

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	Yvette Sullivan	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	22 nd May 2020	Review interval:		Date of next review:	
Related documents					
Trust/Local Authority documents:		Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings			

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
Likely impact	Major: Causes major physical injury, harm or ill-health.	Probable	Possible	Remote
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group returning to school. Initially Year 6 with full social distancing and R to be considered phased later in line with space and staffing. Arrangements in place to support pupils when not at school with remote learning at home and regular welfare checks if necessary. 	Y		L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance and size of classrooms – maximum 10 or 8 dependent on room size Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs and tables removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Classes stay together with their teacher, TA and do not mix with other pupils. 	Y	<ul style="list-style-type: none"> Lowered risk as long as 2M social distancing is in place and bubbles so capacity will remain limited and phsed re-entry will be line with this so will not be able to accommodate all year groups full time. 	M
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> Limits set for hall for teaching of keyworker group. 2 classrooms available if group continues to grow past 15. A new bubble will be created. Large gatherings prohibited. Hall set out with tables for keyworker groups to enable social distancing Maximise use of external areas where practicable . All classrooms have an allocated outdoor space with timings to ensure no crossover of bubbles. Windows and doors should be open for additional ventilation 	Y	<ul style="list-style-type: none"> External areas will be used as much as possible without mixing of bubbles 	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to	H	<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. 	Y	<ul style="list-style-type: none"> Staff have been consulted on the proposed plans and there will be 2 staff in each bubble 	M

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teach classes in school and operate effective home learning		<ul style="list-style-type: none"> 2 vulnerable staff staying at home to support safeguarding calls and planning. Risk assessments for other vulnerable staff undertaken to ensure social distancing and low risk roles – and staff requested to return to work. A teacher and TA is with every bubble to ensure breaks are covered and possible sicknesses to limit the number of staff being in each bubble. Full use is made of testing to inform staff deployment. Testing will be undertaken where staff or pupils have symptoms to limit impact in school staffing. This has already begun. A blended model of home learning and attendance at school is utilised. All year groups to continue remote learning. Year 6 to return first and then R following this. Head/Deputy/ senior member of staff on site – DSL and First aider at all times. 		<p>to ensure consistency for teaching with a vulnerable member of staff planning home learning.</p> <ul style="list-style-type: none"> Procedures to close the school at short notice should staffing levels fall below levels where safety can be assured will be in place. If staffing for a class is unavailable the school will be closed for that bubble to limit risks and mixing of bubbles. 	
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	H	<ul style="list-style-type: none"> Key worker provision is in place in bubbles of up to 15 maximum with rota'd staffing to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. Pupils who arrive at school who are not in the Keyworker group or who are not in the identified year groups identified for return at St Paul's will be isolated and parents to be contacted to collect the children immediately. 	Y	<ul style="list-style-type: none"> Discussion undertaken with vulnerable pupil's parents to establish the best provision. Phasing in of pupils Y6 Week 1 in bubbles of up to 10 max in line with classroom sizes with social distancing. To be followed by R in later weeks with social distancing measures in place. Further phasing will be dependent on social distancing requirements, numbers and spacing. 	M

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1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff, parents and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. Posters to explain social distancing to be in place Headteacher will provide authorised parents with a time to drop off and collect their children staggering the times of entry and exit. A list of authorised children will be located at the entrance point at the beginning of the school day. 	Y	<ul style="list-style-type: none"> Whilst Y6 year group is being phased children will enter through the office in groups of 5 maximum due to staggered times with social distancing lines in place and entrance into school supervised by staff to limit individuals on the premises and mixing of bubbles. 	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible and marked on the floor with tape. Corridors are divided with tape. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. Corridors are marked with 2 metre social distancing 	Y	<ul style="list-style-type: none"> Pupils will remain in the same room including for lunchtimes with cleaning regime whilst children are outside to limit movement around school. Outdoor supervision in place in designated areas for each bubble with cleaning of equipment in between.s 	M
1.7 Curriculum organisation					

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Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning. Books will not be taken home for marking and feedback will be given verbally and in school. Class texts will be given to individual pupils for sole use. Once complete they will be placed in a box and left for a week and sanitised once quarantined. 	Y	<ul style="list-style-type: none"> Y6 transition plans in place and remote learning focussed on key skills. Some pupils will still struggle with remote learning. 	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, and use is staggered Windows should be open for additional ventilation 	Y	<ul style="list-style-type: none"> Second staffroom has been set up in order to limit further that there are not too many people in the room. Milton wipes and hand sanitiser placed in both for wiping handles of kettles etc 	M
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures	H	<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Y	<ul style="list-style-type: none"> Site Manager to be recruited once face to face social distancing measures can be attained. Interim measures in place. Fixed term staff in place for September in the short term until structures and recruitment can be effectively undertaken. 	L

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Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with secondary schools, via remote meetings, phone calls and emailing to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Staggered onsite induction days to be considered for small groups/individuals possibly at the beginning of the Autumn Term. 	Y	<ul style="list-style-type: none"> Nursery and Reception new intake plan in place and communication to be sent to parents in summer term 2. Year 6 transition arrangements continuing in school with work and support for transition. Virtual work with high schools and communication. 	M
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	H	<ul style="list-style-type: none"> Meetings are held online with governors where key decisions need to be made. Governing bodies are involved in decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	<ul style="list-style-type: none"> Meeting held online on Weds 20/5/20. Email sent to governors on reopening plans. Chair of Governors briefed regularly and guidance discussed. Risk assessment sent to Governors. 	L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Pupils will be isolated if they do not adhere to guidance or purposely break social distancing rules. Discussion with parents will then ensue as to the appropriateness of behaviour in school to ensure everyone's safety. 	Y	<ul style="list-style-type: none"> Governors ratified Safeguarding policy appendix at meeting on 20/5/20. Behaviour policy amended for school reopening. Risk assessment and policies available on school website 	L
1.12 Communication strategy					

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Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Local authority 	Y	<ul style="list-style-type: none"> Communication plan in place 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> Revised procedures and risk assessment is issued to all staff prior to reopening. Detailed written policies are in place and discussed with all staff around: <ul style="list-style-type: none"> Infection control including hand hygiene and enhanced cleaning regime Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y		M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Y	<ul style="list-style-type: none"> No new staff in school 	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Y	<ul style="list-style-type: none"> Vouchers continue to be ordered through Edenred for eligible pupils. If children in school full time vouchers won't be ordered and meals provided on site. If parents choose not to send their children from the year groups allocated, vouchers will 	L

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				continue to be ordered for them.	
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies / additional controls are put in place and communicated to staff covering: <ul style="list-style-type: none"> 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 especially where shared equipment is required to be used Risk assessments are systematically revisited once school reopens 	Y	<ul style="list-style-type: none"> Children will have their own equipment and disinfectant spray will be used after individual use at the end of every playtime with playtime equipment. Once a piece of equipment is used it will be put to one side for cleaning and staff will clean with disinfectant spray at the end of playtime before reuse. Ipads will be cleaned at the end of the day but will be allocated to individual children in order to limit shared use of equipment. 	M
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	H	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines, 	Y	<ul style="list-style-type: none"> Very few parents travel by bus to school in the allocated year groups. Arrangements will be made with parents as to what works for the wellbeing of the pupils to attend school through discussion 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all touch points and welfare areas. Working hours for cleaning staff are increased. Premises will be cleaned with an emphasis on touch spots with disinfectant spray and gloves being provided in each classroom. I.e door handles, surfaces, computers, chairs, resources used at play times, sinks, taps, toilet handles. Classroom staff will use disinfectant sprays and gloves to wipe over equipment i.e. for painting or cutting with scissors. 	Y	<ul style="list-style-type: none"> Additional cleaning regime in place throughout the day with cleaning checklists and 3 cleaners after school to ensure effective cleaning daily. Additional products, hand sanitisers, paper towels instead of hand sanitiser, spray disinfectants and lidded bins purchased to ensure regime in place. Additional cleaner employed during the day. 	M
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	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Handwashing is built in to the daily routine and is supervised by staff. Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books Hand sanitiser stations will be at the entrance to classrooms and the office. Children will sanitise on the way into school through the entrance entering school one at a time from the queuing system outside the door. 	Y	<ul style="list-style-type: none"> Additional orders placed and stocks. Cleaning regimes and checklists in each room will support this. Handwashing is identified on the daily timetable for every bubble and signed off on completion. Hand sanitiser stations in every classroom and shared areas in school 	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after breaks and after using any shared equipment Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths. Hand dryers will be replaced with paper towels 	Y	<ul style="list-style-type: none"> Children will have set times to wash hands which will be supervised and sanitiser stations can be used inbetween. Posters in place in school. Signed checklist will identify once completed cycle 	M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils forget to use tissues appropriately	H	<ul style="list-style-type: none"> Reinforce the Catch It, Bin it, Kill it message Ensure a good supply of disposable tissues Ensure lidded bins with pedals are available in each classroom and toilets Bins will be emptied twice daily and when full Regular reminders to catch coughs or sneezes with a tissue or elbow. 			M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks which may include a 'bare below the elbow' approach Expectations and guidance are communicated to parents. Uniform that cannot be machine washed should be avoided. Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it. 	Y	<ul style="list-style-type: none"> Children will not be required to wear uniform so as to allow for the wearing of clean clothes and any uniform grown out of 	M
The use of fabric chairs and fabric equipment may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. Remove soft toys and fabric based equipment from shared use 	Y	<ul style="list-style-type: none"> Staffroom chairs to be removed and replaced with plastic hall chairs. Fabric chairs removed in shared areas 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff. Health and Wellbeing support is available through the LA https://myzone.salford.gov.uk/people-zone/health-and-wellbeing 	Y	<ul style="list-style-type: none"> Email to staff re illness and testing. Testing referral has already been undertaken where staff identified illness. 	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, 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. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms (no one with symptoms should attend a setting for any reason). This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. 	Y	<ul style="list-style-type: none"> Procedures in line with guidance. Vulnerable children and adults to be risk assessed and individual discussion with parents/staff affected Referrals for testing to be made where COVID-19 symptoms are exhibited to the LA. 	M
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	H	<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. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Updates to guidance are communicated by email on receipt and discussed at meetings 	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<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. This guidance has been explained to staff and pupils Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Emails to parents and staff to confirm guidance on symptoms and cases 	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. All relevant staff are aware of all pupils in school with relevant health conditions 	Y	<ul style="list-style-type: none"> 3 Paediatric First Aiders on site. 2 further practical training completed – online completion. All staff have completed a basic Level 2 First Aid course 	L

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2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions and PPE where needed for personal care 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. 	Y	<ul style="list-style-type: none"> Additional room in place. Cleaning checklists have specific regime for cleaning after suspected COVID19 case 	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil guidance created. 	Y	<ul style="list-style-type: none"> Risk assessment to be on the school website and 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> Weekly newsletter to reinforce guidance and reminders to parents in school. 	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<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 instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. PPE available to 	Y	<ul style="list-style-type: none"> Youtube video watched for staff re use of PPE. 	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<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 and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are staggered and structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Placed on the school website. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards through class dojo. 	Y	<ul style="list-style-type: none"> • Behaviour checklist to be placed in classrooms as per usual behaviour policy. No guarantees pupils will comply with these, however this is no more the case than usually. 	M
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> • Home base arrangements in place – bubbles only use one classroom and children have individual seats and equipment for personal use. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per bubble) • All furniture etc. not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • Door and windows will be opened to aid ventilation • Air conditioning systems (ICT room) will not be used until it can be confirmed there is no additional risk. • Children to use same desk everyday • Children stay in the classroom or outdoor area with their bubble and do not mix with others during the day. 	Y	<ul style="list-style-type: none"> • All actions in place but still no guarantee of social distancing from pupils. 	M

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		<ul style="list-style-type: none"> Children to bring coats only, packed lunches in disposable bags. Only thing to be brought into school is a water bottle. Children will store coats in their own box under their desks so they are not in communal areas 			
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> One-way systems are in operation. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	Y	<ul style="list-style-type: none"> Pupils stay in their bubbles and classrooms at all times, except when outside and staggered hand washing times and doors directly out to separate playgrounds mean corridors will be minimally used other than for toilet use which will be supervised with 1 by 1 being sent to in class toilets and supervision by an adult where 1 by 1 cannot be guaranteed. Pupils will not be asked to take registers back – these will be collected from outside the classrooms by office staff 	L
3.4 Break times					

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Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas including all drop off and collection points. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y	<ul style="list-style-type: none"> No guarantees children will automatically adhere to it, however processes and procedures are in place. Staff will organise social distancing games in the playground Staff to be vigilant and actively engage in social distancing reminders 	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. 	Y	<ul style="list-style-type: none"> Staggered lunchtimes in place and lunches will be brought to classrooms to ensure no large groups or mixing of bubbles. Staff will organise social distancing games in the playground Staff to be vigilant and actively engage in social distancing reminders 	M
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	<ul style="list-style-type: none"> Children will be sent to toilets one by one and supervised by one of the 2 members of staff in the classrooms. Supervised hand washing schedule and toileting 	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<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. 		<ul style="list-style-type: none"> Medical rooms will ideally only have 1 child in at a time, however there is no guarantee of this 	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. 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 visitors. Any essential visitors asked to comply with all required control measures. Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable). 	Y	<ul style="list-style-type: none"> One person in the office at once and only if essential. Outdoor is marked with social distancing lines. Parents have been advised to telephone school and make an appointment. Drop off will be at the entrance to the school site for supervised entrance into school to avoid additional visitors on site. 	M
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. Only 1 parent to bring children to school and collect from school 	Y	<ul style="list-style-type: none"> On the road outside the school gates there is no guarantee of social distancing. An adult outside on the gates should support social distancing being in place and staggered entrance and exit times. 	M
3.10 Transport					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Settings should also consider ways to minimise use of public transport to get to and from school at peak time 	Y	<ul style="list-style-type: none"> Children can enter school later if this limits the use of rush hour public transport. 	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff will not congregate in the staff room and spend as little time in the room as feasible. Disinfectant spray will support the keeping clean of the shared area. Social distancing, staggered lunches and breaks will be possible through the use of 2 rooms rather than one. 	Y	<ul style="list-style-type: none"> An additional staffroom has been allocated. Staggered lunches also support this. 	M
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	H	<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 in 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. 	Y	<ul style="list-style-type: none"> Parents update medical conditions annually and these are updated regularly. On offer of a place in the year groups during phased entry, parents will be asked to inform school of any changes. 	M
4.2 Staff with underlying health issues					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	Y	<ul style="list-style-type: none"> Email sent to staff, all who identified which category they were in and why and have been grouped accordingly. Vulnerable staff have been risk assessed through discussion and in line with government guidance. Staff who felt unsure about being on site are working from home until it becomes impossible for staffing to maintain this with further phased entry, and risk assessments will be further reviewed. No staff are classed as clinically extremely vulnerable or shielding. 	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<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. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. Place2be available for referred cases in school. 	Y	<ul style="list-style-type: none"> Mental health curriculum and discussion is incorporated in to the weekly curriculum provision for pupils in school. 2 	M
5.2 Mental health concerns – staff					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Workload will be monitored in line with job role. Extra curricular activities will be suspended 	Y	<ul style="list-style-type: none"> Staff are reminded of wellbeing. All staff have undertaken covid training, how to look after their mental health and wellbeing and stress management training during working from home. Staff made aware of access for counselling provision available through school. 	M
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	<ul style="list-style-type: none"> Regular phone calls, emails and messages. Discussion through virtual staff meetings and phone discussion check ins 	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> Winstons wish resources have been provided to parents of pupils who have been affected by bereavement. Check ins and signposting to services available to support. Face to face support is difficult with social distancing measures in place Staff member trained in bereavement is working from home 	M
6. Maintaining educational provision for children of key workers and vulnerable children					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens	H	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place for supervision of keyworker pupils between 8.30am and 4pm Discussion with keyworker parents establishes the need for holiday opening. 	Y	<ul style="list-style-type: none"> Discussion with individual parents surrounding attendance and needs of pupils in the provision. 	L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<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. New arrangements are tested and amended if necessary 	Y	<ul style="list-style-type: none"> Staff handbook updated with requirements for fire evacuations 	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	<ul style="list-style-type: none"> Children will exit the building from the external door, however there is no guarantee of social distancing 	M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire marshals absent due to self-isolation	H	<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	<ul style="list-style-type: none"> All fire marshals will be in school – currently 4 in school 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 		<ul style="list-style-type: none"> 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 		<ul style="list-style-type: none"> All statutory compliance has been completed and maintained during lockdown. 	L
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> 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). 	Y	<ul style="list-style-type: none"> Contractors will not be on site unless absolutely essential 	L

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		<ul style="list-style-type: none"> Sports and music coaches will not be permitted into school until further consideration of bubbles and guidance to limit staff for each bubble. 			
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	M	<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. LA or 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 governors and LA or trust. 	Y	<ul style="list-style-type: none"> Budget has been adapted in line with the additional costs. Governors have been made aware of the additional costs of cleaning, new equipment, lidded bins etc 	L
9. Governance					
9.1 Oversight of the governing body					

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Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The governing body continues to meet when key decisions need to be made 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. 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 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. 	Y	<ul style="list-style-type: none"> Governors to continue with meetings and overviews of statutory requirements 	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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