



Star

TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

**CHECKS AND BALANCES:
RESPONDING TO COVID-19**

A toolkit to support leaders
as they reopen schools



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

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education (updated 7th August)

Actions for educational and childcare settings to prepare for wider opening [from 4th September 2020](#)

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

Assessment conducted by:	Dan Bowden	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	27/8/20	Review interval:	Weekly	Date of next review:	18/9/20

Related documents	
Trust/Local Authority documents:	Government guidance: Guidance for full reopening of schools (updated 7th August 2020) 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 is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> All children to come back to school and remain in class bubbles during the school day. 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. 	Yes	<ul style="list-style-type: none"> All pupils to attend school from September and to be in class-based bubbles. Timetables for each class to be put in place. Staggered starts and finishes to be in place to minimise contact between groups during the school day. Staggered break and lunchtimes to be in place to minimise contact between groups during the school day. Any pupils not in school to use Oak Academy resources whilst at home. If a class bubble were required to be sent home, class to use Google classroom for all learning. 	M
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 Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In primary schools, classes stay together with their teacher and do not mix with other pupils. 	Yes	<ul style="list-style-type: none"> Where possible, staff to stay with their own bubble of pupils. In the event of an adult working across groups, member of staff to try and maintain distance between themselves and other adults working with this group of children. Classrooms in KS2 to be set out in rows or a horseshoe to minimise risk of children sitting opposite from one another. 	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)
				<ul style="list-style-type: none"> Display Kill it, Catch it, Bin it signs around school and regularly remind children about good hygiene / handwashing protocols. 	
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> Children to make their way to the dinner hall in year groups. Each group, separated by gap of 2m. Two year groups to use the hall at any one time. (With a dividing space between the year groups) Children sat on alternate seats (as a minimum). Children not sat opposite one another. Assemblies to take place virtually. 	M
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	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. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. 	Yes	<ul style="list-style-type: none"> Staff fully consulted on the plan for reopening. No expectation put upon staff to mark or assess work of pupils who are not in school. The only exception would be if the entire class were to be off and the class were using Google Classroom. Headteacher to closely monitor pupil attendance and work with families to ensure good attendance at school. 	M
1.4 Prioritising provision					

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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 continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	<ul style="list-style-type: none"> 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. 	Yes	<ul style="list-style-type: none"> Support with transition back into school is offered to those who require it. TW to work closely with vulnerable families to ensure that all is in place for a successful transition back to school. 	L
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 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. 	Yes	<ul style="list-style-type: none"> Yes – Greenvale plan includes staggered starts and end to the school day. Groups using separate entrances into school building. Limited movement around building. Only 1 parent permitted to drop and collect. Year 6 to make their way in and out of school independently. 	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> 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. 	Yes	<ul style="list-style-type: none"> Limited corridor usage at Greenvale. Children making their way in and out of hall using separate entrances. Windows / doors to be open where possible to allow for fresh air to be circulated. Staggered timetables will mean that there is less opportunity for groups of children to mix. Children reminded of safe protocols e.g handwashing. 	L
1.7 Curriculum organisation					

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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 will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<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. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	<ul style="list-style-type: none"> Greenvale will be operating a 'Learning to Learn' week during the week of 7th Sept. This will support children in developing a routine and developing learning behaviours. During wk beginning 14th Sept, children begin to be assessed slowly using previous years end of year assessments to identify gaps in understanding for cohorts. Yr 1 to use EYFS ELG's. Significant amount of time during staff meetings to be given for staff to work in Key Stages to ensure that planning is responsive to this and meeting pupils' needs. School has appointed two members of staff to oversee assessment within the school, each with a separate focus. Staff are familiar with how to use Google Classroom / Oak Academy should this be required. 	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<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. 	Yes	<ul style="list-style-type: none"> Rec / KS1 staff to use the Poppy room as their staff room. KS2 staff to use the main staff room for breaks. This to be outlined during housekeeping staff meeting on Thur 3rd Sept. 	L
1.9 Managing the school lifecycle					

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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)
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	M	<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. 	Yes	<ul style="list-style-type: none"> Staffing now in place for September. Use of Michelle Neri (out of class) to support current Year 2 class with early reading and writing, as well as supporting the teaching of science. SDP to be produced during the autumn term. 	M
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<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 the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) 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. Online induction days for pupils and parents are planned. 	Yes	<ul style="list-style-type: none"> Home visits to take place virtually for new Reception intake. This has already been communicated to parents. School to produce a video for prospective parents for Sept 21 cohort and add this to the the school website. (By Aut HT). No school visits to take place during the autumn term. These may be arranged for January 21. 	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> School to hold a face to face GB meeting in September. 	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	M	<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. 	No	<ul style="list-style-type: none"> Policies have been reviewed in light of guidance. Parents have been sent communication as to the school's plans for September opening. 	L
1.12 Communication strategy					

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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)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<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/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	<ul style="list-style-type: none"> • The Greenvale Plan has currently been shared with Staff, governors and parents and will be displayed on the school website. • A copy will also be sent to the LA. 	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"> • A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Yes	<ul style="list-style-type: none"> • A revised handbook has now been created and includes measures specific to COVID-19. 	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<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. 	n/a	<ul style="list-style-type: none"> • The school handbook has been made available to all new staff. 	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	M	<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. 	Yes	<ul style="list-style-type: none"> • All children eligible for FSM will receive these in September as per usual. 	L
1.15 Risk assessments					

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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)
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	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <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 where shared equipment is used 	Yes	<ul style="list-style-type: none"> Separate risk assessments in place for: <ul style="list-style-type: none"> Moving around the school Suspected case of COVID-19 Lunchtimes Use of equipment Drop off and Collection Use of wipes for computers, I Pads, Chromebooks and musical instruments. We have since added an additional risk assessment to the list: <ul style="list-style-type: none"> Trampolining 	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	L	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Yes	<ul style="list-style-type: none"> Vast majority of Greenvale pupils walk to and from school. It is not expected that this will be a considerable issue for pupils at Greenvale. 	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	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> School continuing to work with Burke and Clemens with regards to a cleaning schedule for different areas of the school. Lunchtime cleaning still in place for Autumn term. 	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)
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. 	Yes	<ul style="list-style-type: none"> Hand soap is ordered in advance of children returning to school. Hand dryers are switched off and paper towel dispensers are used in school. Lidded bins have been purchased and are located in each room. Hand sanitiser is ordered in advance of children returning to school The school has invested in two outdoor wash troughs for pupils to speed up the process of handwashing and reduce the need to use hand sanitiser. 	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. 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. 	Yes	<ul style="list-style-type: none"> Staff remind children of the importance of good hand hygiene. Children wash their hands at the beginning of the school day, before and after any snacks, after going to the toilet, before and after break times and before they go home at the end of the day. Handwashing posters displayed in the toilet areas. 	L
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<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. Expectations and guidance are communicated to parents. 	Yes	<ul style="list-style-type: none"> Children to wear school uniform as per guidance. Children to come to school wearing PE kit on PE days (with red sweatshirt). 	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)
The use of fabric chairs may increase the risk of the virus spreading	M	<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. 	Yes	<ul style="list-style-type: none"> Staff to remove soft furnishings as much as possible in classrooms. 	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 as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Yes	<ul style="list-style-type: none"> Email already sent to staff regarding testing for those displaying symptoms. School is enrolled onto system allowing us to book appointments for testing on behalf of employees. 	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. 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 trust or local authority. 	Yes	<ul style="list-style-type: none"> Collected and recorded by staff admin. Carol Catchpole responsible for supervising any pupil / member of staff who are presenting with COVID-19 symptoms. PPE to be used specifically for this. Parents to continue to be told not to send their children into school if their children or members of the household are displaying symptoms. Attendance records kept and shared with the LA as and when requested. 	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. 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. 	Yes	<ul style="list-style-type: none"> Staff have been informed and reminded of guidance via email. Parents informed by school communication. 	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)
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 as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Parents to be reminded of the school's procedures should a case of Covid-19 be suspected/confirmed at Greenvale. 	M
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. 	Yes	<ul style="list-style-type: none"> School currently have enough First Aiders in place. This will be monitored over the forthcoming weeks. School have two DSLs in place, all of whom will be either in school or contactable. 	L
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 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. 	Yes	<ul style="list-style-type: none"> Medical room / office area to be used as a space for pupils with injuries / bumps (non COVID-19) symptoms. Member of staff / pupil to be taken to outdoor gazebo (Supervised by CC). If member of staff, family member contacted, whereas if a pupil, parents contacted. Any children with medical needs to be supported in school entrance area. Door to be kept open. 	L
2.7 Communication with parents					

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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)
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 handbooks created. 	Yes	<ul style="list-style-type: none"> Parents are informed of the school's strategy for reopening via email. 	M
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. 	Yes	<ul style="list-style-type: none"> Regular communication / updates to be provided to parents. 	L
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 (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. 	Yes	<ul style="list-style-type: none"> PPE purchased for member of staff responsible for supporting any pupils with symptoms of COVID-19. The school have received some PPE from Riddlesdown. (Face masks, gloves and due to receive aprons) There are no pupils who currently require intimate care within the school. 	M
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, 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. 	Yes	<ul style="list-style-type: none"> • Children to be spoken to and reminded about appropriate distancing from each class. • Children are also spoken to about this before and after school when on school premises. • Movement around the school will be minimal. • Lunchtime is staggered. • The behaviour policy has been adapted in light of COVID-19 to ensure that social distancing is able to be maintained. • There are currently no pupils with behavioural needs who require physical intervention. 	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. • 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 class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes	<ul style="list-style-type: none"> • Each class will be a separate bubble. • Where required, furniture will be moved to create additional space. 	M
3.3 Movement in corridors					

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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)
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> • 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. 	Yes	<ul style="list-style-type: none"> • Limited movement within school corridors. • Lunchtimes to be staggered so that groups do not overlap. • Staff to observe social distancing rules when walking around the school. 	L
3.4 Break times					
Pupils may not observe social distancing at break times	M	<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. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	<ul style="list-style-type: none"> • Break times are staggered. • The school field is to be used during the first half term. • Playground to be separated into sections to allow for multiple year groups to be out at each time. <p><u>Playground Plan (if damp)</u></p> <ul style="list-style-type: none"> • Rec – Poppy garden area • Y1/Y2 – Will alternate in KS1 playground. • Y3/4 – Will alternate between snake and the table tennis table. • Y5/6 Will alternate between far end of the playground (next to Y6 classroom) • See separate timetable. 	L
3.5 Lunch times					

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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 may not observe social distancing at lunch times	M	<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. 	Yes	<ul style="list-style-type: none"> Children to wash their hands before and after lunch. Staggered lunchtimes in place. Two groups in the hall however split by a minimum of a two metre gap down the middle of the hall. Rubber spots used to mark out queuing. Tables to be cleaned between each sitting led by catering staff once all have left the hall area. 	L
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. 	Yes	<ul style="list-style-type: none"> Classes to use toilet areas at set times so that groups are not mixing. Toilets are cleaned frequently. Regular reminders about handwashing technique. 	M
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. 	Yes	<ul style="list-style-type: none"> Area outside the office to be used for any children with medical issues. COVID-19 suspected cases to be taken to outdoor gazebo. The school would liaise with cleaning contractor with regards to deep clean of room after suspected case of COVID-19. 	M
3.8 Reception area					

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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)
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. 	Yes	<ul style="list-style-type: none"> The door to the office remains closed. Deliveries to be left outside the office door. No parents allowed into the school building (including the office). Limited number of volunteers allowed in school. Outside agencies such as Ed Psychs, speech and language to be able to attend providing that they sign the agreement form and that we have their contact details (Track and trace) 	L
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. 	Yes	<ul style="list-style-type: none"> Start and finish time are staggered. One way system on and off the field / playground created for parents dropping off/collecting children. Parents reminded of social distancing by staff supervising drop off and collecting. 	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	L	<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. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	<ul style="list-style-type: none"> Limited number of pupils who use public transport to get to school. These parents are contacted to discuss how the risk can be minimised if public transport is being used during this time. 	L
3.11 Staff areas					

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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 configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<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. 	Yes	<ul style="list-style-type: none"> Two staff rooms to be in place from September for each Key Stage. Caretaker to prepare spaces prior to return to school. 	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	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 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. 	Yes	<ul style="list-style-type: none"> School already aware of children with underlying health conditions. School will work with parents of those with underlying health conditions and take on board any advice provided to ensure the safety of pupils concerned. Individual child risk assessment to be completed as and when necessary. 	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	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. 	Yes	<ul style="list-style-type: none"> Staff to provide doctor's note should they feel unable to attend work. School to work with staff who may be anxious about their return to work. 	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)
		<ul style="list-style-type: none"> 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. 			
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. 	Yes	<ul style="list-style-type: none"> Staff provided with resources / links to support children with their mental health. https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/depression-anxiety-mental-health/ 	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	<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. 	Yes	<ul style="list-style-type: none"> Wellbeing email circulated to staff. This includes contact information for the Education Support Partnership. OH offered to any staff who are displaying anxiety. Discussions around workload included within consultations in relation to a return to school. 	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)
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. 	Yes	<ul style="list-style-type: none"> All staff expected to return to work. For any staff who are unable, school to develop plans in order to encourage a return to work. 	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. 	Yes	<ul style="list-style-type: none"> Support to be requested as and when required. EP service to be contacted should this arise. 	L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens	M	<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 where supervision for children of key workers needs to be extended beyond the normal school day. Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	<ul style="list-style-type: none"> All pupils able to attend school from September 20. 	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)
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. 	Yes	<ul style="list-style-type: none"> Staff and children to be familiarised with fire routes for their new classrooms. This will be an activity which is rehearsed during the first day back in school. Fire wardens to agree on set areas of the school to check should the alarm sound. 	L
Fire evacuation drills - unable to apply social distancing effectively	M	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> As above 	L
Fire marshals absent due to self-isolation	M	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> As above. The school currently has three Fire Marshalls. 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	<ul style="list-style-type: none"> Regular flushing / fire safety checks to continue through the summer. 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<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. 	Yes	<ul style="list-style-type: none"> Water flushing has taken place as per normal. School is compliant. Fire alarms have been tested. 	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)
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	M	<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. Temperature checks are carried out on arrival and before entering the school building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> Work with the local authority to ensure that any contractors have their own procedures for keeping themselves and others safe when on site. School carries out a risk assessment to ensure that works can be conducted safely. Where possible, visits are arranged outside of school hours. Separate school visitor form currently in place and to be used for any contractor visiting the school site. Only contractors needed for emergency reasons encouraged to 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	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. 	Yes	<ul style="list-style-type: none"> School to keep a record of additional costs incurred as a result of opening as some of these can be claimed back. Regular review of school finances. The school currently has a small carry forward which will assist the school during this time. 	Low

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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.	M	<ul style="list-style-type: none"> 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 Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> Governing Body meeting in place to discuss the measures that the school is taking. Regular communication between the HT and COG. HT has outlined plans for September opening. 	Low
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					
Children attend the ARC Centre and are unable to keep to social distancing measures.	M	<ul style="list-style-type: none"> Meeting arranged with Louise at the ARC prior to any sessions taking place. School risk assessment to be shared. Outdoor areas to be used as much as possible. Good hygiene measures in place both before and after the session. Consider any risk assessment already completed by The ARC Centre. 	Yes	<ul style="list-style-type: none"> Should the school decide, the school will speak with Louise about how any sessions could work. Risk assessment to be shared. One pupil to attend sessions as per PEP. 	L
Children attend Forest School and are unable to keep to social distancing measures.	M	<ul style="list-style-type: none"> Large outdoor space. Good hygiene measures in place both before and after the session. One group to attend at any one time. 	Yes	<ul style="list-style-type: none"> Activity suggestions shared by C Catchpole to fellow staff. If used, hand washing protocols in place. Children encouraged to work independently and apart from one another. 	L
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	

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