



Nene  
Education  
Trust

# OPERATIONAL RISK ASSESSMENT FOR REOPENING OF STANWICK PRIMARY SCHOOL

(From a template provided by STAR ACADEMY TRUST)

## Contents

COVID-19: Operational risk assessment for school reopening.....	3
---	---

## COVID-19: Operational risk assessment for 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 11<sup>th</sup> May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

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

Assessment conducted by:	CHLOE NEILD	Job title:	STANWICK	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	08.03.2021	Review interval:	4 WEEKS	Date of next review:	WB 05.04.21

### Related documents

Trust/Local Authority documents:	<p><b>Government guidance:</b></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p>
----------------------------------	---

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> <li>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>200 pupils in the school – All pupils able to access the school with 30 children or less in each classroom.</li> <li>Classes are split in to bubbles; EYFS/KS1, lower KS2 and upper KS2.</li> <li>Home learning plans are in place in the event that they school has to close fully, or partially.</li> </ul>	M
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class)</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for front facing.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> </ul>	P	<ul style="list-style-type: none"> <li>Wipe clean desks in classrooms with plastic chairs will be used for pupils.</li> <li>Signage will be around the school to reinforce social distancing measures and in the classrooms where possible.</li> <li>Classes only mix with those in their class and for limited times with those in their wider bubbles.</li> <li>Pupils remain in their classroom, unless completing outdoor activities.</li> </ul>	M
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	P	<ul style="list-style-type: none"> <li>No gatherings will take place.</li> <li>All assemblies will take place in classrooms and no larger events will take place.</li> <li>Lunch will be in classrooms so the hall will not be in use.</li> <li>Any space needed outside of the classroom will take place outside in adequate space.</li> <li>No communal areas will be used to avoid pupils coming in to contact with other groups.</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>The hall will be used for PE lessons where the weather or skills do not allow for it to be outside.</li> </ul>	
<b>1.3 Availability of staff and class sizes</b>					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.</p>	L	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	P	<ul style="list-style-type: none"> <li>Staff will follow the normal school protocol for letting the school know if they are unwell and cannot come in to work. This includes any of the details relating to Covid-19.</li> <li>Staff have made it known if they fall into a vulnerable category. Due to tier 4, staff who fall in to these categories are now asked to work from home and isolate. Appropriate arrangements with other staff have been made to allow this to happen.</li> <li>Full use of staff has been planned for to ensure we can allocate for as many pupils as possible with consideration of other measures. There are currently no plans for any home learning unless bubbles are to close.</li> <li>Staff and children are expected to be tested if they feel unwell and show signs or symptoms of Covid-19.</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<b>1.5 The school day</b>					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> <li>• Start and departure times are staggered.</li> <li>• The number of entrances and exits to be used is maximised.</li> <li>• Different entrances/exits are used for different groups.</li> <li>• Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• An allocation of 15 minutes for two year groups spread across the school for drop off. Three groups of drop off across 45 minutes following one-way system.</li> <li>• All outside doors are being used for pupils to access their classrooms and these are spaced around the building. An outside route will be used to reach each of these rooms.</li> <li>• Movement around the outside of the school has been outlined to parent and pupils through signs, one-way systems.</li> <li>• Parents are asked not to drop off, or arrive for collection outside of their allocated time. Any parents that do, are asked to wait socially distanced.</li> <li>• Parents are asked to wear face coverings when moving around the school site at all times.</li> <li>• Two entrances in to the school premises will be utilised to avoid social distancing breaches at the school gates.</li> </ul>	M
<b>1.6 Planning movement around the school</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<b>Movement around the school risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised.</li> <li>• One-way systems are in place where possible.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Pinch points and bottle necks are identified and managed accordingly.</li> <li>• Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>• Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> </ul>	P	<ul style="list-style-type: none"> <li>• Pupils movement around the school has been limited and where movement will occur, this has been planned for. Pupils move through outside doors to playground in one-way system and return along the same system to avoid contact with other groups.</li> <li>• Pupils move to other areas of the school outside of the school buildings unless using the toilets.</li> <li>• Pupils will be reminded each morning about the social distancing rules and reminded before they leave the classroom for free time.</li> <li>• Supervision for all breaks and lunches are in place and no pupils will be in any areas alone.</li> <li>• SLT will monitor the school periodically throughout the day.</li> </ul>	M
<b>1.7 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	L	<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	P	<ul style="list-style-type: none"> <li>• Gaps of pupils have been identified and a plan is in place to respond to this. Monitoring of these children will occur each term.</li> <li>• Funding dedicated to the support of pupils who need further intervention following their return (see separate assessment and plan).</li> <li>• Pupils will be closely monitored to track impact of interventions for pupils.</li> </ul>	L
<b>1.8 Staff workspaces</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>L</p>	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> </ul>	<p>P</p>	<ul style="list-style-type: none"> <li>There will only be one member of staff in the office at one time. Staff will only enter the office space when necessary and will remain socially distant to those who work in the offices. Where possible, members of staff in the back office can work from home to avoid more than one person in the office at one time.</li> <li>Any items used in the staff room kitchen must be placed straight into the dishwasher and no personal items should be left in these communal locations.</li> <li>Staff will wear face coverings around the school, apart from when eating or drinking.</li> <li>Social distancing of 2 metres will be adhered to in all communal spaces.</li> <li>Staff to avoid using communal areas where possible. The staffroom will have plastic seats socially distanced for staff to eat their lunch.</li> </ul>	<p>L</p>
<p><b>1.9 Managing the school lifecycle</b></p>					
<p>Limited progress with the school's summer term calendar and workplan because of COVID-19 measures</p>	<p>M</p>	<ul style="list-style-type: none"> <li>Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> </ul>	<p>P</p>	<ul style="list-style-type: none"> <li>A SDP plan is in place and was shared with staff on September 1<sup>st</sup>.</li> <li>Staff recruitment is up to date currently and there are currently no vacancies.</li> <li>Staff are aware of what they are teaching in the new academic year and how they will approach any gaps in learning that may arise.</li> </ul>	<p>L</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<b>1.10 Governance and policy</b>					
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>CEO</li> <li>Trustees A&amp;R Committee August 2020</li> <li>LAB meetings</li> <li>Regular updates for parents will also be shared with the governors to keep them updated on developments that happen across the school.</li> </ul>	L
<b>1.11 Policy review</b>					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All policies have been updated and shared with parents and staff across the school.</li> <li>policies/appendices have been placed on the school website for parents to refer to.</li> <li>Pupils will receive the relevant information to them during the morning of their first day in school. Where needed, pupils will be reminded of these to ensure they have a good understanding.</li> </ul>	L
<b>1.12 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff communication 25.02.2021</li> <li>Parents email update 26/02/2021 with full plans.</li> <li>Parents will receive full details of the school's plans for return and will continue to receive updates as more guidance is released and where any changes may occur.</li> <li>Governors as above.</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>• SENCo to liaise with agencies that the school works with, to update them with the arrangements that are shared with parents.</li> </ul>	
<b>1.13 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:                             <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul> </li> </ul>	P	<ul style="list-style-type: none"> <li>• Staff will receive further updated information regarding the plans for the school, as well as the risk assessment and relevant policies to follow.</li> <li>• All staff have will have completed CPD before returning to school relating to the virus and cleaning/use of PPE.</li> <li>• All other relevant training has been undertaken and any further training will be shared as needed.</li> </ul>	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Induction of new staff is in place and HR are working on these with any new staff that begin.</li> <li>• New staff have been appointed since September and Covid updates and training is shared during induction in line with all other induction items.</li> <li>• All staff have received a staff handbook in line with all new starters to school.</li> </ul>	L
<b>1.15 Risk assessments</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	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.	H	<ul style="list-style-type: none"> <li>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"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>DHN list of risk assessments</li> <li>Risk assessments have all been shared with staff prior to reopening partially. Risk assessments are readily available and staff are encouraged to review these and are asked to read through each time they are updated. When updated, risk assessments are reshared with staff.</li> <li>Staff return document shares curriculum and school based restrictions.</li> </ul>	M
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Provision is in place for the cleaners through Rob Alexander and a clear plan has been produced for their cleaning regime for the school.</li> <li>Appropriate training has been in place for the cleaning staff to know the expectations of the enhanced cleaning plans in place.</li> <li>Further staff are supporting the cleaning across the school from other working roles.</li> </ul>	L
<b>2.2 Hygiene and handwashing</b>					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>		<ul style="list-style-type: none"> <li>Resources for the hand washing facilities and hand gel have been reviewed by RA and appropriate supplies have been purchased.</li> <li>Checks four times daily will be in place to ensure there is consistently enough of all cleaning resources for pupils and</li> </ul>	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				staff within the school (all breaks and after school check). <ul style="list-style-type: none"> <li>• Low stock will be reported to RA for ordering and restocking.</li> <li>• All staff are responsible for reporting low stock in order to be replaced.</li> </ul>	
Pupils forget to wash their hands regularly and frequently	L	<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	P	<ul style="list-style-type: none"> <li>• Citation training has been set for all staff for washing of hands.</li> <li>• Poster reminders around the school and near sink and toilet areas.</li> <li>• Reminders for pupils around the expectations of hand washing are displayed and will be given verbally frequently.</li> <li>• Expectations of hand washing are in place for all times that pupils leave or return to the classrooms, exit the school, enter the school and immediately prior to any food being consumed.</li> </ul>	M
<b>2.3 Clothing/fabric</b>					
Not wearing clean clothes each day may increase the risk of the virus spreading	L	<ul style="list-style-type: none"> <li>• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>• Expectations and guidance are communicated to parents.</li> </ul>	P	<ul style="list-style-type: none"> <li>• Staff are asked to limit the range of clothing that they wear to school. Staff are asked to wear different clothing each day or wash their clothing between days to minimise the risk of transferring in following days and to avoid wearing the same items for free time outside of work.</li> <li>• Expectations of clothing to be worn has been communicated at the beginning of the year.</li> <li>• Children are to wear school uniform and asked to frequently clean items.</li> </ul>	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
The use of fabric chairs may increase the risk of the virus spreading	L	<ul style="list-style-type: none"> <li>Limited use of staff on fabric chairs – one member of staff for each chair.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	P	<ul style="list-style-type: none"> <li>All pupil chairs are plastic to be wiped down each day. Pupils will use the same tables and chairs where possible.</li> <li>Staff using any material chairs are to be used by one member of staff each and not shared.</li> </ul>	M
<b>2.4 Testing and managing symptoms</b>					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the school's health provider.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff have been reminded that they have access for testing and encouraged to use this if they show symptoms of the virus. Locations and steps to being tested are shared with staff for those that are unsure of how the system works for this.</li> <li>Regular contact is made with staff that become ill to identify any support that the school can offer.</li> </ul>	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff that show any symptoms at school will have to remove themselves from the school and self-isolate. Staff must go for testing to identify whether they have the virus or not.</li> <li>Any pupil that shows symptoms at school will be isolated in a well-ventilated room with an outside door for the parent to collect from. The pupil will be monitored and the areas that they have been to will be appropriately cleaned down and the pupil monitored. A parent/carer will be contacted immediately.</li> <li>Any groups that have come in to contact with a member of staff or pupil that is diagnosed with the virus will</li> </ul>	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				<p>have to self-isolate and/or receive a testing of their own.</p> <ul style="list-style-type: none"> <li>Appropriate recording will take place for anyone diagnosed and reported in line with expectations to the DfE and PHE. The wider community are informed.</li> </ul>	
<p><b>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</b></p>	M	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication has previously been shared with parents surrounding testing and any confirmed cases. Parents have been made aware further through a letter on 26/02/2021 to update on how we deal with cases.</li> <li>Staff have been made aware through a staff document with steps to follow.</li> <li>Regular communication is planned for each Friday with staff to update on any guidance and parents have regular planned communication weekly to update them on any school changes and guidance. Communication to parents will either be through the trust or at school level.</li> </ul>	M
<p><b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b></p>	M	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Achieved through regular communication to parents. Parents will be informed in line with the government guidance and the school will be open with communication surrounding any confirmed cases.</li> <li>Pupils and staff will be made aware of what they should do if they are feeling</li> </ul>	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				unwell and display a symptom during school.	
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>With all staff returning to school, there is appropriate support for first aid and plans to train any staff that are coming to an end.</li> <li>Further training of staff has been undertaken to ensure we have staff across all year groups able to support with up to date first aid.</li> </ul>	M
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All first aid items expected of a school will be in the first aid room (hall).</li> <li>PPE boxes for adequate protection for intimate care, illness or working with someone who show symptoms has been purchased and will be available in the first aid area in the hall.</li> <li>Adequate cleaning resources will be accessible during the day to ensure the area is able to be effectively cleaned and other areas that the person will have been in. Cleaning plans are in place for how to achieve this.</li> </ul>	M
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	L	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent and pupil handbooks created.</li> </ul>	P	<ul style="list-style-type: none"> <li>In line with communication above, parents will receive regular communication from the trust or from school level to inform on any school or government developments and how we are approaching any changes.</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>A Covid-19 area has been set up on the school website with all adapted policies and procedures to be easily located for parents and carers.</li> </ul>	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	L	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Within regular communications parents are provided with, a dedicated section to reminding or symptoms and parental responsibilities will be shared.</li> </ul>	L
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	P	<ul style="list-style-type: none"> <li>All staff have had relevant PPE training and are following the government guidance to not wear PPE in the classroom with children.</li> <li>Staff have been provided with the government guidance regarding PPE and reminded of hand washing and when to use PPE appropriately.</li> <li>Staff have had appropriate training for handwashing.</li> </ul>	M
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Pupils will be regularly reminded to socially distance where possible. Bubbles have been formed and playtimes will be kept within bubbles to limit pupil contact. Games and activities are encouraged with the use of social distancing.</li> <li>• During their first session in school, pupils will be reminded of the expectations of their behaviour in line with the government expectations and the behaviour that is expected of them.</li> <li>• An appendix to acknowledge the differences in how behaviour is monitored has been added to the current behaviour policy and will be placed for parents to see and discussed with parents.</li> <li>• A plan has been put in place for staff to report breaches in social distancing and a review will take place in the SLT meeting and adaptations will be made and shared with staff where necessary.</li> </ul>	<p>M</p>
<p><b>3.2 Classrooms and teaching spaces</b></p>					
<p><b>3.3 Movement in corridors</b></p>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	P	<ul style="list-style-type: none"> <li>• Dividing of corridors is not feasible in a lot of the school – plans to move around the outside of the school in place and directions used.</li> <li>• Movement around the school is limited. Pupils will move from the classroom for play times and lunch times. Any other movement must be communicated with other groups prior to the day in order to plan movements around the school effectively.</li> <li>• Supervision from SLT will be in place around the school for movement back to classrooms.</li> <li>• Pupils will move to use toilets that are located nearest to their classrooms. Teachers to send no more than one child at a time from the classroom.</li> </ul>	L
<b>3.4 Break times</b>					
Pupils may not observe social distancing at break times	M	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> </ul>	P	<ul style="list-style-type: none"> <li>• Pupil break times are kept within their bubbles on separate playgrounds to other bubbles.</li> <li>• Groups are spaced around the free locations between playground and the field when using external areas for PE where possible.</li> <li>• Signage will be visible for all pupils in and around the school and reminders will be given before opportunities for free time.</li> <li>• Social distancing will be reminded to pupils who are not seen to be practicing this.</li> </ul>	M
<b>3.5 Lunch times</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> <li>• Tables and chairs have been cordoned off where this is not possible.</li> <li>• Floor markings are used to manage queues and enable social distancing.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>• Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>• Eating areas are cleaned after lunch.</li> </ul>	<p>P</p>	<ul style="list-style-type: none"> <li>• Communication to parents regarding lunch has been made and updates on hot food were made during Autumn 2 and 26.02.2021.</li> <li>• The structure and new routines of the school day and the expectations that are in place will be shared with parents and children. This includes the beginning and ending of the school day.</li> <li>• Lunch will be eaten in their classroom area at their designated table. Pupils will wash their hands and have their areas cleaned ready for lunch. Pupils have a choice of a cold or some hot food options that will be taken to their classrooms.</li> <li>• Lunch and play times will be taken on separate playgrounds with their bubbles, alternating use of the playground.</li> <li>• Staff have been informed of movement of bubbles around the school and social distancing when returning to the classrooms.</li> </ul>	<p>M</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<b>3.6 Toilets</b>					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	P	<ul style="list-style-type: none"> <li>• Only one pupil is to leave any one classroom at a time. If all toilets are in use, then pupils must line up outside of the toilets.</li> <li>• Pupils will be reminded about washing their hands when they leave the classroom and posters will remind pupils in the toilet and around the school.</li> <li>• The toilets will be regularly checked and cleaned throughout the day.</li> </ul>	L
<b>3.7 Medical Rooms</b>					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	P	<ul style="list-style-type: none"> <li>• The hall can be easily accessed by parents and has been prepared for the first aid room. This allows for clear social distancing, ventilation into the room and close outside access away from classrooms for parents if collection is needed.</li> <li>• Cleaning resources are available during the day for cleaning of first aid area if used. Cleaning products will be locked away when not in use for safety of pupils.</li> <li>• Cleaning procedures in place in line with government guidance for cleaning areas after suspected Covid-19 cases.</li> </ul>	M
<b>3.8 Reception area</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>	<p>L</p>	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> </ul>	<p>P</p>	<ul style="list-style-type: none"> <li>• Within the communication to be shared on August 24<sup>th</sup>, parents will be requested to use email or phone to make contact with the school where possible. Parent reminded of this on 26.02.2021.</li> <li>• For parents or visitors that come to the school office, the office door will be open where possible to avoid visitors touching the handles.</li> <li>• The glass cover will remain across when talking to any visitors for the safety of the office staff.</li> <li>• Any deliveries of contractors need to be prearranged and all staff will be notified if they must be on site during the same time as staff and pupils. Staff must avoid any area that they are working in.</li> <li>• Where possible, contractors are to be arranged outside of schooling hours and only in line with government guidance.</li> <li>• Any visitors must provide a risk assessment and remain within strict social distancing measures.</li> </ul>	<p>L</p>
<p><b>3.9 Arrival and departure from school</b></p>					
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	<p>L</p>	<ul style="list-style-type: none"> <li>• Start and finish times are staggered.</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staggered timings as stated above are in place for pupils arriving and leaving school.</li> <li>• Parents are asked to remain within these times and not arrive to wait for children or remain on the school premises when leaving.</li> </ul>	<p>L</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>All collections and drop offs will be from the outside doors of the classrooms their child is in.</li> <li>Pupils who have permission to walk will be released at the normal school finishing time and encouraged to remain socially distant if walking with a peer.</li> <li>Parents were informed in the communication during the week beginning 24<sup>th</sup> August that they will not be allowed into the school building and need to remain socially distant from the collection points and a reminder of this is in communication 26.02.2021. If wearing a face covering, they may communicate with the teachers if needed. Any changes to this will be shared following any further guidance.</li> </ul>	
<b>3.11 Staff areas</b>					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	L	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	P	<ul style="list-style-type: none"> <li>As discussed above in 1.8</li> </ul>	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>L</p>	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>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.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>The government guidance has stated that any people that were on shielding are now able to come out of shielding with precautions in place.</li> <li>The school have a register of children that fall in to the vulnerable categories and further social distancing measures will be put in to place for those pupils. They will have their own table in the classroom and encouraged to remain socially distanced.</li> </ul>	<p>L</p>
<p><b>4.2 Staff with underlying health issues</b></p>					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>L</p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>SLT are aware of the staff that fall in to these categories through a questionnaire provided at the beginning of the school closure.</li> <li>Any staff that have been shielding will be spoken to individually to identify measures that are needed to support their return to work as per the government guidance. Where their roles can be completed away from school, staff will be able to work from home.</li> </ul>	<p>L</p>
<p><b>5. Enhancing mental health support for pupils and staff</b></p>					
<p><b>5.1 Mental health concerns – pupils</b></p>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	L	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>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).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Contact will be made with the school nurse to continue the provision previously in place and to support the pupils who may need it following the return to school.</li> <li>PSHE lessons will take place to focus on understanding the current world.</li> <li>Resources have been shared with parents frequently to advise on their child's return to school to support the transition back in to their new class.</li> </ul>	L
<b>5.2 Mental health concerns – staff</b>					
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	L	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	P	<ul style="list-style-type: none"> <li>Staff will be provided with support guidance as stated in 5.1.</li> <li>Staff are provided will all necessary information prior to returning to school in September and provided with opportunities to discuss and ask any questions.</li> <li>Staff briefings will be continued each week in email form to update staff and provide relevant information following any new government guidance.</li> <li>Staff have the opportunity to discuss their concerns with members of SLT if they have any concerns with regards to returning to school.</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Working from home can adversely affect mental health	L	<ul style="list-style-type: none"> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> </ul>	P	<ul style="list-style-type: none"> <li>Very limited staff will be continuing to work from home if they are able to fulfil their role.</li> <li>Minimum of a weekly phone call to those members of staff to engage in conversation regarding their wellbeing will be had to continuously engage them in school life.</li> </ul>	L
<b>5.3 Bereavement support</b>					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Limited staff within the school (or trust) trained in this area, but support will be requested across schools to accommodate this in trust where possible.</li> <li>Further agency support will be sought where needed to support staff or pupils in this area.</li> <li>The school nurse is in communication with the school with regards to coverage and support for the return of pupils.</li> </ul>	M
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
Fire evacuation drills - unable to apply social distancing effectively	M	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Plans are in place for fire evacuation in line with the school policy.</li> <li>Where possible, pupils will be adhering to social distancing if the fire alarm was to sound.</li> <li>When removing from the school, the pupils may not socially distance 2</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				metres away, but will be encouraged to remain within this guidance where possible when safely out of the building. Walk ways from the classrooms allow for social distancing when outside of the building for the journey to the designated safe area for each group. Pupils will be reminded about touching, coughing and hand washing whilst out of the school and will remain socially distant whilst outside.	
<b>Fire marshals absent due to self-isolation</b>	M	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	P	<ul style="list-style-type: none"> <li>All fire marshals will be in school, but reserve staff for if one is to be absent will be in place. Any self-isolation will be recorded and shared adequately.</li> </ul>	L
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>7.3 Contractors working on the school site</b>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> <li>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.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>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.</li> <li>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.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>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).</li> </ul>	Y	<ul style="list-style-type: none"> <li>Contractor risk assessments will be received from companies before they arrive on site and any work is completed in the school.</li> <li>Where possible, all contractors will complete any work that is accepted in line with government guidance outside of the school hours.</li> <li>Any work that is immediate and requires completing during the school day will be shared with all staff and the location will be out of bounds for the duration it takes to complete to avoid any contractors coming in to contact with pupils or staff.</li> <li>Contractors will be reminded of social distancing expectations and will receive the updated leaflet guidance from the school.</li> </ul>	L
<b>8. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Member of staff returning from shielding and working in communal space.	M	<ul style="list-style-type: none"> <li>Layout change of the office to avoid multiple members of staff entering.</li> <li>Routine changes to limit movement around the school for staff.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Site supervisor paperwork to be removed from the office to limit movement in the office.</li> <li>Staff to avoid photocopying at the printer when staff are working in the office.</li> <li>LTS documentation to be kept in the staffroom.</li> <li>Messages to be taken to the classrooms and placed outside the class if urgent. Non-urgent messages can be emailed out to staff.</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Internal wraparound care	M	<ul style="list-style-type: none"> <li>• Smaller bubbles to avoid mixing across the school.</li> <li>• Limit the activities used to avoid movement around the hall.</li> <li>• Windows and door open to ensure ventilation throughout the room.</li> <li>• Washing of hand reminders and routines when children enter and exit the provision.</li> <li>• Encourage outdoor activities where possible to limit time inside.</li> <li>• Clean all items used by the children in the wraparound care.</li> <li>• Staffing per bubble to avoid crossing of staff working with multiple groups of children.</li> <li>• Ensure all surfaces are cleaned down before and after use of the school hall.</li> </ul>		<ul style="list-style-type: none"> <li>• Children will be in two separate bubbles in the provision (KS1 and KS2).</li> <li>• One member of staff working with each KS to avoid contact with multiple children.</li> <li>• Staff will consider planning of activities and plan outdoor activities where weather permits this. Other activities planned are to be carefully considered to ensure children aren't moving around to limit potential contact.</li> <li>• Surfaces are cleaned before and after the club, as well as before and after any children are eating.</li> <li>• Children wash their hands when they join the club and when they leave. They also wash hands before and after going outside or eating.</li> <li>• Toilet to be used in line with their toilets for the school day (all located near the school hall).</li> <li>• Staff in provision to consider the use of equipment and clean down any items that are used between groups/days.</li> </ul>	
External Sports Club	M	<ul style="list-style-type: none"> <li>• Ensure there is a clear and comprehensive risk assessment in place.</li> <li>• Share school risk assessment with the club leader.</li> <li>• Monitor the club and check provision in line with school risk assessment.</li> </ul>		<ul style="list-style-type: none"> <li>• Sports Club leader will be provided with the details needed to understand routines in school and the risk assessment in place. All documentation will be provided before beginning.</li> <li>• Updated risk assessment will be needed from the club leader before the club can proceed after March 8<sup>th</sup>.</li> </ul>	

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>Risk assessment will be checked to ensure it is being followed on the school premises.</li> </ul>	