St John Vianney Catholic Primary School and English Hub

Operational Risk Assessment for Full School Reopening during Covid - 19

September 2020

Last Updated January 2021

Prepared By: St John Vianney Primary School
Date: July 2020

Approved by Governing Body on: 13th July 2020

Approved by Local Authority on: 30th November 2020

Updated : 07/09/20
         18/09/20
         28/09/20
         30/11/20
         03/01/21
         15/01/21

COVID-19: Operational risk assessment for full school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on full school reopening issued by the Department for Education on July 2020

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Assessment conducted by:	E Allen/D Johnson	Job title:	Head teacher/SBM	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers & parents

Date of assessment:	July 2020	Review interval:	Ongoing	Date of next review:	If guidance is updated/changed

Related documents	
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		
		Probable	**Possible**	**Remote**
Likely impact	**Major:** Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

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 when social distancing guidelines are applied	M	• Pupil compliance with guidance from government regarding both social distancing and Bubbles who do not mix. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. • Carefully plan routes around school and use different timetabling of groups to minimize movement around school at any one time • Formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable.	Y	Pupils and staff split into predefined groups or "bubbles". Bubble defined as a class now. Only exemption to this to now be year 6, as due to required intervention lessons, one teacher will mix with pupils from both classes each morning in a different room. Staggered timetable produced. New large gatherings such as assemblies, only to be held via online platforms. Where possible, such as corridors, social distancing to continue. Staff encouraged to social distance as much as possible.	L
1.2 Organisation of teaching spaces					

Classroom sizes will not allow adequate social distancing	M	• Classrooms to accommodate a full class with forward facing desks. • Classrooms re-modelled, pupils sat side by side at a desk and forward facing. • Clear signage displayed in classrooms promoting social distancing. • Classes stay together and do not mix with other pupils. • Unnecessary furniture to be removed from classrooms to make more space. • Where possible teachers desks to be 2 metres from pupil desks • Where possible, space at front to allow teachers to be stood 2 metres from children. • Staff reminded to reduce face to face contact unless necessary. • Intervention rooms to be used for one to one support and targeted support. • Continuous provision set up to be used in Nursery, Reception and Year 1 due to reduced risk and to help with children's development and learning.	Y	Classrooms re-modeled to promote social distancing where possible. Clear signage displayed. Groups of pupils do not mix with any other groups throughout the school day Regular cleaning routines continued Cleaning materials and equipment available throughout school	L
Large spaces need to be used as classrooms	L	• Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing.	Y	. Dining hall not used for lunches as these will be in class, for at least first few weeks, but then to be reviewed and possibility of KS1 using dinner hall on a rota basis then moving to whole school. Reception now using the hall for dinners, KS1 will also use the hall soon, safely and timetables. A hot trolley will be used to give KS2 children a hot dinner choice.	L
1.3 Availability of staff and class sizes				

The number of staff who are available is lower than that required to teach classes in school and operate effective home learning (if required)	L	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Flexible and responsive use of teaching assistants and pastoral staff to support supervision in classes is in place. • Full use will be made of testing to inform staff deployment should the need arise. • A blended model of home learning and attendance at school can be utilized should current staffing levels reduce. • Home learning resources to be prepared in advance for if needed.	Y	Staffing fully planned out and constantly monitored in regards to availability and status. Staff informed that testing is available. Use of Microsoft Teams Classrooms introduced from year 1 upwards. Supply staff can now be used if required but will only be used for full day and not half so no movement across schools.	L

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)
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils	L	• 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 school place is offered and encouraged to those on the vulnerable list. • DSL cross references list sent from Local Authority each week to ensure that it aligns with the school's record of vulnerable children and actions accordingly • Class teachers are aware of vulnerable children within their classes (both Government defined and school defined) and know to report any concerns immediately to DSL • Class teachers report weekly to DSL re the vulnerable children within their classes and this information is subsequently shared with relevant agencies where appropriate • PWS are used to access information if safeguarding concerns are raised • Food vouchers are available for hose on FSM and individual support is offered to those who are not on FSM but may require additional support. • Use is made of our EAL TA to ensure that any key messages or offers of help can be understood by families.	Y	DSL and team to work with vulnerable children in first few weeks. DSL escalates any concerns immediately to the lead professional working with the family There is always a DSL on site at school to action any concerns	L
1.5 The school day					

The start and end of the school day create risks of breaching social distancing guidelines	M	• Start and departure times are staggered. • The number of entrances and exits to be used is maximised, including use of classroom doors onto playground • Different entrances/exits are used for different groups. • Staff 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.	Y	Start and finish times stagger and all available entrances used. Plans produced and floor markings are visible. Maximum safety is at the forefront of all plans Park Road entrance to be used to reduce parents accessing Glastonbury Avenue	M
1.6 Planning movement around the school					

Movement around the school risks breaching social distancing guidelines	L	• Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • 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. • All downstairs classrooms have entrances/exits directly onto play areas minimizing travel around school corridors	Y	Full plan for movement around school produced. Signage in place. Management to supervise. Children reminded each week of expectations Teams used as a communication tool to help minimize staff movement around school	L

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)
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	L	• 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 daps identified. • Plans for intervention are in place for those pupils who have fallen behind in their learning.	Y	Gaps in learning will be accessed and appropriate action taken to ensure these children can catch up whilst remaining in their groups. DFE catch up funding utilised once available. Home learning channel prepopulated with work and use by self isolating classrooms with work from teachers set daily. A mixed year 6 class bubble formed, so year group treated as one bubble due to required invention becoming a necessity.	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	L	• 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. • Staff will be limited to half numbers via a timetable	Y	All offices allow for social distancing and will be set up to promote this. Staff handbook to be updated and distributed along with plan. 4 staff rooms created in order to promote staff social distancing.	L
1.9 Managing the school lifecycle					
Limited progress with the school's autumn term calendar and work-plan because of COVID-19 measures	L	• School calendar for the autumn term rationalised. • Senior Leadership Team (SLT) and staff work-plans to include short- and medium-term planning. • Staff recruitment for September 2020 completed; awaiting resignations but still have internal staffing capacity • Curriculum and timetable for September 2020 to be completed.	Y	Planning to be produced. Staff recruitment to be completed All plans now in place	L

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)
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	• Weekly zoom with Acting Chair takes place • Online meetings are held with governors at the set dates • Governing body is involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school.	Y	Governors to approve all plans and assessments and informed of any changes required or new guidance.	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	L	• All relevant policies are currently being revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. These will be completed ahead of opening. • Staff, pupils, parents and governors have been briefed accordingly.	Y	All policies to be updated once risk assessment and plan ratified by governors and LA. Distributed upon completion. Most policies updated when wider reopening in May 2020	L
1.12 Communication strategy					

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors
		  • Local authority
		  • Professional associations
		  • Other partners
			Y	All lines of communication already established with key stakeholders to allow us to transmit information quickly when required.
				
				A school APP has been purchased to support communication with parents
					L

1.13 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health	M	• A revised staff handbook will be issued to all staff prior to reopening.
		• Induction and CPD programmes are in operation for all staff prior to reopening, and include:
		  • Infection control
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
		  • Risk management
			Y	Revised staff handbook to be produced once risk assessment and plan ratified by governors and LA.
				
				This will then be distributed to staff as will updated policies.
				
				Investigate completion of virtual college/Blackpool course
					L

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)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	• No new staff are planned for September • Induction programmes will be put in place should the need be required • The revised staff handbook will be issued to any new staff prior to them starting.	Y	Once risk assessment and plan approved these programs and handbook will be put in place. All staff briefed and read handbook	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive these on the days that they are not in school	L	• 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 these school meals when not in school if required to isolate.	Y	Provision in place for FSM in school and plan to be drawn up for any children isolating. Children self isolating from school bubbles to be provide FSM packs.	L
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.	M	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:
		  • Different areas of the school
		  • When pupils enter and leave school
		  • During movement around school
		  • During break and lunch times
		  • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used
			Y	All will be updated before school reopens and plan communicated to staff once ratified by governors and LA
				
				Should the situation change, we will amend RAs accordingly
				
				All staff updated as are any new visitors to the building by the SBM.
					L

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	L	• Only a few children attend school via the public bus service and these are in other year groups not returning at present • The details of these pupils will be known prior to opening and we can monitor attendance/punctuality • If there are difficulties with this, we can make use of school minibus to support in the short term	Y	Information to be obtained and allowances made where possible. Walk to school scheme on hold.	L

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)
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	M	• Our cleaners are employed directly by the school with no external agencies uses • We have a plan in place to increase cleaning from once a day to three times for key areas • An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection. • All staff provided with full guidance regarding safe practices during cleaning	Y	Extra cleaning put in place along with robust cleaning plan. Gloves provided only to be used during cleaning by staff Once a day to 3 times a day in key areas… the school has sufficient budget to enable this	L
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	M	• An audit of handwashing facilities and sanitiser dispensers has been undertaken before the school reopens and additional supplies will be purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Additional cleaning supplies will be based in each classroom	Y	Stock levels dramatically increased and site supervisor informed to monitor levels daily. Signing in has hygiene reminder video	L
Pupils forget to wash their hands regularly and frequently	M	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • This will include cleaning hands on way into school each morning • 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. • All hand sanitizer purchased and used in school is over 70% alcohol as per guidance.	Y	Staff aware of need to ensure pupils maintain high levels of hygiene and hand washing practices. Reminder posters and videos put in place. Team leaders to monitor and report. Staff ensure all children either wash hands at a sink, or use hand sanitizer and regular times of the day or when changing from one activity to another. Hand washing is enforced when leaving the classrooms and entering it at all times during the school day.	L

2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	L	• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. • As per guidance, uniforms do not need to be cleaned any more often than usual.	Y	Return to full school uniform policy to contribute to the ethos of a school and help set an appropriate tone. Non-compliance managed whilst being mindful and considerate of parents who may be experiencing financial pressures Pupils now wear PE Kits 1 day a week, given parents extra time to wash uniforms.	L
The use of fabric chairs may increase the risk of the virus spreading	L	• No fabric chairs to be used by children • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use.	Y	Fabric chairs only in use in single person/use offices These are assigned to specific staff Staffroom chairs will be allocated	L

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)
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	• Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Post-testing support is available for staff through the school's health provider.	Y	All staff made aware that testing is available.	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	• 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. 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	Full plan made to collect and monitor data and procedures in place to deal with staff or pupils developing symptoms in setting. Details of this plan distributed to all relevant parties. Records kept and passed on to LA Reminders sent to staff and parents frequently. Publications from LA are passed on to staff and parents.	L
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	L	• 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. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	All current guidance displayed on school website and app which will be constantly updated. Clear communication to be given to staff once plan ratified. Reminders sent to staff and parents frequently. Publications from LA are passed on to staff and parents.	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	L	• 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 as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	Clear guidance given and will continue to be done. Updates communicated regularly. Closure checklist produced for management team. Reminders sent to staff and parents frequently. Publications from LA are passed on to staff and parents.	L

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)
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	L	• First Aid certificates extended for three months. • A regular programme for training staff is in place; this has ensured we have a large number of First Aiders • The school fortunately has 3 DSL's	Y	Adequate availability of both first aiders and DSLs in our school.	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	• Social distancing provisions are in place for medical rooms. • A room has been 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	Room available in school to be used as medical room to contain any pupils with suspected COVID-19 and procedures in place. Staff informed of process and location of room.	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	M	• 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. • All COVID-19 information is regularly shared on the school website • A Parent and pupil handbook to be created.	Y	Parents kept up to date with information and guidance via all communication tools including website. New reception parents also to receive communication prior to start in September.	L
Parents and Carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	• Key messages in line with government guidance are reinforced on a weekly basis via email, text and added to the school's website.	Y	Messages to reinforce via all forms of communication. Parents have been asked to sign to said they have read and understood a letter regarding their responsibilities via the School App.	L

2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	L	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) 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.	Y	Requirement for PPE in school is very low however all correct PPE equipment obtained and those staff requiring to use it to have training.	L

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. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	M	• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. 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 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. • 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. • Arrows and 2m measurements are indicated on corridors	Y	Social distancing expectations clearly expressed to all parties and monitored daily. Policies updated and information distributed to all parties Daily reminder sent to parents to remind them of their responsibilities in regards to social distancing. Staff and older pupils not adhering to social distancing spoken to and in severe cases asked to not be in school until able to do so safely and in accordance with the guidance.	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	M	• Bubble base arrangements in place ie where each bubble will remain for all teaching & learning time • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly.	Y	Social distancing in classrooms encouraged where possible. Staff reminded to check furniture has not been moved by children.	L

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)
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	L	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • 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	Circulations plans in place including one way system children are already use to. Movement of pupils kept to minimum. SLT supervision in place throughout the day. Many classroom doors are now being used as exit routes	L
3.4 Break times					
Pupils may not observe social distancing at break times	L	• 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. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	Y	Break times staggered. Outdoor equipment usage will be limited but cleaned after each use No groups to mix with any other class groups at any time of the day. Supervision in place.	L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	L	• Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • 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	Break times staggered. No groups to mix with any other class groups at any time of the day. Supervision in place. Packed lunches delivered to classrooms and eaten in rooms, all waste disposable and thrown away. (for first 4 weeks then reviewed) Areas cleaned.	L

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)
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	L	• 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	Plans in place for toilet use to ensure queues kept to minimum and strict handwashing guidance is kept to. Toilets to be cleaned throughout the day and stock levels maintained. Children to be supervised in toilets at all times. Additional leadership patrols to support (use of walkies, talkies)	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	L	• Social distancing provisions are in place for medical rooms. • An allocated room is 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	Provisions in place.	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	L	• 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.	Y	Social distancing measures already in place in school reception. Visitors and deliveries minimized.	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	• Start and finish times are staggered. • The use of available entrances and exits is maximised including Park Road entrance • 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.	Y	Times staggered and all available entrances/exits used. Signage in place. Parents not allowed past school gates. Reminders sent out to parents	L

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)
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	M	A limited number of children use public transport and none from specified year groups 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.	Y	LA guidance available to those using public transport.	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	L	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • With school remaining open for last 8 weeks, current configuration has proved appropriate	Y	All staff areas and offices adjusted to comply with social distancing.	L
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	M	• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • Schools have a regularly updated register of pupils with underlying health conditions.	Y	Clear guidance given to all parties. Schools MIS system contains information regarding medical conditions. Parent agreement pushed out via the app. Parents of clinically extremely vulnerable children to be informed of any positive tests in school.	L

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)
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	M	• 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	Clear guidance given to staff. Records kept by SLT. Any staff at risk are working from home where possible. All current guidance followed. Staff issued with return to work interviews. Those previously shielding put in roles where social distancing is easier. Individual Risk Assessment carried out for those staff who are clinically extremely vulnerable	L
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	• There are sufficient numbers of trained staff (leadership recently all trained in mental health First Aid) 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.	Y	Trained staff available. Mental health discussed and any issues health with by training professionals and support measures put in place. Pupil Voice Pass survey to be undertaken and analyzed to gauge resilience and wellbeing.	L

5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	• 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.	Y	Staff wellbeing has been at the forefront of decisions made and constant briefings have included wellbeing as a discussion topic. Resources shared.	L

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)
Working from home can adversely affect mental health	L	• Staff working from home due to self-isolation have regular catch-ups with line managers. Weekly Zoom meetings support • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary.	Y	Support in place. School has introduced even more lines of communication to keep staff in regular contact.	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	L	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary; a budget is in place to support professional counselling should this be required	Y	Bereavement policy in place. Bereavement counselling services have been accessed before so process of referral is known	L

6. Maintaining educational provision for children and vulnerable children

6.1 Maintaining provision

Educational provision must still be maintained for priority children when the school reopens	L	• 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.	Y	Guidance followed. Baseline assessments undertaken of all children. Catch up funding to be fully utilized to support the children who need it. Additional Year 6 intervention provision implemented.	L
Contingency plans for outbreaks in place.	L	• Current government guidance is being followed. • For individuals or groups of self-isolating pupils, remote education plans to be put in place. • In case of a local lockdown the school will have the capacity to offer immediate remote education. • Printed resources will be available alongside online resources for child who do not have suitable online access. • Plan will be in place to allow school to remain open for vunerable children and children of critical workers if requested.	Y	Guidance followed. Adoption of Microsoft Teams in school gives us the capacity to delivery all these services should the need arise. Resources to be stockpiled to allow for immediate deployment. Plan will be in place to reopen for vunerable and critical worker children. Virtual classroom available to any bubbles sent home to self isolate. Teachers upload virtual lessons daily and provide constant feedback and assistance. Checklist of procedures produced for leadership team.	L

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)
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	M	• Fire procedures have been reviewed and revised where required, due to: • 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 including new exit points to support social distancing • Incident controller and fire marshals have been trained and briefed appropriately.	Y	Fire procedures modified. Social distancing can still be maintained between class groups on the front play ground where children meet Two meeting points now used. Staff and pupils to be updated.	L
Fire evacuation drills - unable to apply social distancing effectively	L	• Plans for fire evacuation drills are in place which are in line with social distancing measures.	Y	Social distancing of the groups enable to be maintained. Smaller drills to take place.	L
Fire marshals absent due to self-isolation	L	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	Additional staff planned for.	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	• This is not a concern as the school has been open throughout with full site supervision to maintain/check systems • Government guidance is being implemented where appropriate. • All systems have been recommissioned.	Y	All systems operational An additional H&S walk has been completed as per guidance Blackpool H&S visited.	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	• 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	All systems operational as none shut down as school remained open.	L

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)
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	L	• 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. • Temperature checks are carried out on arrival and before entering the school building and questionnaire regarding health completed. • 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	Only essential work to be carried out. All guidance to be followed. Large contractual work to be done in summer when no children are on site.	L
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	L	• School has a healthy budget • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • 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 has been shared with governors and LA	Y	School maintains healthy reserves. La and Diocese assistance and guidance available at all times. Wider reopening costs to be reclaimed from DfE in July 20.	L

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)
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	• The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The HT 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 Acting Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Y	Governing body given regular updates and continue to meet and discuss relevant issues that may arise.	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

School status as an English Hub leading to possible extra visitors to the school	L	• All hub work with external parties to be done online and via phone.
		
		  • DFE guidance issued and followed.
		
		  • No plan as of yet to open school to visitors for in-school training
			Y	• All external work done currently done remotely and full DfE guidance followed by the Hub team	L

Lollipop staff not in operation	L	• Blackpool to be contacted for advice on this – staff to be made available from September and are in place daily.	Y	• Contact to be made • Parents to be informed	L
External Kitchen Staff	L	• Blackpool Catering Services to give guidance.	Y	• Constant communication with their staff by BCS	L
School Trips	L	• No overnight trips allowed. Day trips are allowed but bubbles and social distancing to be maintained.	Y	• Social distancing and hygiene standards to be maintained • Risk assessments obtained and carried out.	L
External IT Technicians	L	• Guidance and new practices discussed	Y	• Risk assessment and new procedures documents produced.	L
Staff returning from shielding	L	• Guidance and new practices discussed • Government guidance followed and staff members who are unable to work from home are able to return but work isolated from children and other staff	Y	• Risk assessment and new procedures discussed upon return • Staff member to work in a manner to promote social distancing.	L
Hot Dinner Provision	L	Guidance and new practices discussed	Y	Hot dinners to be provided for KS1 using hall and a hot trolley to provide some in class. KS2 to be reviewed at later date.	L

Breakfast and After School Club Provision	L	• Guidance and new practices discussed • Guidance allows for this provision to restart with small, consistent groups	Y	• New procedures discussed upon return, social distancing of small groups maintained. Hall set up to promote social distancing so bubbles do not mix and staff are safe.	L
Staff returning from long term absence	L	• Guidance and new practices discussed • Phased return to be put in place and staff member to be put in appropriate bubble to allow them to follow current guidance that is in place.	Y	• Risk assessment and new procedures discussed upon return • Staff member to be monitored by management	L
Nativities and productions	L	•Guidance and new practices discussed • Productions produced/watched virtually adhering to class bubbles policy and distancing.	Y	• New procedures discussed with staff, social distancing maintained. • Latest government guidance followed.	L
Local area enters Tier 4 restrictions	M	•Guidance and new practices discussed • Additional measures to be introduced around school to further minimize risks. •Leadership team to review current processes and tighten measures as required.	Y	• New procedures discussed with staff, social distancing maintained and reinforced. • Latest government guidance followed. • Children to enter school immediately upon arrival to avoid any groupings of parents. • Masks to be worn by staff in all areas apart from when teaching. • Staff encouraged to stay in class bubble area for breaks and lunchtimes where possible. • Unnecessary movement around school avoided and any grouping in areas such as near copiers to be avoided. • Communication given to all staff and parents regarding any changes to procedures. • Those staff ECV to have no contact with children and minimal contact with other staff.	L

| Lockdown enforced and school open to children of keyworkers and vulnerable including new to the UK | M | •Guidance and new practices discussed

• Additional measures to be introduced around school to further minimize risks.

•Leadership team to review current processes and tighten measures as required.

•Online learning to be reviewed and improved as required.

•Staffing numbers in school to be reduced if possible for work to be done at home.

•Critically vulnerable staff to be sent home, only allowed in work if can be separate from other staff.

•If numbers and room sizes allow then some class bubbles may be combined into year group bubbles. If not keyworker children and staff will remain in current class bubbles.

•Once initial numbers of keyworker children are obtained, school are to restrict numbers per class where possible to 15 children per class, this is to allow adults in these rooms enough space to socially distance safely. | Y | • New procedures discussed with staff, social distancing maintained and reinforced.

• Latest government guidance followed.

• Children to enter school immediately upon arrival to avoid any groupings of parents & simplified timetable introduced.

• Masks to be worn by staff in all areas apart from when teaching.

• Staff encouraged to stay in class bubble area for breaks and lunchtimes where possible. Training regarding Teams and other tools given to help promote distanced collaborative work.

• Parents will be asked to cooperate with school and request their workplace is flexible with shift patterns to allow school to reduce numbers

• Unnecessary movement around school avoided and any grouping in areas such as near copiers to be avoided.

• Communication given to all staff and parents regarding any changes to procedures.

• Those staff ECV to have no contact with children and minimal contact with other staff.

• Further training given to staff regarding online learning and the technology available.

• School to secure further equipment for both pupils and staff to allow access to online platforms at home. | L |

| Covid 19 Lateral Flow Testing implemented in school. | L | •Guidance and practices discussed
•Staff to be tested weekly.
•Some staff to be trained to carry out testing in house.
•Risk assessment completed. | Y | • New procedures discussed with staff, social distancing maintained and reinforced.

• Latest government guidance followed.

• Suitable space used

• Staff trained if requested.

• Test optional and consent forms completed.

• Staff reminded that negative test results are not a green light to then ignore all current covid 19 guidance and procedures. | L |