

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 11th 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](#)

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below:

- *Controlling the transmission of the disease*: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene*: cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene*: promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes*: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing*: altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Assessment conducted by:	Andrew Downing	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	21/05/2020	Review interval:	Driven by Phase & Transition	Date of next review:	1 July 2020
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Related documents	
Trust documents: Decision Tracker - Secondary example.pdf Decision Tracker - Primary example.pdf Experience Checklist.pdf Communications Checklist.pdf	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak

Learning Checklist.pdf Operations Checklist.pdf Support Checklist.pdf Copy of Coronavirus Workplace checklist NEU GMB Unison.pdf Copy of NASUWT checklist.pdf	Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings
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Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
1.1a Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Timetable and capacity agreed for vulnerable and CWC cohort. Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	<p>The academy will operate a mini-school model, with agreed room usage and timetables created for staff. Student model will be dynamic in terms of demand. V&CWC cohort a separate mini-school.</p> <p>GC support will be tracked and monitored to advise F2F</p>	L
1.2 Organisation of teaching spaces					

<p>Classroom sizes will not allow adequate social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> ● Classroom size and numbers reviewed. ● Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) ● Classrooms re-modelled, with chairs and desks in place to allow for social distancing. ● Spare chairs removed from desks so they cannot be used. ● Clear signage displayed in classrooms promoting social distancing. ● In primary schools, classes stay together with their teacher and do not mix with other pupils. ● In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	<p>Yes</p>	<p>Classrooms in operation clearly marked out and capacity identified and ready for operations.</p> <p>Any excess furniture removed</p> <p>Signage to follow w/c 25/05</p>	<p>L</p>
<p>Large spaces need to be used as classrooms</p>	<p>M</p>	<ul style="list-style-type: none"> ● Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. ● Large gatherings prohibited. ● Design layout and arrangements in place to enable social distancing. 	<p>Yes</p>	<p>Large spaces designated to mini-schools, within these separate spaces for students</p> <p>Sufficient classrooms available - no using large spaces for classrooms</p>	<p>L</p>
<p>1.3 Availability of staff and class sizes</p>					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	<p>M</p>	<ul style="list-style-type: none"> ● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ● Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. ● Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. ● Full use is made of testing to inform staff deployment. ● A blended model of home learning and attendance at school is utilised until staffing levels improve. ● Non-specialist teachers may be used to deliver content provided by subject specialists. 	<p>Yes</p>	<p>We have received the information from the staff survey of the number of staff available and the availability meets demand in all areas. This could be influenced on a daily basis by any change in staff availability. Staff will be relevantly deployed - in addition the academy will take action to partially close if necessary</p>	<p>L</p>
<p>1.4 Prioritising provision</p>					

<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>	M	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Plans in place to support the return of those children with protected characteristics to ensure they are not disadvantaged. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. 	Yes	<p>All procedures are in place to ensure students not in the academy are catered for. We are planning on an increase in cohort and future plans for other cohorts will be worked on for any increase following further advice</p>	L
<p>1.5 The school day</p>					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. One way systems around the school. Accessibility for disabled students and staff have been considered within changes. 	Yes	<p>A rigorous plan is scheduled to reduce numbers attending at key times and avoiding large numbers approaching the academy at the same time.</p> <p>Where necessary a one-way system is deployed in the academy building.</p> <p>Due consideration given for any specific needs</p>	L
<p>1.6 Planning movement around the school</p>					
<p>Movement around the school risks breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. Posters in corridors regarding social distancing. Appropriate signage is in place to clarify circulation routes. Pinch points and bottlenecks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. 2m spaced lines on main corridors. 	Yes	<p>The academy routes have been carefully planned and all pinch points considered. Lesson TT considered to avoid multiply change over.</p> <p>Mini-school model establishes duty rota</p>	L

		<ul style="list-style-type: none"> • Appropriate duty rota and levels of supervision are in place. • Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair 			
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' longer term planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	Tracker in place to ensure effective communication between RL & F2F with Y10 Roll out Y7-9 afterwards HoDs to consider large gap fill working with Directors where available	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Posters in place regarding social distancing and hygiene. • Communal equipment removed e.g. kettles, tea towels 	Yes	Rooms configured, briefing to at INSET Communal areas closed	L
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> • School calendar for the summer term rationalised. • Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed. • Interim plans established in case full time education does not resume in September. 	Yes	Work in place on this and any calendar events that are not in line with Govt guidance have been amended	L

<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>	<p>H</p>	<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. • Where other induction activity can take place in line with social distancing to be considered • Additional induction planned for September for new Y7. 	<p>Yes</p>	<p>Phased communications in planning: KS3>4 & KS2>3 and with colleges KS4>5</p> <p>Virtual tours organised, induction planning in place,' parent evening' online and contact with primary</p>	<p>M</p>
<p>1.10 Governance and policy</p>					
<p>Directors are not fully informed or involved in making key decisions</p>	<p>M</p>	<ul style="list-style-type: none"> • Online meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. 	<p>Yes</p>	<p>Scheduled a meeting for planning and 'virtual tour' with LAC</p>	<p>L</p>
<p>1.11 Policy review</p>					
<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. 	<p>Yes</p>	<p>Reviewed and amended localised practice for SG, H&S, FE, Med.</p> <p>Awaiting further guidance from Trust on behaviour and Trust & DfE on attendance</p>	<p>L</p>
<p>1.12 Communication strategy</p>					

<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> ● Staff ● Pupils ● Parents ● Governors/Trustees ● Local authority ● Regional Schools Commissioner ● Professional associations ● Other partners 	Yes	<p>Regular and robust communication through relevant methods - all signed off by Principal</p>	L
<p>1.13 Staff induction and CPD</p>					
<p>Staff are not trained in new procedures, leading to risks to health</p>	H	<ul style="list-style-type: none"> ● INSET day will be held prior to expanding provision from vulnerable and CWC ● Induction and CPD programmes are in operation for all staff prior to reopening, and include: ● Infection control ● Fire safety and evacuation procedures ● Constructive behaviour management ● Safeguarding ● Risk management 	Yes	<p>All procedures at INSET - followed up by a helpdesk of key resources</p> <p>Personalised RAs completed</p>	L
<p>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</p>	H	<ul style="list-style-type: none"> ● First Aid qualifications extended by 3 months ● For period of COVID-19 designated safeguarding training will not expire ● Online training sought to replace or supplement training that is due to expire ● Support from leaders in the Trust who have up to date training 	Yes	<p>Review staff at these points to ensure they are ready to renew when available - ensure a regular update for all staff with any specific amendments</p>	L
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	H	<ul style="list-style-type: none"> ● Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Yes	<p>Programme to be developed in readiness for late Summer Term and an onsite induction programme from Sept Online induction to follow on the 29th June</p>	L

1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	<ul style="list-style-type: none"> Finance team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes	Robust programme of check and update in place utilizing key personnel.	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessment from other partners completed e.g. NASUWT, NEU/GMB/Unison completed. 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"> Personal care EHCP Vulnerable staff wanting to attend work MAPA 	Yes	RAs shared with LAC, Exec Local Union Reps and all key stakeholders	L
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. Home learning and telephone support established where a child is unable to attend school due to transport issues. 	Yes	To be collated through information gathering calls from SLT	L

1.7 Multi-site working					
Staff who normally work across multiple sites risk the spread of infection across sites	H	<ul style="list-style-type: none"> Colleagues with a multi site contract will be required to identify a single place of work and visit that site only. Staff who are able, will still be asked to work from home. If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 	Yes	Limited number of staff working across sites. This will only be approved by ADo in consultation with Exec	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies or with staff 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	Discussions and plans in place, these will need a regular review between now and July as plans evolve Increased mini-school cleaning	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	Excess in stock ready for opening, communication with suppliers and alternative suppliers ongoing Stock controls in place	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Hand washing is timetabled 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 and timetable into the day if necessary. 	Yes	Regular time for handwashing built into the day - these will be supervised	L

2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<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. • Additional uniform issued to catering, cleaning and site staff if they have insufficient 	Yes	<p>Staff and students will not be expected to wear uniform in the short term - communication of rationale has been shared with all.</p> <p>Appropriate additional uniform purchased (e.g. catering)</p>	M
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	Yes	All such materials removed from classrooms and communal areas	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. 	Yes	<p>INSET to share this</p> <p>Training for key personnel to use website for accessing testing</p>	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust. 	Yes	<p>Systematic process in place from attendance protocol</p> <p>guidance given, appropriate room identified and ready</p> <p>Record for Trust in place and to continue use</p> <p>Testing access communicated</p> <p>Robust follow required, including deep clean</p>	L

<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</p>	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<p>Shared at INSET</p> <p>Guidance given on first lesson in the academy and guidance provided on website</p> <p>Telephone comms with parents through academic mentors</p>	L
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<p>Shared with staff at INSET</p> <p>Shared with students on first day and through call to parents and on website</p>	L
<p>2.5 First Aid/Designated Safeguarding Leads</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Yes	<p>Timetable built for this.</p> <p>Issue if staff absence, covered by Kitchen and BM for first aid and safeguarding leads also identified</p>	L
<p>2.6 Medical rooms</p>					
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils or staff 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	<p>All appropriate PPE has been delivered - room re-configured and FA will go to location</p>	L
<p>2.7 Communication with parents</p>					
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. 	Yes	<p>Shared through SLT phone call and subsequent follow up</p> <p>Videos shared with Parents on website</p>	L

		<ul style="list-style-type: none"> • A COVID-19 section on the school website is created and updated. 			
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<p>Communicated through SLT cal and discussion of addendum to behaviour policy</p> <p>Regular updates shared via all relevant mechanisms</p>	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; supporting child with COVID-19 symptoms; 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	Procurement through Trust and LA to ensure appropriate level	L
2.9 Catering					
Meals can not be provided to students	H	<ul style="list-style-type: none"> • Supplier payments maintained to support the Trust's supply chain • A reduced catering offer is established in line with the availability of produce/supplies and the reduced availability of staffing • Children will be advised to bring packed lunches where they are able 	Yes	<p>Staffing levels determined, a reserve team identified.</p> <p>Alternative providers considered in the event of emergency</p>	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> ● Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. ● Staff model social distancing consistently. ● The movement of pupils around the school is minimised. ● Large gatherings are avoided. ● Break times and lunch times are structured to support social distancing and are closely supervised. ● The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. ● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. ● Messages to parents reinforce the importance of social distancing. ● Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	<p>Yes</p>	<p>Reasons shared with students on first session with academic mentor,</p> <p>Staff message apparent in INSET and ongoing, to be modelled and challenged by SLT</p> <p>Behaviour Policy Addendum shared</p> <p>Appropriate plans and marking in place to support</p> <p>Principal to determine appropriate sanction</p>	<p>L</p>
<p>3.2 Classrooms and teaching spaces</p>					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> ● Home base arrangements in place. ● Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). ● All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. ● Arrangements are reviewed regularly. ● Unnecessary equipment removed from classrooms ● Soft toys and soft furnishings removed ● Cleaning product and wipes available in EYFS to clean toys ● Practical subjects requiring use of equipment not offered 	<p>Yes</p>	<p>Mini-school system to operate with bubbles of staff and students</p> <p>All unnecessary equipment removed (where possible)</p> <p>Soft furnishings removed</p>	<p>L</p>
<p>3.3 Movement in corridors</p>					

<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> ● Circulation plans have been reviewed and amended. ● One-way systems are in operation where feasible. ● Posters in corridors and circulation areas on social distancing ● 2m distance markings in key areas ● Circulation routes are clearly marked with appropriate signage. ● Any pinch points/bottle necks are identified and managed accordingly. ● The movement of pupils around school is minimised as much as possible. ● Where possible, pupils stay in classrooms and staff move around. ● Social time change overs are staggered to avoid overcrowding. ● Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. ● Appropriate supervision levels are in place. ● Accessible routes have been planned where necessary. 	<p>Yes</p>	<p>Circulation plans drawn up and a rota for attendance</p> <p>Posters, screens, markings and messages clear and evident</p> <p>Accessibility Plans have been considered</p> <p>Behavior Plan addendum</p>	<p>L</p>
<p>3.4 Break times</p>					
<p>Pupils may not observe social distancing at break times</p>	<p>H</p>	<ul style="list-style-type: none"> ● Break times are staggered. ● External areas are designated for different groups. ● Pupils are reminded about social distancing as break times begin. ● Social distancing signage is in place around the school and in key areas. ● Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	<p>Yes</p>	<p>Staggered breaks and designated seating - all signage and markings to support this</p> <p>Increased supervision through teaching staff support</p> <p>Behavior Plan addendum</p>	<p>L</p>
<p>3.5 Lunch times</p>					
<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> ● Pupils are reminded about social distancing as lunch times begin. ● Pupils wash their hands before and after eating. ● Dining area layouts have been configured to ensure social distancing. ● Tables and chairs have been cordoned off where this is not possible. ● Floor markings are used to manage queues and enable social distancing. ● PIN and biometric either disinfected between each use or replaced with manual recording of purchases 	<p>Yes</p>	<p>See point 3.4 and in addition manual recording purchase of food in place.</p> <p>Home top up necessary, all water fountains taped off.</p> <p>Guidance provided to parents on limited menu and packed lunch guidance</p> <p>Increased cleaning</p>	<p>L</p>

		<ul style="list-style-type: none"> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch by catering, cleaning or MSA staff. 		Behavior Plan addendum	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	Designated toilets and toilet times, consideration given to RA students who may be receipt of Toilet Pass Increased cleaning and frequency of cleaning Behavior Plan addendum	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	Separate medical area per mini-school Conference room designated as Covid-19	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 	Yes	Reduced access to these areas Signage indicating maximum occupancy	L

		<ul style="list-style-type: none"> Meeting room identified for essential meetings where social distancing can be complied with. Non-essential deliveries and visitors to school are minimised. Signs on gates to confirm not accepting non-essential visitors Arrangements are in place for segregation of visitors. 		Working with contractors and suppliers to manage delivery schedule where possible	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 	Yes	Signage in place, Discussions with parents in phone calls. Limited with older students.	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	Guidance shared with parents, video created encouraging use of personal transport where possible. Shared guidance for face coverings	L
3.11 Staff areas					

<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<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. Hot desking will be stopped, only one member of staff allocated to a desk. WFH will remain in place for staff who can in order to minimise staffing 	<p>Yes</p>	<p>Maximum occupancy indicated Communal areas out of operation WFH strategies considered wherever possible</p>	<p>L</p>
<p>3.12 Catering</p>					
<p>Social distancing is not possible in kitchen/catering areas</p>	<p>H</p>	<ul style="list-style-type: none"> Reduced menus agreed that can be produced with a smaller catering workforce Simple menus developed allowing staff to work at a single workbench 1 member of staff in small areas e.g. fridges, store rooms at any time Staff instructed in social distancing PPE provided if social distancing can not be maintained Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food Catering staff advised to remain behind the counter during serving 	<p>Yes</p>	<p>Reduced menus to grab bags to reduce staffing demand SD guidance provided and marked out Hygiene guidance confirmed Alternative process for food 'delivery/collection' in place</p>	<p>L</p>
<p>4. Continuing enhanced protection for children and staff with underlying health conditions</p>					
<p>4.1 Pupils with underlying health issues</p>					
<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>H</p>	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies regarding people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	<p>Yes</p>	<p>Attendance of all students to be RA by SLT and guidance provided to parents in the initial call</p>	<p>L</p>

4.2 Staff with underlying health issues

<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>H</p>	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	<p>Yes</p>	<p>Identification through HR who have completed the RA</p>	<p>L</p>
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5. Enhancing mental health support for pupils and staff

5.1 Mental health concerns – pupils

<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<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). 	<p>Yes</p>	<p>Return programme in place to diagnose the students needs academically and pastorally.</p>	<p>M</p>
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		<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 			
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Staff are encouraged to use the staff EAP Weekly staff wellbeing surveys 	Yes	As 5.1 and EAP offered	M
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	<p>All communication lines are in place</p> <p>Where a staff member has had increased time off offer an opportunity to come into school before Summer</p>	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	<p>Relevant Programmes offered when identified through HR and LMs</p> <p>Grievance Training Programme completed</p>	M

6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens	H	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	<p>All guidance followed and that of PH Sheffield</p> <p>All passed through Trust and LAC to ensure compliance</p>	L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<p>All Fire Procedures reviewed with new Muster Points. Where an evacuation route is affected these are blocked with tear tape. Only one route has been affected with a fixture, this has been clearly indicated</p> <p>Fire Sweeper role allocated to MSL</p>	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<p>At the point of a fire the greater risk is that. While SD can be managed it may be breached</p>	M

Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	New Marshalls are designated, assigned and trained	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	The building has not been closed	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<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	Programme managed and up to date	L
7.3 Contractors working on the school site					

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Temperature checks are carried out on arrival and before entering the school building. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Yes</p>	<p>Limited except cleaning contract, discussions ongoing with Churchills and clear rota in place</p> <p>Building work to commence over the Summer Break</p> <p>Known contractors RA reference C-19</p> <p>Smaller contractors to undergo temperature check on arrival</p>	<p>L</p>
<p>8. Finance</p>					
<p>8.1 Costs of the school's response to COVID-19</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>M</p>	<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. • 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. 	<p>Yes</p>	<p>All procurement carefully considered and costs managed through Finance and Trust</p>	<p>M</p>

9. Governance

9.1 Oversight of the governing body

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms. • The 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. • Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 	<p>Yes</p>	<p>Trust consultation throughout</p> <p>Governors advised of the work and regular dialogue between Principal and Chair ongoing</p> <p>LAC Chair to sign off on plans</p>	<p>L</p>
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10. Additional site-specific issues and risks

Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

<p>Car Park does not allow for staff to maintain SD protocols</p>	<p>M</p>	<ul style="list-style-type: none"> • Designated bays for mini-schools • Designated routes of entry for staff from the car parking facility • Parking available in lower car park for 1 mini-school to increase these levels 	<p>Yes</p>	<p>Actions taken to address this and communicated with staff</p>	<p>L</p>
<p>Students at risk as one mini-school enters through lower car park</p>	<p>H</p>	<ul style="list-style-type: none"> • Route marked off with tear tape • Additional signage for visitors to make them aware of student access • Consideration given for delivery times to reduce risk • Adult supervision 	<p>Yes</p>	<p>Actions taken as indicated and communicated</p>	<p>L</p>

Fire Marshall absence may put staff and students at risk in the event of a fire	H	<ul style="list-style-type: none"> • Appoint and train a deputy in each mini-school to deputise should the mini-school lead be absent • Appropriate training provided 	Yes	Actions taken as indicated and communicated	L
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