g. Music tuition, Forest schools etc. Ensuring that the provision only takes place in line with the other controls highlighted above alongside the relevant associated guidance. The use of remote and virtual meetings should take place where multiple outside agencies are involved. Where this is not possible, the number of people should be limited with notes submitted in advance. 	Y Y Y Y Y					
6. Finance										
6.1 Costs of the school's response to COVID-19										
The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties	2	2	4	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 has been identified and considered during budget setting processes. 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 Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position is regularly shared with trust- sub finance committee. 	Y Y Y		DR MM	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
7. Governance										
7.1 Oversight of the governing body										
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"> Trustee and governor meetings continue to be held either virtually or face to face. The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. Meetings are quorate. 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 meetings are reviewed to ensure that they accurately record oversight and holding leaders to account for areas of statutory responsibility. 	Y Y Y Y Y Y		DR	1	1	1
8. 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 and control measures to enable delivery of a broad and balanced curriculum for pupils. Completed risk assessments will be reviewed. 	Y Y	At present, no alternative provision accessed.	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 minimise the risk of infection. Compliant with guidance for food businesses on COVID-19 https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 	Y Y Y		DR MM	2	2	4



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Educational visits	2	3	6	<ul style="list-style-type: none"> In line with updated guidance, educational day visits and domestic residential educational visits can resume. Educational visits will be subject to approval. The nature of the visit will be reviewed to ensure teaching and learning time in school is prioritised. Risk assessment will be provided by the venue (indoor & outdoor) for approval prior to the visit taking place. Government guidance advises that international trips are currently paused until at least 5th September 21. 	Y Y Y Y		DR MM	2	2	4
Open Day/Evening				<ul style="list-style-type: none"> Risk assessment to be reviewed prior to open day/evening to ensure that they operate in line with the appropriate system of controls. 	Y		DR			

Approved By:	Name:	Signature	Date
School Business Manager/Headteacher	Mandy Mattison		10.01.2022
	Delyth Roberts		
Chief Finance Officer	Samantha Stevens		10.01.2022