ATLP COVID-19: Operational risk assessment for September 2021

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

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

Actions for educational settings to prepare for wider opening from 15 June 2020

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

new national restrictions mean for education and childcare settings.

Updated guidance schools 26th November 2020

Updated guidance schools 30th December 2020

guidance on restricting attendance during the national lockdown (applies until 8th March 2021)

Schools coronavirus (COVID 19) Operational Guidance February 2021 (applies from 8th March 2021)

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

Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)

November 26/28 updated guidance for schools

January 2nd 2022 updated guidance for schools

Updated guidance from 20th January 2022

Assessment conducted by:	RHG	Job title:	CEO	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	28th November 2021	Review interval:	WEEKLY	Date of next review:	

Related documents	
Trust/Local Authority documents:	**Government guidance:** Full opening of schools from the start of the autumn term · Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak 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 opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account maximising use of classroom space and arrangements for timetables, break and lunchtime to manage movement around school. • Arrangements in place to support pupils when not at school in the event of localised lockdowns or to support children/pupils who are self isolating.	Yes	• Arrangements to be kept under review	Low
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account classroom sizes and organisation, numbers of people in each room, appropriate signage and use of bubbles.	Yes	• Arrangements to be kept under review	Low
Large spaces need to be used as classrooms	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account limits on large spaces for teaching, prohibiting large gatherings and design layout to support requirements.	Yes		Low
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	High	• The health and risk status, and availability, of every member of staff is known where the staff member has chosen to share this information and is regularly updated so that deployment can be planned. • All staff returned in September with the exception of a few whose risk assessment and personal circumstances supported home working.	Yes	• Individual schools have own plans created in conjunction with DOE and HR that are flexible	Medium

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 who are classed as Clinically Extremely Vulnerable can speak to their Headteacher/HR about any concerns that may have. Support will remain in place to ensure these staff fell they are being fully supported in the workplace. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place, where appropriate. • In the event of a shortage in staffing, supply staff will be used as is usual practice. All supply staff to receive comprehensive training regarding covid measures on arrival. • In the case of the availability of staff being significantly less than is required for the school to function, rotas to be implemented and home learning protocols to be activated (worst case scenario). • Consideration for future school trips will include reviewing staffing requirements and the impact of this on face to face teaching and learning, ensuring appropriate terms and conditions with trip providers and insurance arrangements are in place. • Following the Government school guidance update on January 2nd, 2022, face to face learning remains priority. If face to face learning is not possible for particular groups of students at any time, schools will adopt a temporary hybrid approach for the minimum time and for the minimum number of students required.		• Capacity built into staffing to ensure there is sufficient capacity in place.	
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils given the increased risk of gaps in knowledge and/or mental health concerns	High	• Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Schools risk assess pupils with an EHC Plan to ensure that they are supported with adaptations, as appropriate, to the timetable. • Close and continued working relationship with families and outside agencies. • Secondary schools will continue to prioritise face to face education for those who are deemed to be vulnerable and will continue to review needs for these children on an ongoing basis. • Mentors have been appointed in our schools to support with vulnerable students, as per government catch-up funding	Yes	• DSLs /SENCOs / Designated Looked After Teacher, continues to work with other agencies to support vulnerable children and improve attendance including Children's Social care and the Virtual School	Medium

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)
Pupil attendance is low	High	• All schools, supported by the Trust, will work proactively to promote the safety measures being used in school with all stakeholders • Concerns will be dealt with on a case by case basis; full pastoral support will be given with the support of other, outside agencies, where required.	Yes		Medium
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account staggering start and departure times, use of different entrances and exits, appropriate signage and floor markings being in place and a plan for managing movement on arrival to avoid large groups.	Yes	• To be communicated to parents in writing and regular communications with pupils, particularly secondary pupils	Low
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account circulation plans, one way systems, appropriate signage being in place, identification of pinch points, staggering movement at peak times, designation of areas to specific groups and appropriate duty rotas being in place. • Addendum to school behaviour policy shared with staff, students and parents to ensure all are aware of expectations.	Yes	• Staff induction on Tuesday September 1st will go through operational areas and risk assessment	Low
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	High	• Gaps in learning are assessed and addressed in teachers' planning. • Home learning is calibrated to complement in-school learning and address gaps identified. • Curriculum is aligned to Oak National schemes of learning where possible • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning including Trust wide approach to the use of catch up funding.	Yes	• LAT team are working with curriculum leaders to identify mechanisms to identify and assess gaps in learning	Medium

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)
		• Covid catch-up mentors have been appointed to work in our schools to support provision. • Schools will be identifying those pupils for whom additional support is needed and monitoring the impact throughout the year.			
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of staff work spaces, closure of rooms if required, staff being briefed on use of rooms, using remote working for training events and ongoing consideration of flexible working arrangements for staff roles that are suited to this. • As per Government guidance from Thursday 20th January 2022, there is no longer official advice to work from home where possible.	Yes		Low
1.9 Managing the school lifecycle					
Limited progress with the school's calendar and workplan because of COVID-19 measures	High	• Alternative arrangements established to replace usual school activities (eg staff meetings, open evenings etc) employing the use of Teams, where applicable and other online methods. • Streamlined SDP in place in collaboration with LAT.	Yes		Low
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	High	• Online meetings held regularly with Trust Board. • Trust Board, as the legal entity, are involved in key decisions on reopening. • LGBs meet again from Autumn 2020 but fewer meetings and a more specific focus on how the school is meeting the demands of a post covid education. • HGB meetings allow for COGs to come together to share school plans and mitigations.	Yes		Low
1.11 Policy review					

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)
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	High	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Addendums and policies shared with stakeholders and included in staff training/updates. • Home working policy will be reviewed to reflect the need for ongoing consideration of flexible working arrangements for staff roles that are suited to this.	Yes		Low
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	High	• Ongoing, timely communications are established with the following stakeholders: • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations	Yes	• To be kept under review	Low
1.13 Staff induction and CPD					
Staff are not updated re new procedures, leading to risks to health	High	• Induction and CPD programmes are in operation for all staff prior to reopening, and include: • Fire safety and evacuation procedures • Positive relationships • Safeguarding • Risk management • First aid • Employees in centrally managed areas will receive training via their line manager which will incorporate any relevant information needed about the school site they are based at. • Clear protocols established and shared (see flowchart) to ensure contact is minimised with anyone feeling unwell or ensuring those with coronavirus symptoms, or have someone in their house who does, does not attend school. • Staff returning from maternity leave, long term absence or long term shielding will be supported by HR and their school/area to ensure any concerns are identified and discussed in advance of their return • New covid catch up mentors and tutors have had a detailed induction by the LAT and safeguarding training by Senior DSL.	Yes	1.9.20 induction/training day As and when staff return from maternity/long term absence/long term shielding	Low

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)
		• HR will continue to support these staff.			
New staff are not aware of policies and procedures prior to starting at the school when it reopens	High	• Induction programmes are in place for all staff –in-school or online – prior to schools opening to more children/pupils.	Yes	1.9.20 training day	Low
1.14 Catering facilities and Free school meals					
Provision is in place for all pupils who are eligible for free school meals.	High	• Catering provision is in place in all schools. FSM and UFSM students fully catered for. • Planning includes contingencies for scenarios when a school or local area may become subject to any changes in Government or Public Health advice, as part of outbreak management plans.	Yes	• Catering arrangements to be kept under review	Low
1.15 Risk assessments					

Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	High	• Risk assessments are regularly reviewed and updated and mitigation strategies are put in place and communicated to staff covering:
		  • Different areas of the school
		  • When pupils enter and leave school
		  • During movement around school
		  • During break and lunch times
		  • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used
		
		• Peri music services providers, whether that be the Local Authority or somebody self-employed, or other external providers providing other services where appropriate, will provide a risk assessment to show how they will manage their services in school. Risk Assessments will be reviewed and approved by the Executive Team.
			Yes	• To be reviewed weekly and record of amendments maintained	Low

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	High	• Close collaboration with LAs/bus companies to meet protective measures as closely as possible. • Communications with parents as to mitigations that have been implemented but, equally, the responsibility and support requested of parents in enforcing such measures. • 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	• Parents and pupils to be reminded of the statutory expectation that all those using public transport will wear a mask. • Parents and pupils to be advised that transport to/from school is not supervised and that pupils	Low

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)
		• School timetables are planned with consideration for school and public transport timetables.		are expected to adhere to social distancing.	

1.17 Risk of school closure

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)
Health and safety of community is at risk due to any school services being affected by insufficient staffing available.	High	• Relevant ET member to discuss circumstances with CEO. Trustees have delegated responsibility to close a school, due to impact of covid-19, to the CEO. • The exception to this is where the CEO is seeking to enact a local lockdown (see separate addendum)	Yes		Medium

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Cleaning

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that appropriate cleaning regimes are not undertaken to the standards required	High	• Working patterns for cleaning staff (including any deep cleans) agreed with contracting agencies and in house cleaning staff. • An appropriate cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are reallocated and/or increased if required, including adapting to requirements if schools are affected by COVID-19 cases on site. • Cleaning supplies are provided for ongoing daily use across school sites, particularly in higher traffic areas where more people mix from different areas of site, such as staff rooms and reception areas. • Cleaning requirements for all large events are reviewed when planning each event and implemented appropriately for each case. • Outbreak management plans take into account stepping up or stepping down cleaning control measures, according to public health advice for any school or locality.	Yes	• To be kept under review	Low

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)
Curriculum equipment cleaning places additional demand on cleaning capacity, so ongoing cleaning of equipment is not undertaken appropriately.	High	• Schemes of learning will be reviewed, to ensure that lessons are sequenced with attention given to ongoing cleaning of widely shared resources. • Where equipment is required and cannot be used on rotation, an appropriate cleaning plan is agreed and implemented which minimises spread of infection.	Yes	• To be kept under review, with consideration for individual needs in each subject area.	Low
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	High	• An audit of handwashing facilities and sanitiser dispensers is undertaken regularly, 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. • Forward procurement planning is in place in schools, to ensure ongoing stock monitoring and timely ordering of supplies. • Schools actively encourage parents to supply pupils with hand sanitizer and tissues where they can.	Yes		Currently Low – moving to medium dependant on resources available, nationally, as potential of increase in demand is possible
Pupils forget to wash their hands regularly and frequently	High	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently – this is built into the school day. • 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. • Hand gel is added to the list of essential equipment for all children/pupils.	Yes		Low
Respiratory hygiene in schools is not effective	High	• All school staff to be trained on the need to enforce the 'catch it, bin it, kill it' approach. This information shared with children/pupils and parents. Signage used in schools, where needed. • Tissues added to essential equipment that children/pupils should bring with them to school. • Bins in every classroom and office area, including reception areas.	Yes		Low
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	High	• Schools are expected to revert back to full uniform expectations but will adapt if this causes financial hardship, compromises adequate washing frequency (in particular blazers. • Flexibility with uniform will be implemented if required, in support of maintaining adequate ventilation in cooler weather. • Expectations and guidance are communicated to parents.	Yes		Low

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)
		• Additional pastoral support to be provided for families, where required. • Staff dress code will revert to business dress, with adaptations as appropriate.			
The use of fabric items of furniture may increase the risk of the virus spreading	High	• Where it is not possible to manage use of fabric furniture appropriately, a single use, disposable, chair cover can be used.	Yes		Low
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	High	• Clear protocols established for when stakeholders should be tested; these have been shared and form part of staff training. • Government guidance regarding ongoing at home self-testing for staff in all schools (and students in secondary schools) from September 2021 and offering asymptomatic testing on site for students in secondary schools on return to school in January 2022, is implemented. This includes temporary changes to remove the need for a confirmatory PCR test following a positive Lateral Flow test result, from 11th January 2022. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff. Regular reminders about the importance of ongoing self-testing are given to all stakeholders.	Yes	Staff training 1/9/2020	Low
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms or confirmed cases	High	• Collection and monitoring of absence data, including tracking return to school dates. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. • Identify which staff member/s should be informed/ take action. • Have an agreed area established to be used if an individual is displaying symptoms during the school day and needs to be isolated. • Make arrangements to send staff member home and advise to follow the staying at home guidance. • While waiting to be collected, move to an isolation room behind a closed door with colleague supervision. Have an open window if possible in the room. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Yes		Low

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)

		• If a separate bathroom is necessary, then clean and disinfect before being used by anyone else.
		
		• PPE should be worn by staff caring for the person with suspected COVID 19 while they await collection if a distance of 2 metres cannot be maintained.
		
		• In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
		
		• If staff member has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves.
		
		• Refer to the use of testing for both staff and pupils and take 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. These include:
		    · Advice to stay at home in self-isolation as per government guidance, or until fully recovered.
		    · If positive, self-isolate as above.
		    · If negative and feel well, return to work.
		
		• A record of any COVID-19 symptoms in staff or pupils is reported to the Headteacher and HR; multiple cases liaise with PHE as per protocols.
		
		• Agreed cleaning and disinfecting regime in place.
		
		• An appropriate cleaning regime is in place to respond to occasions where COVID 19 has been present, or when there is a local outbreak and regimes need to be stepped up in response to official public health advice.
		
		• Restricted use of premises and resources where possible.
		
		• Provision of protective/safety equipment such as hand sanitisers, face masks, gloves, aprons (for staff who have contact with suspected coronavirus cases).
		
		• Limiting movement around the school.			

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 (including on self-isolation and testing) should anyone display symptoms of COVID-19	High	• Staff, pupils and parents have received clear communications informing them of current government guidance on self-testing at home and on site testing in secondary schools and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. (See above – Infection transmission in school). • This guidance has been explained to staff and pupils as part of the working in school protocols. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Yes	See flow chart	Low
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	High	• 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. (See above – Infection transmission in school). • This guidance has been explained to staff and pupils as part of the working in schools protocols. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Schools will promote, where possible, the track and trace app for staff and pupils aged 16 or over. • From September 2021, NHS Test & Trace will manage all close contact tracing required for positive COVID 19 cases in school. Schools will work with public health in the event of a local outbreak and implement outbreak management plans accordingly.	Yea		Low
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	High	• Staffing plans ensure sufficient numbers of on duty staff are qualified in first aid/safeguarding. • Refresher training is completed prior to expiry of qualifications, to ensure ongoing sufficiency of qualified members of staff.	Yes	• Additional first aid guidance in place removed from 1st April as shielding ceases on 31st March and low infection rates and home testing mean staff are required to resume all first aid duties	Low

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)
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	High	• Appropriate PPE is worn by staff in these areas. • Rooms are designated for individuals with suspected COVID-19 whilst collection is arranged. • Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes		Low
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	High	• Trust and school websites are regularly updated with key information. • Clear communications sent out to all parents/carers prior to re-opening. • Regular newsletters are shared by HTs with parents. • Signage at the front of each school reminding that anyone displaying specific symptoms should not enter.	Yes		Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	High	• Key messages in line with government guidance are reinforced on a regular basis via usual school communication channels.	Yes		Low
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	High	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. intimate care, cleaning areas where COVID-19 symptoms have been present) 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 PPE is not substitute for good handwashing.	Yes	Staff must ensure they follow the protocol for the appropriate wearing/disposing/storing of PPE.	Low
2.9 Face Coverings					
Use of face coverings is not appropriately implemented, which may contribute to increased risks of COVID-19 spreading	High	• Government guidance on the safe wearing, removal and disposal of face coverings is understood and communicated to all staff, students and visitors to site. This includes awareness of individuals who have reason be exempt from wearing face coverings.	Yes	Government guidance is being kept under review. Everyone must ensure they follow the protocol for the appropriate disposing/storing of masks worn. Government guidance regarding	Low

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)
		• As per Government guidance from Thursday 20th January 2022, face coverings no longer need to be worn in classrooms by staff, visitors or students. From Thursday 27th January 2022, face coverings also no longer need to be worn in communal areas by staff, visitors or students in schools. From 27th January 2022 staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. School outbreak management plans will account for temporary changes, if advice is given regarding temporarily returning to use of face coverings by a director of public health in any locality. • Information regarding face covering for secondary school students has been communicated to all parents/carers.		mandatory wearing of face coverings remains adhered to at all times.	
2.10 Ventilation					
Inadequate ventilation may contribute to increased risk of COVID 19 spreading	High	• Government and HSE guidance on providing adequate ventilation is understood and followed. • Doors, excluding fire doors, are kept open wherever possible and safe to do so. • Windows are opened wherever possible including being opened fully when spaces are unoccupied and opened just enough for constant background ventilation in cooler weather. • In cooler weather, high level windows are opened as preference where possible, furniture is relocated where possible to avoid direct draughts and flexibility is implemented regarding clothing. Heating is used as necessary, in addition, to maintain comfort levels. • Ventilation is specifically considered for any large event, or when large numbers of visitors are in school. • Mechanical ventilation systems are adjusted to an increased ventilation rate and/or full fresh air where possible, or operated as normal where serving a single room and supplemented by an outdoor air supply. • DfE guidance regarding carbon monoxide monitors will be adhered to and monitors will be used to ensure awareness of any area that may require additional measures in support of maintaining adequate ventilation.	Yes	Regular, dynamic reviews of weather conditions, to support best use of ventilation through open windows.	Low
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 social distancing guidance	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account reinforcing messages to students, staff modelling behaviour, minimising movement, avoiding large gatherings, staggering break and lunch times, revision of the behaviour policy, appropriate supervision and communication to parents.	Yes		Low
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of furniture and teaching spaces, location of teachers in classrooms and regular review of arrangements.	Yes		Low
3.3 Movement in corridors					

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	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account appropriate circulation plans and routes, identification of pinch points or bottlenecks, minimising movement around school, staggering lesson changeover, regular briefing to students and appropriate supervision at all times.	Yes		Low
Social distancing guidance is unclear for staff	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Staff communication and training will be given should official advice require a temporary return to social distancing control measures in future. This will take into account how far control measures are stepped up or stepped down, according to official public health advice.	Yes	Staff training on 1/9.2020 Induction for staff returning from maternity leave/long term absence See below	Low
3.4 Break times					
Pupils may not observe social distancing at break times	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account staggering break time, designation of specific areas to groups, appropriate signage and supervision being in place.	Yes		Low
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account appropriate queueing systems, staggering eating times, using different areas for groups, taking seating out of use where appropriate, appropriate cleaning of eating areas and communication to students.	Yes		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account queueing zones for toilets, appropriate signage being in place, access to toilets given throughout the day, appropriate cleaning regimes, ongoing provision of hygiene supplies and regular reminders of expectations to students.	Yes		Low
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. • 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. • Staff undertaking first aid have been risk assessed.	Yes		Low
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account non-essential deliveries and visitors to school being minimised, school visitors are by prearranged appointment only. • Ongoing consideration of minimising visitors to school and visitors being by appointment will be given at all times, particularly in times of high prevalence of the virus. Visitors are encouraged to take a lateral flow test prior to arrival at school and should wear face coverings in relevant areas on site, unless they are exempt, as per the information given in Government guidance to schools at the time of their visit. • Signing in systems are adapted to support hygiene regimes. This may include only designated staff operating electronic signing in touch screens	Yes		Low

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)
		on behalf of visitors, using non-electronic signing in methods or using contactless signing in, where appropriate.			
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account staggering start and finish times, use of different entrances and exits and regular messages to parents to be aware of recommendations in official guidance, particularly during times of high prevalence of the virus in any school or locality.	Yes		Low
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	High	• Guidance is in place for pupils and parents regarding public and school transport. This includes advice on the recommended use of face coverings from September 2021. • All DfE guidance, regarding, transport to be shared or signposted with relevant parties. Expectations of parents and pupils, whilst on public/school transport to be clearly communicated.	Yes		Low
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of staff work spaces, closure of rooms if required, staff being briefed on use of rooms, using remote working for training events and ongoing consideration of flexible working arrangements for staff roles that are suited to this. • Staff areas all have cleaning and hygiene supplies provided for ongoing daily use as appropriate.	Yes		Low

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 failing to adhere to social distancing guidelines	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Outbreak management plans are in place in every school, should official advice require a temporary return to social distancing control measures in future. This will take into account configuration of staff areas, limiting the number of people in shared areas, ongoing consideration of flexible working arrangements and limiting the number of people on site via use of rotas if appropriate. • Staff remain free to wear face coverings if they wish. • Ongoing control measures in place for regular hand washing and use of sanitiser and the 'catch it, bin it, kill it' approach. • Ongoing consideration for large gatherings only when needed. • Ongoing consideration is given to recommendations in official guidance.	Yes	Staff training 1/9/202 with regular updates/reminders Relevant at all times – not just staff areas	Low

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	High	• Guidance for pupils who are shielding has been lifted on 1 August. • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. • Maximum implementation of protective measures strictly adhered to for these pupils. • Following the guidance on clinically extremely vulnerable (4th November), all students who fall into this category are shielding for the duration of the second lockdown. As in line with the Remote Teaching and Learning Policy, work will be provided remotely. In exceptional circumstances, where a parent/carer wishes their child to attend school, contrary to guidance issued, evidence of a discussion with a medical professional is requested and an individual risk assessment, signed by the parent, will be used to support.	Yes		Medium

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)
		• Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, students who remain in the clinically extremely vulnerable group should return to school from 2 December unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school. • Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all children and young people still deemed clinically extremely vulnerable are advised not to attend school. • Shielding ceases on 31st March 2021 and CEV children are advised to return to school with the exception of those who are still advised by their consultant not to do so for medical reasons.			
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	High	• All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been requested through a staff survey to make their condition or circumstances known to the HR Team and their school. Records are kept of this and risk assessments completed and reviewed where appropriate. • 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 in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Current government guidance is being applied including the restriction on shielding being lifted on 1 August. • Following the guidance on clinically extremely vulnerable (4th November), all staff were contacted by Headteachers and asked to advise if they were CEV. The staff who fall into this category are shielding for the duration of the second lockdown. Arrangements have been made for them to work from home. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical	Yes		Medium

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)
		professional is requested and individual risk assessments will be used to support.			
		• Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, staff who remain in the clinically extremely vulnerable group should return to their place of work from 2 December. As in line with the guidance for schools in Tier 3 areas, we will discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.			
		• Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all staff were contacted by Headteachers and asked to advise if they were CEV/had received an instruction to shield. Staff who fall into this category are shielding until 31st March 2021 as advised by the NHS. Arrangements have been made for them to work from home and not be included on school rotas. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support.			
		• Update lockdown 3: Return to work w/c March 8th 2021. CEV with shielding letter continue to work from home, as will those who are over 28 weeks pregnant, or pregnant with underlying health conditions as per the guidance.			
		• Advice for pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, is that they may be at greater risk of severe illness from coronavirus (COVID-19), these staff will be working from home and are not included on rotas to work in school.			
		• Update for 31st March - the guidance says 'as part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. HR will contact each member of staff and risk assess on an individual basis. As the shielding guidance has been lifted it is hoped many pregnant staff can continue to work in school and keep safe by adhering to the guidance in place. There may be some concerns about social distancing being maintained for those staff who work in early years so we may seek to adapt their duties or facilitate working from home if that is what the risk assessment dictates.			
		• Update for 31st March – shielding ends on 31st March so all CEV staff are being contacted by HR to advise they can return to school. Any 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)
		with concerns about returning will be supported by their HT and HR. HR will encourage staff to seek advice from their GP/Consultant about any medical concerns they may have regarding a return to work.			
		• From 19 July 2021, restrictions have been lifted and the government is no longer instructing people to work from home if they can. HR and Headteachers will continue to talk to any clinically extremely vulnerable workers to identify any concerns they may have. Updated guidance from the government and the HSE for clinically extremely vulnerable employees will continue to be followed.			
		• From Monday 13th December 2021 the Government is recommending staff returning to work from home, where working from home is appropriate. This will be for certain staff undertaking roles that can be carried out remotely without disruption to face-to-face education. Head Teachers and Central Team Leaders will support decision making where this is possible to implement in their teams. There is no change to guidance for individuals who are CEV, as no return to shielding has been advised. HR continue to provide support to any staff who are CEV and may have queries about current guidance arrangements.			
		• Guidance from HSE for new and expectant mothers will continue to be followed. Where a risk assessment identifies a significant health and safety risk then measures will be put in place.			

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** | High | • 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.
• Pastoral mentors have been appointed as part of the Covid catch-up funding to support pupils' mental health and well-being where appropriate. | Yes | | Medium |

5.2 Mental health concerns – 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)
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	High	• 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. • Staff continue to be supported by school and HR.	Yes		Medium
Working from home can adversely affect mental health	High	• 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 continue to be supported by school and HR	Yes		Medium
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	High	• Parents / staff encouraged to inform school of any bereavement that has had an impact. • Signpost local organisations to support bereavement.	Yes	• The Trust has engaged with further training for staff from Winstons Wish and St Giles Hospice.	Low
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	High	• Fire procedures have been reviewed and revised where required. • Staff and pupils have been briefed on any new evacuation procedures. • Fire wardens/fire marshals have been trained and briefed appropriately. • Additional fire practices to be implemented regularly during the course of the academic year.	Yes		Low
Fire evacuation (drills) - unable to apply social distancing effectively	High	• Government guidance does not require social distancing to be in place in education settings from September 2021. Evacuation in an emergency and preservation of life continues to take precedence over social distancing, if social distancing is not possible and outbreak management plans will continue to account for this.	Yes		Low
6.2 Managing premises					

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)
All systems may not be operational	High	• Government guidance is being implemented where appropriate. • All systems are recommissioned following any period of complete closure. • Site staff continue to conduct all routine site inspections and maintenance checks.	Yes		Low
Statutory compliance has not been completed	High	• All statutory compliance is up to date, with ongoing monitoring and review at all sites via the Operations & Estates team. • If water systems have not been maintained during any period of closure, chlorination, flushing and certification by a specialist contractor has been arranged.	Yes		Low
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	High	• Ongoing essential works and scheduled inspections for schools (e.g. estates related) continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Contractors are made aware of Trust/school COVID-19 risk assessments, control measures and operating procedures. It is communicated and understood that they are expected to adhere to these at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising on site work so that contractors and staff/pupils are kept apart. • In addition to arrangements for COVID-19, normal contractor and safeguarding procedures are being applied and have been updated in light of COVID-19. • Government guidance does not require social distancing to be in place in education settings from September 2021, however there is ongoing consideration of safest working practice and any recommendations made in official guidance. Outbreak management plans take into account that official advice may result in the stepping up of social distancing measures in future.	Yes	• DBS checking continues along with other safer recruitment arrangements	Low
6.4 IT staff 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)
IT Support staff may be at, or pose, an increased risk of infection transmission due to their frequent interaction with a range of user equipment and the mobile nature of their work.	High	• Remote IT support is available, alongside on site support. • Consideration is given to the number of people required to complete a task and deploying only those required. • All schools have an agreed and implemented appropriate cleaning regime which minimises the spread of infection. • Frequent handwashing and social distancing are adhered to by IT staff in the same way as for all other staff – prioritised control measures as per government guidance. • Hand sanitiser and gloves are available for use in all schools. • Wipes are available for use in all schools. These are used to wipe down devices/keyboards/mice before and after use and disposed of immediately after each use. • Plastic chairs are used wherever possible and if not, single use disposable covers are available to be used on fabric chairs. • IT Equipment is wiped down by the user prior to handing it over to IT area and also by IT staff before it is returned/collected.	Yes	•	Low
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 are not known leading to potential impact on services/education provision	High	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them is produced. • Trust finance team has been consulted and costs built in to AY20/21 budgets. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Monitored monthly by finance committee	Yes	•	Medium
8. Governance					
8.1 Oversight of the 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)
Lack of Trust Board oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	High	• The Trust Board continues to meet regularly via online platforms. • The Trust Board agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • There is regular communication between CEO/Chair of Trust Board and Chairs of LGB via HGB meetings and, where possible, between HTs and Chairs.	Yes		Low