



**Operational Risk Assessment for
School Opening
March 21 Review**

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COVID-19: Operational risk assessment for primary school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 and revised guidance August 2020 as follows:

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

Assessment conducted by:	Mrs A White	Job title:	Head of School	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	25.08.20 Information checked and no revisions needed following DFE info update 28.8.20	Review interval:	2 weeks	Date of next review:	08.09.20 – information and practices to be reviewed on a daily basis should DFE guidance change 8.9.20 – Review completed and NFA necessary Further review 29.9.20 – see section at end of risk assessment Further Review completed 6.11.20 in response to revised government guidance. Further Review completed Jan 21 as a

					<p>result of national school closures from 5.1.21 Further Review completed March 21 prior to full re opening of school.</p>
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Related documents	
<p>Trust/Local Authority documents:</p> <p>With reference to Trafford Risk Assessment and Schools Re-opening guidance Trafford Supplementary Guidance Trafford Public Health Contact Tracing Guidance Trafford FAQ for schools</p>	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>

Risk matrix

		Likelihood of occurrence		
		Probable	Possible	Remote
Risk rating High (H), Medium (M), Low (L)				
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 for full opening in primary schools					
1.1 Organisation of 'bubbles' in full class groupings					
<p>Unintended mixing between classes will increase the risk of the virus spreading</p>		<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Each class remains within its designated room/space and predominantly stays within this area. • Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group. • Schemes of work are reviewed to minimise the need for bubbles to use specialist facilities one after the other. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • When two or more class bubbles come together in a shared space (e.g. for lunch in the dining room) they are kept separate and social distancing guidance is observed. • When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are fully observed. • Staggered arrival and leaving times; break times and lunch times. 	Yes	<ul style="list-style-type: none"> • Latest guidance re control measures shared with staff and parents • Start of term Zoom assembly for children where control measures explained • Sanitising stations in all classrooms, playgrounds, dining room and at breakfast club and in sports hall. • Appropriate signage to remind children and staff about measures inc social distancing and hygiene • Outdoor signage reminds parents of social distancing and hygiene • Staggered arrival and leaving times, number of entrances for different bubbles are all in place and communicated to parents prior to Summer break and prior to Sep restart – regular reminders in newsletters • Arrangements in place for staggered/ sectioned areas of playground and field for break and lunchtimes to minimise contact between classes <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	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)
1.2 Organisation of teaching spaces					
Teaching pupils in full classes will increase the risk of the virus spreading		<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced. • Contact between individuals minimised and social distancing maintained wherever possible. • Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from children. • Pupils (from y2) are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture is moved out of classrooms to make more space. 	Yes	<ul style="list-style-type: none"> • Full compliance with control measures • Additional sanitising stations in place (in all classrooms, play areas, breakfast club, sports hall etc) • Signage on sanitising stations explains when to clean hands • Anti- microbial touch plates added to corridor doors to reduce risk of contagion • Guidance during INSET day about reducing contact with pupils and other adults – regular updates in staff weekly briefing notes • Extra cleaner working during the day to provide mid- day toilet and touch point cleaning • Furniture rearranged in classrooms to promote safer seating positions • All adults provided with face shield to use and medical masks if working close to pupils for an extended time(gov guidance says no closer than 2M for more than 15 mins unless screens etc used) e;g hearing readers <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
The use of shared spaces and specialist		<ul style="list-style-type: none"> • Larger spaces and specialist classrooms are used by one discrete class at a time. 	Yes	<ul style="list-style-type: none"> • Specialist classroom for music is timetabled for only 1 class 	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)
classrooms increases the risk of infection between bubbles		<ul style="list-style-type: none"> • Large and specialist spaces are cleaned and disinfected thoroughly after use. • Large gatherings prohibited. • When two or more class bubbles come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. • Design layout and arrangements are in place to enable social distancing where possible. 		<p>per session – other class will be taught in their own room</p> <ul style="list-style-type: none"> • Music room surfaces and instruments cleaned after each session • PE sessions outside wherever possible • Sports hall 'bleached mopped' at the end of each day • No assemblies to take place in shared spaces at present – all via zoom with children in own classrooms or in classrooms face to face with appropriate social distancing • No whole school events where parents/children gather (e.g. school fairs) to take place at present <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	
1.3 Staffing					

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)
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school		<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. 	Yes	<ul style="list-style-type: none"> • Full compliance with control measures • Guidance regarding those who have been shielding previously sent out to all staff and phone conversations with those that it applies to • Individual risk assessments revisited before start of school term and then again following revised guidance Nov 20 and Jan 21 for clinically extremely vulnerable and clinically vulnerable staff /staff with factors related to age or ethnicity • Full staffing list revisited regularly to update status of all staff in case of need for self - isolating etc • Updated risk assessments shared with all staff prior to Sep restart/following revised Guidance Nov 20 and Jan 21 closure and Mar 21 re opening for sharing with unions 	L
1.4 The school day					
The start and end of the school day create risks of contact between discrete class bubbles		<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	Yes	<ul style="list-style-type: none"> • Extensive guidance given to staff and parents prior to summer break with reminder letter sent out prior to Sep re start – guidance explains entrances/ exits/start and finish times/one way system • Regular reminders in newsletters for parents • From October (when local rates increased) parents asked to wear face coverings on 	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)
				<p>school grounds and staff to wear face coverings at start and end of school day when most interaction with parents</p> <ul style="list-style-type: none"> • Additional signage in place to show one way system • SLT on duty at start and end of school to direct/check social distancing is maintained <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	
1.5 Planning movement around the school					
Movement around the school risks contact between discrete class group bubbles		<ul style="list-style-type: none"> • Class group 'bubbles' remain in their home bases for most of their learning. • Timetabling avoids more than one class group in circulation at any one time in the same part of the building. • Staff moving between class groups observe social distancing and hygiene procedures at all times. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place. 	Yes	<ul style="list-style-type: none"> • All in place – guidance in staff training day ppt and in weekly staff briefing notes since Sep 20 • HoS and DHos do not have class based responsibilities and will spend significant time monitoring corridors etc – see covid health and safety monitoring list <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
1.6 Curriculum organisation					
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> • The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically in teachers' planning. 		<ul style="list-style-type: none"> • Prior to end of Summer term Key Stage Leaders have worked with staff to establish teaching programs for first half term 2020 - 21 to enable 'key objectives' from 2019-20 year group to be assessed/revised/ gaps in learning identified and addressed 	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"> • Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. • Middle leaders will ensure that exam syllabi are covered. 		<ul style="list-style-type: none"> • Focus for Autumn and Spring 2 term staff meeting will be to develop a catch up programme and finalise a contingency plan for remote learning during any further possible school closures • ‘Seesaw’ on line learning package will be used for setting homework so that all are familiar with its use in case of further school closure and need for online learning to resume • Current staff (who are known to pupils and hence have good relationships with them) employed for additional hours to complete same day interventions and specific programmes identified by class teachers <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening. Once schools re open fully further work regarding gaps in learning will need to be put in place.</p>	
<p>Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection</p>		<ul style="list-style-type: none"> • Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly. 	Yes	<ul style="list-style-type: none"> • Specific guidance shared with staff for music and PE activities – updates from DFE shared with staff • No after school sports fixtures or sports club until further notice to avoid possible transmission points between year groups/schools • Music and PE equipment cleaned between group 	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)
				use/separate sets for each group Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	
The school does not make optimal use of the disapplications and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic		<ul style="list-style-type: none"> The EYFS Co-ordinator and team review the latest guidance on disapplication and modification of the EYFS curriculum. A plan is agreed by SLT which sets out how the school will make best use of the provisions in the guidance during the COVID-19 crisis. 		<ul style="list-style-type: none"> EYFS leader and HoS have scrutinised latest guidance and ensured all relevant issues have been accounted for EYFS leader will meet with all staff in key stage during INSET/key stage meetings to discuss modifications <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
The resumption of non-overnight school visits poses risks to infection control		<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete class group bubbles do not mix on school visits. 	Yes	<ul style="list-style-type: none"> Staff handbook addendum re COVID – 19 includes information regarding organising and running 'covid – safe' visits – info also shared with staff during INSET – any updates from DFE are shared with staff via meetings or weekly briefing notes <p>No 'out of school' visits taking place from Jan 21 until further notice. February 21 revised guidance also states that no our of school visits should be undertaken at this time.</p>	L
1.7 Staff workspaces					

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)
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>		<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, which may need to be more limited than is normal. 	Yes	<ul style="list-style-type: none"> • Office furniture rearranged to give more distance between desks and screens in place where desks are less than 2M apart • 3 additional staff rooms have been set up so that there are 3 staff spaces; EYFS/KS1; KS2 and SSC. This will assist with social distancing and also restrict staff contact between key stage bubbles and will limit need for class closures if case of covid – 19 is confirmed in staff/pupils • Staff to use toilets nearest to new staffrooms – designated for each key stage • Additional adult size furniture has been purchased to make all staff rooms as comfortable as possible • Computer work stations moved from PPA room so that each staffroom has a work station for use in PPA time • Staff ppt on INSET day explains hygiene and social distancing precautions – regular updates at staff meetings and via weekly staff briefing note email • Signage reiterates hygiene and social distancing precautions <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
<p>1.8 Managing the school lifecycle</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> • School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening. • Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. • Staff recruitment for September 2020 completed. 	Yes	<ul style="list-style-type: none"> • Information re school calendar shared with staff and parents both at end of Summer term and prior to Sep restart and Mar 21 restart. • Additional training day set for Friday before Oct half term – this will allow training on 1st and 2nd Sep to focus on staff training for re opening and re starting the curriculum. Oct training day will be for new SRE curriculum (previously planned for Sep training) • Staff vacancies for Sep filled on supply/short term basis to allow fuller recruitment process with pupil based tasks once all children are back at school. All references and DBS checks have been completed as per regulations. Risk assessments in place if checks delayed due to Covid 19. <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening .</p>	L
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. 		<ul style="list-style-type: none"> • Zoom meetings used for induction • Weekly newsletters and information regularly updated on website for parents 	L
1.9 Governance and policy					

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)
Governors are not fully informed or involved in making key decisions about reopening		<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 		<ul style="list-style-type: none"> • Since mid March 20 all governor meetings have been held via zoom. • Additional meetings via zoom prior to wider opening of school in June and also full opening of school in September – risk assessment information/control measures etc shared and discussed at the additional meetings <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening.</p>	L
1.10 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		<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September. • Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> • Revisions to E safety policy, safeguarding and child protection policy, bereavement policy and behaviour policy have been significantly revised during pandemic with further review for September re start – documents will be regularly reviewed with any necessary changes made and approval sought at next LGB meeting. Remote Education Policy developed along with procedures for informing staff in a timely manner about pupils who need remote education. <p>Safeguarding and child protection policy reviewed Jan 21 and Mar 21 prior to re opening</p>	
1.11 Communication strategy					

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)
<p>Key stakeholders are not fully informed about the plans for reopening and their implications</p>		<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	<ul style="list-style-type: none"> • Weekly celebration assembly and 'theme of the week' assembly shared via zoom to all classes • SLT visit individual classes to give information to pupils as required • Weekly staff briefing note sent via email • Staff meetings weekly via zoom • Weekly newsletter for parents (also shared with governors) • Updates added to coronavirus section on front page of website • Regular governor meetings and additional meetings to review risk assessments and school procedures take place via zoom • Trustee for each school has been appointed and is invited to gov meetings and included on weekly governor email with newsletter • Regular Trust forum meetings/ Trust and HoS catch up meetings • Appointed LA link officer in regular contact with school • Trustees and Acting CEO meet/in touch with RSC on regular basis and feed back relevant information <p>Same arrangements in place when attendance restricted – Jan 21 and from Mar 21 merger with new BFET in place – systems established to maintain communications</p>	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)
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements		<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Contact records for pupils, parents and staff are kept up to date. 		<ul style="list-style-type: none"> Seesaw on line learning system is continued (used for homework) and can be reinstated for individual pupils who may need to self – isolate or for groups/ whole school if further closure period needed Contact log system set up in March and copy retained on school system so that it can be added to in event of further closure period Teacher2Parents system continued for text and email messages. Format for letter to advise of a positive case in school (and also a version for the class affected) are stored on school system to be accessed quickly Parent contact details will be re checked by school office at start of Autumn term and updated on school systems as necessary <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening.</p>	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection		<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 		<ul style="list-style-type: none"> Comprehensive information about school reopening shared with parents/carers prior to end of Summer term and then again before start of Autumn term. 	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)
				<p>Weekly newsletters keep all informed of any new information.</p> <ul style="list-style-type: none"> Daily attendance monitoring flags any concerns and these are addressed with parents, by SLT, on an individual basis at the earliest opportunity <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening.</p>	
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> The 9 PHE system control measures set out in the latest government guidance Organisational arrangements (i.e. class groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	<ul style="list-style-type: none"> Revised staff handbook presented as part of Sep 1st INSET Organisational arrangements and infection control measures presented to staff at start of training day with ppt for reference Regular updates (staff meetings and weekly email briefing notes) cascade information from DFE coronavirus daily briefings/ Trafford updates/Trust updates <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening.</p>	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> INSET days on 1st and 2nd September to include training for new staff Revised staff handbook to include a Covid – 19 section will 	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)
				<p>be given to new and existing staff as part of document issue on training day (revised safeguarding policy, revised staff conduct agreement and new KCSIE also part of document issue)</p> <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening. Jan 21 changes to KCSIE very minimal and refer to adaptations since leaving European Union – on that basis document not reissued to all staff but noted to SLT.</p>	
1.14 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period		<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	Yes	<ul style="list-style-type: none"> Office Manager will oversee revised FSM list and organise dinner list for catering staff – this updated when further notifications of FSM entitlement are received from Trafford. <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
1.15 Risk assessments					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.		<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 School trips and visits 	Yes	<ul style="list-style-type: none"> All in place – see points 1.4, 1.5. 1.6 and 1.13 <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
1.16 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff		<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Class group 'bubbles' are kept discrete at all times. The local health protection team is contacted immediately for advice. The school engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that class group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Yes	<ul style="list-style-type: none"> All in place – HoS and SLT are aware of how to contact PH team and school 'out of hours' contact numbers have been shared with LA in order to engage fully with NHS Test and Trace system All SLT have attended contact tracing training so are prepared in case of absence of HoS or DHoS <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening Additional risk assessment will be completed as LFD tests are made available to staff – additional training will be given to explain how to administer these.</p>	L
The school is unprepared for a local lockdown should the rate of infection rise in the area		<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. There is regular liaison with the local health protection team. 	Yes	<ul style="list-style-type: none"> All PHE control measures in place – Gov H&S checks timetabled to ensure compliance Health Protection Team emails received weekly and shared with 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)
		<ul style="list-style-type: none"> Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 		<ul style="list-style-type: none"> Online learning, pastoral support & safeguarding measures well established during recent school closure period and ready to be actioned again Staff INSET identifies lessons learned and these are included in contingency plan <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system control measures					
Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school		<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 10 days (including siblings). Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. 	Yes		L
			Yes	<ul style="list-style-type: none"> All control measures in place <p>Isolation periods changed during the Autumn term – new information on website reflects this</p> <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	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"> If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. Infection control training is arranged for new staff. <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. It is defined which bubbles are using which toilets and sinks. A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. Handwashing routines are re-taught to pupils using suitable video. Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. The location of bins around the school is checked on, and more are ordered if necessary. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Relevant information about symptoms and testing, infection control etc is included in information sent to parents, put on website, included in staff handbook – covid – 19 addendum and staff training ppt, communicated to visitors via signage <ul style="list-style-type: none"> Signage at all sinks reiterates importance of handwashing and correct procedures Silver pedal bin in all rooms with appropriate signage to show how to safely dispose of used tissues These are emptied daily by site manager – he is alerted immediately by HoS if a suspected case so that contents of tissue bins can be 	<p>L</p> <p>L</p> <p>L</p>

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"> • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Bubbles are extended to full class size. • Staff are kept consistent with each bubble as far as possible. • In class, furniture is arranged so that children are facing forwards and sitting side by side. • Any furniture that is surplus to requirements is removed. • As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time. • No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space. • Staggered start and finish times, staggered break times and staggered lunch times are implemented. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>stored safely for 72 hours before disposal as per PHE control measures</p> <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p> <ul style="list-style-type: none"> • All included in staff training ppt for INSET day • HoS has met with cleaning supervisor to check which areas are cleaned by each staff member – cleaning schedule produced and staff sign daily to show areas cleaned as per schedule • 'Hygiene pack' in each classroom, office etc to include anti - bacterial wipes, spray and paper towels for adhoc cleaning (central store of items in HoS office and checked regularly so that new supplies can be ordered if stock is running low. • Additional cleaner employed mid school 	<p>L</p> <p>L</p> <p>L</p>

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)
		<p>These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.</p> <ul style="list-style-type: none"> Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> The school continues to maintain and monitor stocks of PPE and has access to supplier lists. Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. Gloves and aprons are provided for cleaning staff. Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. Stocks of PPE are regularly monitored and replenished <p>7. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. Staff induction for return to school includes information about the NHS Test and Trace process. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> The contact details for local Public Health England team and local authority health and safety team are readily to hand. A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England / local authority as directed locally. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>day to provide extra clean to toilets and all high touch areas</p> <ul style="list-style-type: none"> Bubbles have own resources and these are not shared – own bags/pencil cases for equipment for KS2 and own pencil pots for KS1 (EYFS share pots but these are sanitised daily) Staff training on INSET day about how to explain coronavirus to children – relevant to age/understanding Also training during INSET day about recognising/responding to mental health concerns from pupils and adults <p>See above</p> <ul style="list-style-type: none"> Disposable Masks available from school 	<p>L</p> <p>L</p> <p>L</p>

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)
		<p>9. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 	Yes	<p>office – office manager monitors stock and re orders accordingly</p> <ul style="list-style-type: none"> • ‘Mask stations’ identified in downstairs admin area and upstairs staffroom along with signage to remind staff about safe procedure for ‘donning and doffing’ of medical masks should staff need to use them to avoid close contact with pupils when no symptoms of coronavirus • ‘Covid’ box stored in main first aid area and contains relevant supplies; gloves, aprons, masks and face shields – HoS monitors these and checks weekly that all in stock – orders as needed • Template letters, spreadsheet to track self isolating staff/pupils and PHE/LA contacts all stored in blue file – all SLT are aware of 	<p>L</p> <p>L</p>

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)
				<p>location and how to use resources</p> <ul style="list-style-type: none"> • Acre Hall has an allocated school nurse and contacts service when needed • HoS has already engaged with LA PH contact during initial closure period <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> • HoS met with cleaning supervisor prior to re opening of school at start of Sep and new cleaning supervisor when contracts changed Dec 20 • 2 hours per day additional cleaning will be provided from September – this will be mid way through the day – it will be reviewed regularly and hours increased if needed <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
2.3 Hygiene and handwashing					

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)
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		<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"> Additional supplies already purchased and checked weekly by HoS and site manager – orders passed to office manager Soap dispensers etc checked daily by site manager – emergency supply in school office in case of these running out during the day 	L
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> All in place – see previous points <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Yes	<ul style="list-style-type: none"> Information re clean uniform every day communicated to parents via info sent prior to start of Sep term (free 'good as new' uniform available to all and slight relaxation in uniform policy to allow plain navy jumper in addition to 'official' one) Staff reminded that usual dress code is reinstated as part of return to full opening of school – also information given to staff about changing clothes on arrival at home 	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)
				Same arrangements in place when attendance restricted – Jan 21	
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> Unable to remove all fabric chairs in staffrooms etc Sanitiser spray available in all areas where fabric chairs are present so that they can be sprayed before use – staff advised to label chairs in staffrooms so that they are used just by them (additional staff room spaces will assist in this) Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing		<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the school's health provider. 	Yes	<ul style="list-style-type: none"> All in place and communicated via newsletters, staff briefing notes, website etc Staff have access to support via school OH provider Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<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 NHS Test and Trace 	Yes	<ul style="list-style-type: none"> All in place – communicated to staff and parents via information sent out, newsletters, staff briefing notes, staff handbook and school website 	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)
		<p>for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative.</p> <ul style="list-style-type: none"> 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 in line with the most recent government guidance. A record of any COVID-19 symptoms in staff or pupils is reported to the trust and local authority. 		<ul style="list-style-type: none"> Spreadsheets to track daily absences of pupils and staff along with details of any symptoms, tests etc <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	
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		<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 in place through staff handbook, briefing notes, newsletters, school website and signage around school site <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Methods of contacting staff, pupils, parents and governors etc are well established and any updates will be given in a timely manner <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
2.6 First Aid/Designated Safeguarding Leads					

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 lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Yes	<ul style="list-style-type: none"> • School has more than required number of trained first aid staff – 8 staff hold paediatric certificate – all certificates are in date – checked half termly by HoS 	L
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> • All in place – designated Covid – 19 suspected case room has been identified with appropriate signage • First aid area has sufficient space – face visors provided for all staff so that close contact can be given if first aid is needed. Gloves and aprons available in first aid areas • Rooms will be closed and cleaning take place before they are re opened if suspected covid case – SLT trained on this by HoS <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks are created and updated. 	Yes	<ul style="list-style-type: none"> • All in place – newsletters and information shared with parents prior to start of term/re opening of school Mar 21 <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	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)
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Website regularly updated Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	L
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<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. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<ul style="list-style-type: none"> Included in staff training during INSET Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	L
3. Adopting the new organisational model of discrete class group 'bubbles'					
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 the new guidance on operating within discrete class group 'bubbles'		<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for operating in class group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff continue to model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to avoid different class groups coming in to contact with each other and are closely supervised. • The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of the discrete class group 'bubble' model and arrangements are reviewed. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 	Yes	<ul style="list-style-type: none"> • All in place – revised behaviour policy communicated to parents and children at start of new term and on website • SLT monitor all areas and bubble arrangements, social distancing etc in their phases <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures		<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes	<ul style="list-style-type: none"> • All in place – HoS and DHoS visit and 'sign off' all classrooms and teaching areas prior to opening of school for pupils on 3.9.20 • Regular reviews as part of SLT monitoring processes <p>During restricted access period in Jan 21 class sizes considered carefully – see section below. For full reopening of school Mar 21, outside areas also used and restricted to set bubbles</p>	L
3.3 Shared 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 use of shared spaces (e.g. hall, dining room) risks different class group bubbles mixing		<ul style="list-style-type: none"> No more than one year group is scheduled to occupy a shared space at any one time. Class group bubbles are kept at least 2 metres apart if occupying the same shared space. Shared spaces are cleaned after use. 	Yes	<ul style="list-style-type: none"> All in place – see staff ppt info for more details <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
3.4 Movement in corridors					
The discrete class group 'bubble' arrangements are breached when pupils circulate in corridors		<ul style="list-style-type: none"> Class group 'bubble' arrangements are in place The use of shared learning spaces is timetabled to avoid different bubbles groups coming in to contact with each other. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> All in place – see staff ppt <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
3.5 Break times					
Class groups may mix at break times		<ul style="list-style-type: none"> Break times are staggered. Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced. 	Yes	<ul style="list-style-type: none"> All in place – see staff ppt for further details <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
3.6 Lunch times					
Class groups may mix at lunch times		<ul style="list-style-type: none"> Lunch times are staggered. Pupils are reminded about staying in their assigned bubbles as lunch times begin. Pupils wash their hands before and after eating. Dining areas are cleaned before and after each class group has used them. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. 	Yes	<ul style="list-style-type: none"> All in place – dining room use restricted and chairs/tables moved to allow distance between bubbles / children not facing each other EYFS, KS1 and SSC use dining room – all KS2 eat in classrooms with meal boxes for school lunches delivered to rooms 	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"> Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Pupils eat lunch with others in their bubble. 		<ul style="list-style-type: none"> Staggered lunch time rota in place See above <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	
3.7 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class group 'bubbles'		<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times. 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"> All in place – appropriate floor markings identify waiting spaces Bubble 'toilet times' established where facilities are shared between more than one bubble Monitoring of hygiene resources in place – see point 2.3 <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
3.8 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> All in place <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.9 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Yes	<ul style="list-style-type: none"> All in place Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	L
3.10 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing		<ul style="list-style-type: none"> Start and finish times are staggered for each discrete class group 'bubble' The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> Information already relayed to parents prior to Summer break but regular reminders given via newsletters, text messages and signage Daily monitoring by HoS and DHos Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms. 	Yes	<ul style="list-style-type: none"> See information in point 1.7 Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even		<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. 	Yes	<ul style="list-style-type: none"> Individual risk assessments completed by HoS and parent/carer prior to Sep 	L / M This may depend on

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)
<p>though it is deemed safe to do so</p>		<ul style="list-style-type: none"> • 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 as set out in the latest government guidance. • The register of pupils with underlying health conditions is regularly updated. • Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. 		<p>based on gov guidance and then revised (parents consulted) based on Jan 21 DFE revised guidance – support from school nurse as required – recognition that parental confidence may alter if increased community transmission rates</p> <ul style="list-style-type: none"> - List of pupil medical conditions updated - Newsletter and text reminders to parents to keep school updated about pupil medical conditions and home contact details <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	<p>infection rates in community</p>
<p>4.2 Staff with underlying health issues</p>					

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 clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so		<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. 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 in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 	Yes	<ul style="list-style-type: none"> Staff who had previously been shielding have had further individual risk assessment completed with them by HoS – any remaining issues are identified and advice sought from OH Risk assessments revisited Jan Jan 21 and Mar 21 re opening following DFE additional guidance Staff given information about contextual factors which may increase covid risks and can request an individual risk assessment as per NHS guidance 	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	Yes	<ul style="list-style-type: none"> See point 5.3 All staff will receive additional training during INSET sessions about responding to mental health concerns Information has and will continue to be shared with parents via newsletters and school website Programme of circle time activities to start in Sep to begin to address pupil wellbeing Additional Learning mentor hours sourced and support from Place2Be as needed 	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)
5.2 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		<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 have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> • Advice and information about helplines, useful resources etc has already been shared and will continue to be shared with staff via training events, staff meetings and staff briefing notes • Workload Reduction Group started meeting prior to lockdown and will reinstate these during the Autumn term <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		<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"> • Revised bereavement policy now in place – includes links to external support organisations • Well Being Advisor has had bereavement training and members of SLT have completed mental health first aid training <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
6. Operational issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Pupils operating in discrete year class group 'bubbles' Staff moving between discrete class group 'bubbles' Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> Audit of evacuation procedure during summer term by SLT concluded no changes needed to fire plan as evacuation areas already support social distancing Fire evacuation drill completed during Autumn term <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'		<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	Yes	<ul style="list-style-type: none"> Fire drill planned for week 4 of the school term <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	<ul style="list-style-type: none"> All systems have been maintained during closure period 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	<ul style="list-style-type: none"> All statutory checks and maintenance have been completed – this is contracted out to Trafford via SLA – site manger continues to complete daily/weekly system checks as per monitoring schedule <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	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)
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		<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> No building works currently taking place but appropriate regular servicing appointments have been carried out as per social distancing and hygiene control measures <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
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 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. 	Yes	<ul style="list-style-type: none"> All in place – financial information shared at LGB and Resources sub com meetings Covid costs identified in budget <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	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)
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> All in place <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening</p>	L
ADDITIONAL COMMENTS - REVIEW ACTIONS – 29.9.20					

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)
<p>Advice from PH and Trafford LA to re assess staff direct and close contacts so that these can be minimised in order to prevent possible spread of infection and also eliminate need for extensive school closures due to staff isolating</p>	High	<ul style="list-style-type: none"> • Staff room seating arrangements and staff daily contacts reviewed • Further guidance given to staff re direct and close contact • Advice given re wearing of medical masks for delivering first aid – i.e prolonged direct/close contact • Visitor and meeting policy updated and circulated to staff • Advice for staff/parents to wear face coverings at start and end of day when more contact with others • Staff 'bubble' risks document produced to identify those with most contacts and measures taken to adjust these wherever possible/ provide additional control measures via individual risk assessments 	Yes	<ul style="list-style-type: none"> • Reviewed Oct , Nov and Jan 21- all in place 	Medium
<p>Guidance from DFE and Trafford PH re collection of information about class seating plans for y2 – y6 pupils and contacts in school to aid 'track and trace' process and minimise number of pupils/staff who have to isolate in event of a positive case</p>	High	<ul style="list-style-type: none"> • Staff to supply seating plans for y3 to y6 classes • Rotas for playground/lunch supervision kept up to date • Rotas for PPA cover and covid catch up groups kept up to date and stored on system so that they can be accessed out of school hours in event of after hours notification of a confirmed case 	Yes	<ul style="list-style-type: none"> • Reviewed Oct , Nov and Jan 21- all in place Changes made due to closure of school to all but critical workers and vulnerable children 	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)
<h2 style="margin: 0;">ADDITIONAL COMMENTS - REVIEW ACTIONS – 6.11.20 and following revised DFE guidance as further national lockdown came in to place</h2>					
<p>Changes to guidance for those with medical conditions –revised restrictions/definitions for Clinically Vulnerable and Extremely Clinically Vulnerable staff and pupils.</p> <ul style="list-style-type: none"> • Adults who are classed as Clinically Extremely Vulnerable are told to work from home and if this is not possible to not come to work • Adults classed as Clinically Vulnerable are told to exercise caution and strictly adhere to social distancing and other virus control measures • Children who are Clinically Extremely Vulnerable will be contacted by their GP should they be required to resume shielding – risk 	High	<ul style="list-style-type: none"> • Risk Assessments completed prior to September re opening of school have been revised – consultation with individuals – and where staff are classed as Clinically Extremely Vulnerable from DFE list or where medical advice has been given to state they are clinically vulnerable, they have been instructed to work from home. Additional resources- fire proof and lockable documents box/ desktop scanner etc purchased – to enable GDPR guidance to be followed whilst staff are working from home. • Individual discussions with parents of children classed as Clinically Extremely Vulnerable have taken place and advice given to seek a medical opinion as to safety of pupil attending school where no specific shielding letter has been received • Information from PH at Trafford shared with parents via weekly newsletter re increasing rates in the area and measures families must take to reduce virus spread during holidays/Halloween/Bonfire Night. • School 'covid log' kept up to date and any isolation information passed to class teachers the same day – via email – to alert them to add work to the Seesaw system for remote learning (Staff meetings are shorter than normal to allow staff time each week to develop bank of 'ready' resources should they need to upload materials to the Seesaw system when pupils isolate.) 	Yes	<ul style="list-style-type: none"> • Pupils who are considered Clinically Extremely Vulnerable but still attend school are given advice re mask wearing on school grounds on entry/exit to school and given the option of using the school reception area to arrive/leave to minimise contact with high number of adults 	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)
<p>posed by virus to children – even those who are Clinically extremely Vulnerable – is considered less than adults with similar conditions</p> <p>Increase in cases of Covid -19 in the area may mean more children will have to isolate and miss school</p> <p>Families may have problems obtaining food and medicines if they have to isolate</p> <p>Families where pupils are entitled to FSM may not have access to sufficient food if they are isolating</p>	High	<ul style="list-style-type: none"> • Class seating plans, breakfast club logs, staff timetables all kept up to date and accessible outside of school hours so that close contacts can be quickly tracked and asked to isolate • Phone call from HoS to any families isolating to check they have food and medicines or a non - isolating family member etc who can deliver them – school to assist if needed. Also check pupils can access home education – DFE devices offered if no access to ipads etc at home <p>(special guidance and parent agreement for use of these)</p> <ul style="list-style-type: none"> • Any families where FSM pupils are isolating are offered food parcels and these are delivered by school if no one else to collect them • School has placed additional orders for home testing kits and these are made available for staff and pupils if required – school can deliver if needed 	Yes	<p>HoS attends regular cluster group meetings/heads briefings/public health briefings in order to gather new information</p> <p>Acting CEO of Trust shares key points from Daily DFE coronavirus briefing</p> <p>Acting CEO of Trust regularly ‘checks in’ with HoS to ensure any assistance can be given if needed</p>	Low
<p>Due to increase in case numbers testing for Covid -19 may not be available</p> <p>Increase in cases of Covid -19 in the area may mean more staff will have to isolate and staffing shortages impact on running of school</p> <p>Well being of staff including school leaders impacted by staff shortages/additional workload etc</p>	High	<ul style="list-style-type: none"> • Staffing measures: <ul style="list-style-type: none"> • School have a ‘regular supply’ teacher who does not work anywhere else and therefore less transmission risk of virus from other settings • Additional hours from part time staff may be sourced to cover some absences • School have contacts with a number of supply agencies but avoid use of them mid week wherever possible (suggested less risk if after a weekend as 48 hours since being in a different setting) • School leaders work from home one session per week to complete key tasks in order to manage workload • All members of SLT trained in contact tracing and key tasks at school • All SLT have L4 safeguarding training 		<p>Acting CEO and Trust are aware of the pressures on school leaders and have communicated reduction in meetings etc which schools need to attend along with reduced workload to allow for additional requirements on school leaders during pandemic</p> <p>Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening following merger with BFET- identifies staff to ensure communication continues</p>	

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)
<p>Absence of HoS or DHos due to illness/isolating</p> <p>Increase in number of cases/ imposition of new national lockdown may affect parent confidence in safety of schools and impact pupil attendance</p>		<ul style="list-style-type: none"> • PPA for teachers may be taken at home to improve work life balance (as per workload reduction working party discussion last academic year) • Daily first day absence calls to highlight any pupil attendance issues – monthly audits, EWO visits and Well Being Advisor calls to any parents where pupil attendance is poor to explain control measures taken in school • Advice obtained from Trafford with regard to absence due to covid concerns 	Yes	Same arrangements in place when attendance restricted – Jan 21 and Mar 21 re opening	<p>L / M</p> <p>This may depend on infection rates in community</p>

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 COMMENTS - REVIEW ACTIONS – 6.1.21 and following revised DFE guidance as further national lockdown came in to place					
Attendance restricted during national lockdown to reduce numbers of children in school and minimise possible transmission of the virus – only those classed as vulnerable or with critical worker parents or those who can not access digital learning should attend – however requests may exceed spaces available	High	<ul style="list-style-type: none"> Criteria for places shared with parents and deadline given for applications All pupils with EHC plans invited to attend school Whilst government has not set a cap on numbers, it would seem sensible to space out those children attending and not exceed 50% of normal school roll up to a maximum of 15 in any class 	Yes	<ul style="list-style-type: none"> Waiting list in place if not space at present with home learning and weekly catch ups face to face where needed If very high take up may need to move to only places if both parents critical workers 	L / M
Pupils without digital access and not attending school will not be able to engage well in remote learning	High	<ul style="list-style-type: none"> School have received their allocation of 31 laptops from the DFE. Loan agreements and paperwork in place so that these can be signed for by parents and given out School log in for requesting 4g routers where no home internet Arrangement with school ICT provider to provide support to parents for any connectivity issues with devices – sessions bookable as and when needed 	Yes	<ul style="list-style-type: none"> Paper packs of work produced if no digital access despite measures identified 	L / M
Staff illness/isolation causes bubble closures	High	<ul style="list-style-type: none"> Staffing arranged to ensure 2 staff in every bubble so that if one has to isolate due to a household case then the bubble can still remain open 	Yes	<ul style="list-style-type: none"> Additional 'covid safe' supply staff sought from regular agency only 	L / 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)
Staff teaching pupils in school and also organising remote learning may add to workload and cause teachers to spend more time on laptops	High	<ul style="list-style-type: none"> Workload and school expectations from teachers revisited during staff meeting time. Formal planning formats and assessments made on Educater etc suspended at present to reduce workload Advice given to staff re screen use and avoiding eye strain – additional adult in room at all times allows flexibility to take PPA over a period of days rather than all at once meaning shorter periods of screen time Agreement that similar 'targeted marking' of online tasks will take place as per usual class marking guidance; some tasks will just be authorised whilst other will receive a comment as feedback 	Yes	<ul style="list-style-type: none"> Regular Key stage leader check ins with teacher and much reduced monitoring procedures for this term 	L / M
Lateral Flow Device testing for all school staff may cause anxiety and additional stress	High	<ul style="list-style-type: none"> Training given for staff in use of tests – testing is entirely voluntary Risk assessment produced to ensure staff testing process and reporting of results process is safe and well organised Procedure for informing HoS if any incidents involving the tests 	Yes	<ul style="list-style-type: none"> Access to staff well - being support through OH provider 	L / M
Pupils not attending daily zoom calls or not in school need to be monitored for safeguarding purposes.	High	<ul style="list-style-type: none"> Classroom staff completing a daily log of attendance on zoom calls and who is completing seesaw work. This is checked weekly by DHoS and HoS and actions taken to engage with parents/see pupils to check all is well. Well being advisor also included. Zoom calls to parents, doorstep visits etc Any immediate safeguarding concerns to HoS and DHoS informed at that time and actions taken same day 	Yes	<ul style="list-style-type: none"> Records of concerns, contacts and follow up actions kept on log and then added to CPOMS library 	L / 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)
ADDITIONAL COMMENTS - REVIEW ACTIONS – 23.2.21 and following revised DFE guidance prior to full re opening of schools					
Recommended control measures are in place to prevent spread of any possible infection	High	<p>September 2020 control measures have been reviewed in light of February 2021 revised DFE guidance and all in place</p> <p>All working areas within the building will be well-ventilated (Windows and Doors open) where safe and appropriate to do so and a comfortable teaching environment will be maintained by increasing the heating where necessary.</p> <p>Classroom windows will be open to allow natural ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and if safe to do so, external opening doors may also be used.</p> <p>Where it is difficult to maintain a comfortable temperature, teachers will allow pupils to wear additional items of clothing in addition to the school's uniform.</p>	Yes	<ul style="list-style-type: none"> Regular reviews of guidance given to staff by HoS and DHoS 	L/M
Individual risk assessments updated to reflect latest guidance	High	<p>All Clinically Extremely Vulnerable (CEV) employees are required to self-isolate and will not attend school/ setting. Where possible they are required to work from home.</p> <p>An individual risk assessment will be done by the school for staff who are classed as CEV.</p> <p>Shielding should continue, even after vaccination for Covid-19 until 31st March</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	Yes	<ul style="list-style-type: none"> RA updated as required/following any specialist advice obtained 	L/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)
		<p>All <u>Clinically Vulnerable</u> (CV) employees are able to work in school but should take care to observe social distancing and hygiene controls.</p> <p>Staff who are pregnant Generally, pregnant women are classed as 'clinically vulnerable' although some may have other conditions that may put them in the CEV category.</p> <p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing</p> <p>All <u>Clinically Extremely Vulnerable</u> pupils are required to self-isolate and must not attend school unless medical advice given to parents that it is possible for them to attend school. The school will regularly keep in touch with pupils who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing</p> <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p>	Yes		
Pupil well being addressed and supported both prior to March 8th return to school and during the time afterwards	High	<p>Additional information sent to parents prior to March 8th re opening e.g. questions children may ask; social story etc Option for children to have a pre- visit if anxious about re starting Additional well being support capacity in place (individual parent zoom calls) prior to March 8th reopening Programme of well being support activities for all classes following March 8th re opening Additional staffing in place for first 3 weeks following return to ensure pupils have enough support</p>	Yes	<ul style="list-style-type: none"> Regular discussion item at staff meetings following full opening – any issues addressed 	L/M
Staff well being supported during increased workload as all pupils return to school	High	<p>BUPA Well being for Educators programme offered to all- support plan developed for keeping well during stressful times</p>	Yes	<ul style="list-style-type: none"> Regular discussion item at staff meetings following full opening – any issues addressed 	L/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)
		<p>Staff consultation via anonymous survey to elicit views re returning to usual PPA arrangements and any additional well being support which may be required</p> <p>Planning and assessment requirements reduced slightly (compared to normal) during first 3 weeks of return to full opening</p>			