

Violet Way Academy

COVID-19 Risk Assessment

To read in conjunction with the Fierte COVID-19 Risk Assessment

Whole School Opening September 2020

(edited and updated in line with Government updates 11/09/20)

COVID-19: Operational risk assessment for Violet Way Academy (Reopening)

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 4th September 2020 as follows:

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Implementing preventative measures in education settings](#)

Assessment conducted by:	Richard Burns	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	10 th September 2020	Review interval:	11th September 2020	Date of next review:	

Related documents	
Trust/Local Authority documents:	Government guidance: Guidance for full opening: schools Guidance for full opening: special schools Actions for education settings to prepare for wider opening Planning guide for early years and childcare settings Planning guide for primary schools

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 rooms is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> All pupils to attend the premises on any given day to enable compliance with social distancing guidance. Agreed new timetable and arrangements confirmed for each year group. Classrooms configured to reduce spread of virus ie All tables facing the teacher at the front Arrangements in place to support pupils when not at school with remote learning at home (if Bubbles are sent home or isolated) - class Dojo Due to shielding or local lockdown 	Yes	<ul style="list-style-type: none"> Whole school (270 children) Staff to be provided with guidance and training when the need arises. Updates through briefings Sign up to class Dojo for the whole school for homework and parent communication All stakeholders to be kept notified regularly. Maximum capacity of each bubble is 30 children 	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and tables set up in rows or horseshoes so that no pupils are facing each other. Reception to be taught in continuous provision. Individual class teachers have reviewed where pupils will sit. Those pupils who have had low levels of engagement during lockdown and may require additional support will be seated nearer to the front or end of a horseshoe Clear signage displayed in classrooms promoting social distancing. Classes will predominantly stay together with their teachers. Each pupil will have their own set of resources in an individual tray or pencil case on their desk space, to limit movement around the class 	Yes	<ul style="list-style-type: none"> Order extra tables for Y1/2 classrooms – 9 needed. Check number of table in art room Order trays for each classroom if needed or pencil cases. 	L
Large spaces need to be used to enable meetings and meal times	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for meetings and school dinners. (1 year group per room and pupils separated into classes) Large gatherings (Assembly prohibited) prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> Policy amended no large gatherings (Assemblies) Outdoors to be used for PE where possible, if not Hall is able to be used Cleaning regime implemented between meal sittings 	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)
1.3 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. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Art room used for any interventions and social distancing measures put in place. Full use is made of assessment to inform staff deployment including best use of the Trust TIME A blended model pedagogy is implemented to ensure social distancing and SAGE guidance is implemented 	Yes	<ul style="list-style-type: none"> Staff work in class and bubbles. Staff can work across bubbles. Visiting staff permitted to attend school. Staff working across several bubbles organisation adapted to promote social distancing and will be based in art room. 	L
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils	H	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of all children with vulnerabilities. Dojo to be set up. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. SLT will identify children using FFT and data tracking to ensure provision/intervention is directly targeted to meet the specific learning needs. PPM will be targeted to identify the children with gaps in order to address the needs. Staff meetings will prioritise gaps e.g. Read, Write, Inc 	Yes	<ul style="list-style-type: none"> Sign up to class Dojo Track and input FFT data Collaboartion with the Trust TIME and DELT. 	L
1.5 The school day					

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 start and end of the school day creates risks of breaching social distancing guidelines	M	<ul style="list-style-type: none"> Start and departure times are staggered.- 5 minute intervals and a one way system. (see attached timetable) Different entrances/exits are used to enter classrooms for different groups/ bubbles. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. One way system in and out of school. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety i.e. with EHJA 				
			Class Teacher & TA	Start Time – all through main gate	Finishing Time – all through the main gate	<p>Staff will be notified and trained to ensure social distancing and SAGE guidance is consistently applied.</p> <p>Staff will walk round the school with an update on the school INSET 01.09.2020</p> <p>Information video to parents to see before September regarding arrival to school and shared on the school website.</p> <p>The RA and a video depicting movement around school will also be shared for parents and children.</p>
		Year R Bubble Foxes	Miss Cullumbine Mrs Gower	8.55am	2.50pm	
		Year R Bubble Squirrels	Miss Price Mrs Taylor	9.00am	2.55pm	
		Year R Bubble Badgers	Miss Wagg Mrs Paynter/ Mrs Motyl	9.05am	Yes 3.00pm	
		Year 1 Bubble Busy Bees	Miss Nicholls Mrs Robinson	8.50am	3.15pm	
		Year 1 Bubble Ladybirds	Mrs Glaser Mrs Allen	8.45am	3.10pm	
		Year 1 Bubble Dragonflies	Mrs Magill Mrs Heath	8.40am	3.05pm	
		Year 2 Bubble Kestrels	Mrs Williams/ Mrs Fairbrother Mrs Robinson	8.50am	3.15pm	
		Year 2 Bubble Owls	Mrs Springall Mrs Allen	8.45am	3.10pm	

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)
		Year 2 Bubble Woodpeckers	Mr Malcolm Mrs Heath	8.40am		3.05pm		
1.6 Planning movement around the school								
Movement around the school risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> Corridors are divided where feasible. 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. Playtime and lunchtimes are staggered overcrowding. Timetable for toilet during break times Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place - MD and RB additional and cover if needed. 			Yes		<ul style="list-style-type: none"> All staff, children and parents were notified of changes prior to beginning of term and informed promptly of changes. Parent suggestions and feedback has been shared with staff on a regular basis during briefings. Risk assessment and procedures have been updated in line with making logistics and operations even smoother 	L
1.7 Curriculum organisation								
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened (see also supporting vulnerable children)	H	<ul style="list-style-type: none"> The curriculum content and delivery has been reviewed to meet children needs including academic, PSHE, Mental Health Strong focus on RWI Gaps in learning will be assessed in a timely and appropriate way and addressed in teachers' planning. Initial fluency assessments completed and results used to inform planning from week 3 in September Home and remote learning will continue for those who need it and is calibrated to complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning. 			Yes		<ul style="list-style-type: none"> Curriculum recovery and implementation now phased in to ensure a balance between children's mental health, social and academic need 	M

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"> Staff structure has been reorganised to ensure a consistency in learning 			
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms- during INSET 	Yes	<ul style="list-style-type: none"> Ensure staff aware of ensuring social distancing and hygiene Group meetings with meet PHE and government guidance for social distancing. 	L
1.9 Managing the school lifecycle					
Limited progress with the school's autumn term calendar because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for the autumn term reviewed to reflect guidance – no harvest assemblies in October Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. Evolve risk assessments to be completed for any trips that take place during the Autumn Term 	Yes	<ul style="list-style-type: none"> SLT to meet to review identify areas to address during autumn term. (Parents evenings, Sports, visits and school trip[s], etc.) 	L
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 follow up transition of vulnerable children into Y2 Y2 staff to liaise with y3 staff to ensure high standards and consistency are maintained 	Yes	<ul style="list-style-type: none"> SLT to arrange staff visits to EH when possible during the Autumn term to assist with transition 	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)
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Letter sent out to Parents with final timings ahead of children returning on the 3rd September 		<ul style="list-style-type: none"> School in process of revising all policies to be completed prior to opening in September and shared with staff. Letter sent out to parents to update them on operations Duties allocated to SLT 	L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to new procedures for full opening resulting in risks to health	H	<ul style="list-style-type: none"> All parents including YR parents to be emailed changes to organisation and this put on the website prior to school closing 17.7 20 and ahead of school reopening 01 09 20 Update to be sent to all parents by 1.9.20 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 All parents – Office staff have emails of parents to send information. 	Yes	<ul style="list-style-type: none"> Staff – email updates and Pre-opening meetings. Weekly staff briefings on return. All Parents emailed during school holidays. Parental feedback displayed in staff room and built into operational risk assessment. All guidance and information posted on website) Governors update (email and scheduled meetings) 	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"> Staff notified of all changes prior to reopening. Training Days 1st and 2nd September 2020 CPD and briefing update for: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures 		<ul style="list-style-type: none"> SLT to complete revised school organisation book to reflect updated guidance. 	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)
		<ul style="list-style-type: none"> • Safeguarding • Risk management • SEND • Curriculum training and update 			
New staff are not aware of all policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – during INSET days • New staff already visited school and attended INSET day on 6.7.20 • New staff to be made aware of changes to and updated risk assessment. • The revised school organisation handbook is issued to all during INSET 	Yes	<ul style="list-style-type: none"> • Email risk assessment to new staff • SLT to complete revised school organisation book to reflect updated guidance 	L
1.14 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, revised guidance leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies 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"> • SLT completed RA prior to opening and staff notified of this 	L
2. Hygiene and Cleaning Arrangements					
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 a deep clean) is agreed prior to September opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are reviewed to include cleaning during the day 	Yes	Cleaning action plan agreed with cleaning staff	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)
2.2 Hygiene and handwashing					
Maintaining sufficient 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"> Updates from cleaning staff when products are getting low. Replenish stocks. Order and install paper towel holders so that paper towels are not wasted like before. 	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. Talk to pupils about only taking one hand towel to dry hands Posters 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"> Monitor compliance and consistent implementation. Schedule in place 	L
2.3 Clothing/fabric/items taken and brought into school					
Shared items that are taken out of and brought into schools increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 		<ul style="list-style-type: none"> 	L
Clothes/items brought into school 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 to minimise risks and bringing items into school to ensure compliance with updated guidance Water bottles will be provided by school and will remain in school No book bags to be brought into school initially at the start of term Expectations and guidance are communicated to parents. 	Yes	<ul style="list-style-type: none"> From September children will be expected to wear their school uniform and may bring the following into school: lunch boxes, hats, coats, Books, Bags with PE kit. (Bring on Monday – leave in school and leave till half term although the PE timetable will go out to Parents and instead of bringing PE bags in chn will be wear their PE kit to school on PE days 	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)
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"> 	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. CST guidance on a person showing symptoms. Post-testing support is available for staff through the school's health provider. Staff will Engage with the NHS Test and Trace process. Put in place a procedure regarding the NHS Test and Trace process. 	Yes	<ul style="list-style-type: none"> Staff advised of eligibility for testing if exhibit symptoms Most recent guidance allows for test and trace kits to be used for staff too. School test kits need to be registered on the Gov website then Royal Mail registered post to send away the tests. Results take 2 days 	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. PHE is informed and updated with up to date information and if 2 cases occur then school maybe closed for a deep clean. 	Yes	<ul style="list-style-type: none"> Staff and parents reminded of responsibility if exhibit symptoms. Admin staff responsibility (LE) 	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	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"> All stakeholders informed of procedures. Available on website, emailed and signage, etc. to remind 	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)
		<ul style="list-style-type: none"> Staff are updated at the weekly briefing and the briefing book is kept in the staff room as a reference point. 			
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. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to be tested. Where the test is negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. 	Yes	<ul style="list-style-type: none"> The headteacher will take additional precautions as they deem necessary depending on context and circumstances. 	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> The school has a programme of First Aid training to ensure we are meeting requirements. First Aid certificates extended for three months. A programme for training additional staff is in place if necessary. 	Yes	<ul style="list-style-type: none"> 	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 – outside offices Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Medical room/ outside offices enables social distancing. 	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)
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Y	<ul style="list-style-type: none"> Via email and on website Ongoing updates Sign up for class Dojo 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> 	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. 	Y	<ul style="list-style-type: none"> 	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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 updated 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. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Children will work mainly in their class bubbles • Break times and lunch times are staggered and structured to support social distancing and are closely supervised. • Bubbles will have breaks and lunchtimes outside in Zones and pupils reminded regularly of maintaining social distancing • 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. 	Y	<ul style="list-style-type: none"> • Staff on duty to monitor during break and lunchtimes, Playground and woodlands is zoned. Breaks and Dinnertimes are staggered. • Social distancing spots in school 	L
3.2 Classrooms and teaching spaces					

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 size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures whilst enabling the delivery of the curriculum	H	<ul style="list-style-type: none"> • Desks face the front and are set up in rows or horseshoes so that no pupils are facing each other • Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing. • Each pupil will have their own set of resources in an individual tray or pencil case on their desk space, to limit movement around the class. • All furniture not in use has been removed from classrooms and teaching spaces. • Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces 	Yes	<ul style="list-style-type: none"> • SLT will monitor compliance 	L
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Corridors are divided where feasible. • 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. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> • 	L
3.4 Break times					
Pupils may not observe social distancing at break times as a result of increase in pod size and movement between pods	H	<ul style="list-style-type: none"> • Break times are staggered. • Outside breaks will have limited children at a time in zoned areas. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	<ul style="list-style-type: none"> • 	L
3.5 Lunch times					

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	H	<ul style="list-style-type: none"> • Dinnertime is staggered • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts and hall have been configured to ensure social distancing. Bubbles kept separately and have designated supervisors • Children to be taken to the dining room by class teacher or lunch time supervisor • Lunch is ordered at start of the day. Chn sit down at tables straight away and lunch is brought to them rather than queuing as social distancing would be difficult to keep here. • 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 bubbles. 	Yes	<ul style="list-style-type: none"> • Employ lunch time supervisors – brief new staff at start of term 	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. • Girls and boys toilets will be used as normal. All cubicles and wash basins will be open. • Toilets will be used at break and dinner as needed • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. Under supervision • 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"> • Social distancing 'spots' in place. Different use of toilets and routes for entrance and exit 	L
3.7 Reception area					

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. Hand gel in reception for staff and visitors to use on entry 	Yes	<ul style="list-style-type: none"> Reception is closed between 8.50-9.15am and 2.40-3.15pm. Contact can be made by phone or email. Picking up children or popping to the office is made by prior appointment only. 	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 (see timetable above) 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"> Staff on duty at beginning and end of day. Parents notified of arrangements. 	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing or on school trips	N/A	<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. 		<ul style="list-style-type: none"> Evolve risk assessments to be used for trips 	
4. Continuing enhanced protection for children and staff with underlying health conditions					

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)
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not able to attend school	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Home learning using Class Dojo provided to support these children. 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"> DSL in regular touch with vulnerable children Parents kept up to date with their actions Sign up for class Dojo 	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. 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. 	Yes	<ul style="list-style-type: none"> Staff will be directed to work at home. Provision made to support all staff. 	L
5. Enhancing mental health support for pupils and staff					

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)
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	H	<ul style="list-style-type: none"> Recovery curriculum planned and implemented to support children's wellbeing and mental health from September 2020. 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 (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"> DSL and DDSL in regular contact with children and families. Communication between staff & DSL robust following up regular contact with all children and parents 	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	H	<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"> 	L
Working from home can adversely affect mental health	H	<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"> 	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)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<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"> MD 	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"> 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 to be briefed on any new evacuation procedures during INSET day. Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> HT reviewed Evacuation and Fire Escape policy. New Assembly point to be identified 	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> 1st week back 	L
7.1 Contractors working on the school site					

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)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. 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"> HT & Site supervisor to administer 	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	M	<ul style="list-style-type: none"> Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. 	Yes	<ul style="list-style-type: none"> Additional hours for cleaners/ other staff as necessary PPE and cleaning materials Cost for additional furniture for classrooms 	L
9. Governance					

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)
9.1 Oversight of the governing body					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p> <p>Governors not fully involved in making key decisions</p>	M	<ul style="list-style-type: none"> • A programme of meetings is established and aligned to Trust expectations • Group meetings and 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. • 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"> • Risk assessment to be sent to Governors • Governors to attend Safeguarding training and Re-opening Update on Tuesday 1st September. Safeguarding L1 mop-ups 12/10/20 and 15/10/20 	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					
Transmission of virus using Forest Schools equipment.	H	<ul style="list-style-type: none"> • Forest school now available to all children • Children attend in their pods and sessions held outside • Social distancing maintained 	Yes	•	
School animals	H	<ul style="list-style-type: none"> • Children not to clean out or feed animals during period • Sanitiser available at all times 		•	