



Lady Margaret School

COVID-19: Operational Risk Assessment for Full School Reopening
September 2020

Updated: September 2020

To be reviewed: 12th October 2020

Lady Margaret School

COVID-19: Operational Risk Assessment for Full School Reopening

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

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

Assessment conducted by:	Mr A Parker	Job title:	Bursar	Covered by this assessment	Staff, pupils, parents, carers, contractors, visitors, volunteers
Date of assessment:	1 st September 2020	Review interval:	2 nd September 2020	Date of next review:	12 th October 2020

Related documents

Government guidance:

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

Risk matrix

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very Likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

Definition

Likelihood of Occurrence	Indicator
1. Very Unlikely	Slight or very small chance
2. Unlikely	Infrequent or exceptional
3. Possible	Not likely to occur or have occurred
4. Likely	Capable of happening or occurring
5. Very Likely	Having more evidence 'for' or 'against'. Likely to occur

Risk Prioritisation

Risk Score	Prioritisation	Colour	Action
1 to 4	Low	Green	Acceptable but keep under regular review.
5 to 12	Medium	Amber	Consider further possible actions if reasonably practicable to reduce risk, then monitor and review.
13 to 25	High	Red	Further actions required to reduce risk with regular review.

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
1. Establishing a systematic process for full opening in secondary schools				
1.1 Organisation of 'bubbles' in full year groups				
Unintended mixing between year groups will increase the risk of the virus spreading	5x4=20 High	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Each year group is allocated a designated set of rooms/spaces and stays within this area except for specialist teaching (e.g. science, technology, art) or when using the dining room or other shared spaces. • All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. • Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by pupils. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups will comply with social distancing and hygiene guidance. • Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • Extended arrival and leaving times; break times and lunch times. • Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), in Alternative Provision/internal inclusion units and when pupils are in detention. 	<ul style="list-style-type: none"> • Year Groups located in separate areas of the building for lessons, break and lunch: Year 7: D11, D12, D14, D15 & D16 Year 8: B11, B12, B21, B22 & B24 Year 9: B25, B26, B27, B28 & B29 Year 10: C11, C12, C13, C14 & C15 Year 11: C01, C02, C03, C04 & C05 Sixth Form: A07, A27, A03, A05, A22, A06, WBH, FSA • Year Groups Allocated designated toilets: Year 7: D Block Year 8: B Block Ground Floor Technology Year 9: B Block First Floor Year 10: B Block Second Floor Year 11: C Block Sixth Form: Changing Rooms • Break time canteen service will not be held. • Year groups will have a set time to attend lunch in the canteen and will have a separate dining area. • Outdoor areas will be segregated as follows: Years 7,8 & 9 Playground Year 10 & 11 Garden Sixth Form Informal study area • Sixth Form not allowed to leave school during break and lunchtime to reduce mixing. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
			<ul style="list-style-type: none"> Specialist teaching areas identified in order to manage generic cleaning of surfaces after each year group. HODs to produce plan for the use of specialist equipment over the timetabled period in order to ensure equipment is either left for 72 hours before being reused or is cleaned by department technicians or specialist teachers before reuse. SEND support to take place primarily in withdrawal settings as opposed to being in class, in order to maintain distancing. 	
1.2 Organisation of teaching spaces				
Teaching pupils in full classes will increase the risk of the virus spreading	<p>3x4=12</p> <p>Medium</p>	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. Contact between individuals is minimised and social distancing maintained wherever possible. Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. Pupils are seated side by side and facing forwards, rather than face to face or side on. Unnecessary furniture is moved out of classrooms to make more space. 	<ul style="list-style-type: none"> All teaching spaces have been arranged to ensure seating is facing forwards and pupils can sit side by side. All teaching spaces have been checked to ensure that the teacher can socially distance by 2metres. All teaching spaces have been provided with a sanitising station with hand and surface sanitiser provided and paper towels. Cleaning products used by cleaners kill COVID-19. 	<p>2x2=4</p> <p>Low</p>

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
The use of shared spaces and specialist classrooms increases the risk of infection between year groups	5x4=20 High	<ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete year group at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. where possible. 	<ul style="list-style-type: none"> Specialist teaching areas identified in order to manage generic cleaning of surfaces after each year group. HODs to produce plan for the use of specialist equipment over the timetabled period in order to ensure equipment is either left for 72 hours before being reused or is cleaned by department technicians or specialist teachers before reuse. Main school assemblies and church services will not take place. Year group only assemblies and church services will take place. Day time cleaning throughout the day of all communal areas, handrails, door handles, lifts, shared kitchens and toilets to take place. Dining area tables to be cleaned after each year group. Cleaning products used confirmed to kill COVID-19. 	2x2=4 Low
1.3 Staffing				
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	3x3=9 Medium	<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. The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity 	<ul style="list-style-type: none"> Staff risk assessments will be completed by 04/09/20 for existing staff who required a risk assessment previously or now require one. Staff risk assessments will be completed by 04/09/20 for any new staff joining the school who require one. Cover procedures and sickness absence procedures to operate as normal. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		(Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19).	<ul style="list-style-type: none"> • Staff provided with testing procedure and guidance if displaying symptoms of COVID-19. Staff expected to take test for COVID-19, so if they test negative they can return to work quickly. • Lessons will be covered internally where possible using the first call system. • Additional teaching capacity has been built into the school timetable which will be used for supply cover, to reduce dependency on outside agencies and the number of visitors coming to school. 	
1.4 The school day				
The start and end of the school day create risks of contact between discrete year groups	5x4=20 High	<ul style="list-style-type: none"> • Start times are managed with queuing and distancing. • 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. 	<ul style="list-style-type: none"> • The start of the school day is not staggered but all pupils arrive at different times between 8am-8.35am for an 8.40am start. This avoids crowding. • Yellow cones will be placed outside of the main entrance at a 2 metre distance at the start of the day in order to manage any crowding. • Pupils will be dismissed from 3.20pm onwards in a staggered fashion at the end of the school day. This will avoid crowding. • Main entrance for arrival at the start of the day. • Gate entrance for departure at the end of the day. • Sixth Form will be allowed to leave at lunchtime if no afternoon lessons. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
			<ul style="list-style-type: none"> The start and the end of each day will be supervised by the SLT, HOYs and any other staff as directed by the SLT. 	
1.5 Planning movement around the school				
Movement around the school risks contact between discrete year groups	5x4=20 High	<ul style="list-style-type: none"> Year group 'bubbles' remain in their home bases for most of their learning. Timetabling avoids more than one year group in circulation at any one time in the same part of the building. Staff moving between year groups observe social distancing and hygiene procedures at all times. One-way systems are in place where possible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. 	<ul style="list-style-type: none"> One way system operational with enhanced signage in place for whole school return. Year groups will remain in their year group class rooms for the majority of teaching and use their own designated toilets within their area of the school. (see 1.1). Movement to break and lunch will be supervised by the SLT, Mid-Day Supervisors and with support from other members of staff as directed by the SLT. Mid-Day Supervisors will management movement in designated building areas during lunchtime and ensure mixing does not take place. Movement around the building e.g. to go to a specialist teaching space has been minimised by the timetable to ensure multiple groups are not moving at once. Teachers to move between classes not pupils. Sixth Form not allowed to leave school during break and lunchtime to reduce mixing. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
1.6 Curriculum organisation				
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	5x4=20 High	<ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include amending schemes of work where necessary, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. Gaps in learning will be assessed and addressed systematically in teachers' planning. Middle leaders will ensure that exam specifications are covered. 	<ul style="list-style-type: none"> A robust monitoring process is in place for each year group to support pupils progress. Staff CPD will be targeted to ensure staff are fully prepared to minimise all gaps in learning. 	3x3=9 Medium
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	5x4=20 High	<ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed. Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. Enrichment activities are reviewed and revised accordingly. 	<ul style="list-style-type: none"> PE and Music identified as two key areas where there is an increased risk of COVID-19 infection. PE activity will be non-contact e.g. Zumba and Yoga. Outdoor areas and large hall and gyms spaces will be used. Music practice will be socially distanced and take place in ensembles. Singing and year group choirs will take place outside. Chamber Choir will be limited to 15 pupils and will rehearse at a 2 meter distance in Auditorium. Extra-curricular PE and Music activities will not mix different year groups. 	2x2=4 Low
The resumption of non-overnight school visits poses risks to infection control	5x4=20 High	<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete year group bubbles do not mix on school visits. 	<ul style="list-style-type: none"> No school visits or trips are planned in 2020/2021. Activities will be adjusted so that they can take place on the school site. 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
1.7 Staff Workspaces				
Staff rooms and offices do not allow for observation of social distancing guidelines	5x4=20 High	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	<ul style="list-style-type: none"> Not all teaching staff will require a work room at one given time. All teaching staff workrooms will be available to use for all teaching staff, so if distancing cannot be applied in their normal workroom they can move to another workroom. Cleaners will be present each day to sanitise staff desks. Sanitiser spray and hand sanitiser provided in each staff room. Admin offices adjusted for social distancing. 	2x2=4 Low
1.8 Managing the school lifecycle				
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	5x4=20 High	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full reopening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for September 2020 completed. 	<ul style="list-style-type: none"> None 	1x1=1 Low
Pupils moving on to the next phase in their education do not feel prepared for the transition	3x3=9 Medium	<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. Online induction days for pupils and parents are planned. 	<ul style="list-style-type: none"> Year 13 transition and destination institutions managed by the Assistant Headteacher, Director of Sixth Form Year 11 transition to the Sixth Form managed by the Assistant Headteacher, Director of Sixth Form, Head of Year 11 and Assistant Headteacher, Behaviour for Learning and Inclusion managing transition to other institutions. On line induction took place for new Year 7 pupils. On line induction took place for new Year 12 pupils. 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
			<ul style="list-style-type: none"> School plans to hold open sessions for Secondary transition and for the Sixth Form as normal in Autumn 2020. 	
1.9 Governance and policy				
Governors are not fully informed or involved in making key decisions about reopening	1x1=1 Low	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	<ul style="list-style-type: none"> Governors receiving monthly summary updates from the Chair of Governors, provided by the school Staff and General Purposes Committee will review school policies and government guidance in relation to COVID-19. 	1x1=1 Low
1.10 Communication strategy				
Key stakeholders are not fully informed about the plans for reopening and their implications	2x2=4 Low	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Local authority LDBS 	<ul style="list-style-type: none"> Headteacher communicates by letter, newsletter and email to all stakeholder groups. Distributed through MyEd app and email. 	1x1=1 Low
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	2x2=4 Low	<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Contact records for pupils, parents and staff are kept up to date. 	<ul style="list-style-type: none"> School uses MyEd app and email to communicate with parents. Both cloud based systems that can be used remotely. Staff can use the VMWare remote access system to access all of the school's systems and records. Teachers can use Show My Homework and Google Classroom to set work for pupils and communicate with them. 	1x1=1 Low
1.11 Staff induction and CPD				

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
Staff are not trained in new procedures, leading to risks to health	2x2=4 Low	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: The 9 PHE system control measures set out in the latest government guidance Organisational arrangements (i.e. year groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Safeguarding 	<ul style="list-style-type: none"> Staff and Student Protocol and Autumn 2020 reopening plans issued 16/07/20. Staff CPD to take place on whole school inset days 02/09/20 & 03/09/20. 	1x1=1 Low
New staff are not aware of policies and procedures prior to starting at the school when it reopens	2x2=4 Low	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	<ul style="list-style-type: none"> New staff will be briefed on the two whole school inset days to be held on 02/09/20 & 03/09/20. 	1x1=1 Low
1.12 Free school meals				
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	1x1=1 Low	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	<ul style="list-style-type: none"> The school has been operating successfully the Edenred Free School Meal Voucher scheme since March 2020 and will continue to supply vouchers until the start of the Autumn term. School catering service will resume in September 2020 and free school meals will be provided to those eligible pupils. 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
1.13 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.	3x3=9 Medium	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits 	<ul style="list-style-type: none"> Staff working in different areas of the school will be briefed on any specific local measures. 	2x3=6 Medium
1.14 Responding to cases of COVID-19 and local lockdowns				
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	2x2=4 Low	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Year group 'bubbles' are kept discrete at all times. The local health protection team is contacted immediately for advice The school engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	<ul style="list-style-type: none"> School has published a procedure for both staff and pupils on testing for COVID-19 and expects all staff and pupils to be tested if displaying symptoms or comes into contact with somebody with COVID-19. 	1x1=1 Low
The school is unprepared for a local lockdown should the rate of infection rise in the area	2x2=4 Low	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. There is regular liaison with the local health protection team. 	<ul style="list-style-type: none"> None 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		<ul style="list-style-type: none"> Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 		
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19				
2.1 Public Health England system control measures				
The school does not implement the 9 Public Health England Control Measures to limit the spread of COVID-19.	5x4=20 High	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents: Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. 	<ul style="list-style-type: none"> None 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		<ul style="list-style-type: none"> • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. • Clean hands thoroughly more often than usual • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points. 		

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		<ul style="list-style-type: none"> • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms). • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. • Minimise contact between individuals and maintain social distancing wherever possible • Pupils are organised in year group bubbles. In school, year groups are kept separate from each other. Movement around the school by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. • Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. • The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this. • Arrangements are in place for pupils to use lockers, safely, without queues forming or bubbles mixing. • Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - These specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end 		

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		<p>of lessons where resources / spaces will subsequently be used by another bubble.</p> <ul style="list-style-type: none"> • Where necessary, wear appropriate personal protective equipment (PPE) • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <ul style="list-style-type: none"> • Engage with the NHS Test and Trace process • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process <ul style="list-style-type: none"> • Manage confirmed cases of coronavirus (COVID-19) amongst the school community • Contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. 		

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		<ul style="list-style-type: none"> A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England / local authority as directed locally. Contain any outbreak by following local health protection team advice Advice provided by the local health protection team is acted on immediately. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 		
2.2 Cleaning				
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>5x4=20 High</p>	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	<ul style="list-style-type: none"> School to be deep cleaned before reopening. Normal cleaning routines, cleaning specifications and chemicals have been confirmed as appropriate for sanitising against the spread of infections and specifically the spread of COVID-19. Additional cleaning of frequently touched surfaces in communal areas throughout the school day e.g. handrails, door handles. Additional cleaning of all toilets, staff kitchens and workspaces throughout the day. Specialist teaching areas to be cleaned between different groups of pupils. Dining area to be cleaned after each group. 	<p>2x2=4 Low</p>

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
2.3 Hygiene and handwashing				
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	5x4=20 High	<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. 	<ul style="list-style-type: none"> School has a three month advance supply of hand soap, hand sanitiser, tissues and surface sanitiser at any given point. Hand sanitiser usage will be monitored by premises team for reordering purposes. Day time cleaner will monitor stock levels in toilets and refill as necessary. Staff to contact 'Premises Helpdesk' if replacement supplies are required'. Hand sanitiser will be provided in teaching and supervised areas only in order to control stock levels and ensure correct usage. 	1x1=1 Low
Pupils forget to wash their hands regularly and frequently	5x4=20 High	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<ul style="list-style-type: none"> Pupils will be asked to wash their hands before coming to school and each time they use the toilet. Pupils will be asked to sanitise their hands on arrival to school and throughout the day. Pupils will be encouraged to bring their own sanitiser to school. 	1x1=1 Low
2.5 Testing and managing symptoms				

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing	3x3=9 Medium	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the school's health provider. 	<ul style="list-style-type: none"> Guidance to staff and pupils on the test and trace procedure published in June 2020. 	1x3=3 Low
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	5x5=25 High	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent 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 in line with the most recent government guidance. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	<ul style="list-style-type: none"> Guidance to staff and pupils on the test and trace procedure published in June 2020. Cover and absence reporting process to operate as normal. Staff to request test if displaying symptoms. Parents requested by school to have pupil tested if displaying symptoms. School to send pupils home displaying symptoms and to request testing. 	3x4=12 Medium

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
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	3x3=9 Medium	<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. 	<ul style="list-style-type: none"> Guidance to staff and pupils on the test and trace procedure published in June 2020. 	1x3=3 Low
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	3x3=9 Medium	<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. 	<ul style="list-style-type: none"> Guidance to staff and pupils on the test and trace procedure published in June 2020. Premises team will follow GOV.UK guidance on COVID19-cleaning in non-healthcare settings. Cleaning company will be instructed to carry out clean. Ploughing service available. 	1x3=3 Low
2.6 First Aid/Designated Safeguarding Leads				
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	1x1=1 Low	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. 	<ul style="list-style-type: none"> All school admin staff are first aid trained and are the first point of contact. The school has 17 staff in total trained in first aid who are both teachers and support staff. 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
2.7 Medical rooms				
Medical rooms are not adequately equipped or configured to maintain infection control	5x4=20 High	<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. 	<ul style="list-style-type: none"> Existing medical room limited to 1 x pupil. Can be used for COVID-19 isolation. Interview room can be used for COVID-19 isolation. Cleaning contractor offer full disinfecting service for COVID-19. 	1x1=1 Low
2.8 Communication with parents				
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	2x2=4 Low	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.10, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks are created and updated. 	<ul style="list-style-type: none"> See 1.10. 	1x1=1 Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	4x4=16 High	<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. 	<ul style="list-style-type: none"> See 1.10 & 2.5. 	3x2=6 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
2.9 Personal Protective Equipment (PPE)				
Provision of PPE for staff where required is not in line with government guidelines	5x5=25 High	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	<ul style="list-style-type: none"> PPE will be supplied to First Aid trained staff providing personal care to pupils where a 2 meter distance cannot be maintained. GOV.UK Guidance for full opening: schools does not recommend the wearing of face masks as a general measure. 	1x1=1 Low
3. Adopting the new organisational model of discrete year group 'bubbles'				
3.1 Pupil behaviour				
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete year group 'bubbles'	3x2=6 Medium	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for operating in year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff continue to model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to avoid different year groups coming in to contact with each other and are closely supervised. Senior leaders monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. Messages to parents reinforce the importance of adhering to the new arrangements. Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be 	<ul style="list-style-type: none"> The structure of the school day will minimise movement and mixing. See 1.4. Appropriate circulation measures are in place. See 1.5. Mid-day supervisors will assist in maintaining year groups bubbles during lunchtime. SLT will assist with break and lunchtime supervision. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		sanctioned appropriately and proportionately, by exclusion where necessary.		
3.2 Classrooms and teaching spaces				
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	5x4=20 High	<ul style="list-style-type: none"> All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	<ul style="list-style-type: none"> See 1.1 & 1.2. 	1x1=1 Low
3.3 Specialist learning spaces				
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	5x4=20 High	<ul style="list-style-type: none"> The learning space and equipment are thoroughly disinfected before a new bubble enters. Schemes of work are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. Teachers' planning is reviewed to maximise the use of teacher demonstration rather than pupil practical. 	<ul style="list-style-type: none"> See 1.1, 1.2 & 2.2. 	2x2=4 Low
3.4 Shared spaces				
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	5x4=20 High	<ul style="list-style-type: none"> No more than one year group is scheduled to occupy a shared space at any one time. Shared spaces are cleaned after use. 	<ul style="list-style-type: none"> See 1.1, 1.2 & 2.2. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
3.5 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions				
The use of spaces for AP/inclusion/withdrawal of pupils/detentions risks the spread of infection	5x4=20 High	<ul style="list-style-type: none"> Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. Spaces are cleaned after use. 	<ul style="list-style-type: none"> Detentions will be delayed until October 2020. Whole school detentions will segregate pupils into year groups and each year group will be kept separate from each other. AP will be used from September 2020 and a risk assessment will be requested and reviewed from AP provider before the pupil is sent. 	1x1=1 Low
3.6 Movement in corridors				
The discrete year group 'bubble' arrangements are breached when pupils circulate in corridors	5x4=20 High	<ul style="list-style-type: none"> Home base/year group bubble arrangements are in place. The use of shared/specialist learning spaces is timetabled to avoid different year groups coming in to contact with each other. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. 	<ul style="list-style-type: none"> See 1.5. 	2x2=4 Low
3.7 Break times				
Year groups may mix at break times	5x4=20 High	<ul style="list-style-type: none"> Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced. 	<ul style="list-style-type: none"> See 1.1, 1.2, 1.5 & 2.2. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
3.8 Lunch times				
Year groups may mix at lunch times	5x4=20 High	<ul style="list-style-type: none"> • Lunch times are staggered. • Pupils are reminded about staying in their assigned bubbles as lunch times begin. • Pupils wash their hands before and after eating. • Dining areas are cleaned before and after each year group has used them. • Tables and chairs have been cordoned off where necessary. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Pupils eat lunch with others in their bubble. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 	<ul style="list-style-type: none"> • See 1.1, 1.2, 1.5 & 2.2. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
3.9 Toilets				
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles'	3x3=9 Medium	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands. 	<ul style="list-style-type: none"> Pupils allowed to use toilet throughout the day. Year Groups Allocated designated toilets: Year 7 D Block Year 8 B Block Ground Floor Technology Year 9 B Block First Floor Year 10 B Block Second Floor Year 11 C Block Sixth Form Changing Rooms 	2x2=4 Low
3.10 Medical Rooms				
The configuration of medical rooms may compromise social distancing measures	5x5=25 High	<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. 	<ul style="list-style-type: none"> See 2.7. 	1x1=1 Low
3.11 Reception area				
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	3x3=9 Medium	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	<ul style="list-style-type: none"> Reception to operate a 1 person at a time policy. Visitors wait outside the front door until reception is clear. Parents asked not to come to school except by appointment. Deliveries will be directed to the archway gate. 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
			<ul style="list-style-type: none"> A 2 metre perimeter will be placed around reception. A Perspex screen will be fitted at the workstation. No seating or waiting in reception. 	
3.12 Arrival and departure from school				
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different year groups mixing	3x3=9 Medium	<ul style="list-style-type: none"> Start times are managed with queuing and distancing. Departure 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. 	<ul style="list-style-type: none"> See 1.4. On way circulation will enable speedy arrival and departure making distancing more achievable. Signage in place. Parents asked not to come to school except by appointment. 	2x2=4 Low
3.14 Staff areas				
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	5x4=20 High	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms. 	<ul style="list-style-type: none"> See 1.7. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
4. Continuing enhanced protection for children and staff with underlying health conditions				
4.1 Pupils with underlying health issues				
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	3x4=12 Medium	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. The register of pupils with underlying health conditions is regularly updated. Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. 	<ul style="list-style-type: none"> Pupils with underlying health issues and those shielding will be identified by the Assistant Headteacher, Behaviour and Inclusion and SENDco. Each pupil will be assessed according to their needs. Parents and carers will be consulted as required. 	1x3=3 Low
4.2 Staff with underlying health issues				
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	3x5=15 High	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. 	<ul style="list-style-type: none"> Clinically vulnerable staff or staff with age or ethnicity contextual factors asked to identify themselves to the school. Each staff member will be assessed on a case by case basis according to their needs. 	1x3=3 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
		<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 		
5. Operational issues				
5.1 Review of fire procedures				
Fire procedures are not appropriate to cover new arrangements	1x1=1 Low	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: Pupils operating in discrete year group 'bubbles' Staff moving between discrete year group 'bubbles' Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	<ul style="list-style-type: none"> Fire procedures reviewed and do not require adjustment. 	1x1=1 Low
Fire evacuation drills - unable to apply social distancing effectively between discrete year group 'bubbles'	4x1=4 Low	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	<ul style="list-style-type: none"> Social distancing on building evacuation not realistic in event of a real fire or emergency evacuation Social distancing to take place at muster points. 	4x1=4 Low
5.2 Managing premises on reopening after lengthy closure				
All systems may not be operational	1x1=1 Low	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	<ul style="list-style-type: none"> Building has remained open and operated by the premises team throughout the closure period. 	1x1=1 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
			<ul style="list-style-type: none"> All building systems have remained operational. 	
Statutory compliance has not been completed due to the availability of contractors during lockdown	1x1=1 Low	<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. 	<ul style="list-style-type: none"> All statutory compliance and testing is up to date. Water flushing and water testing undertaken on a daily basis across the building. Water contractor undertaking testing before school reopening. 	1x1=1 Low
5.3 Contractors working on the school site				
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	3x3=9 Medium	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<ul style="list-style-type: none"> Contractors only invited to school during term time either before or after school. If required during the school day they will only be invited if able to work in isolation of staff and pupils. Contractors to use archway gate and back gate for access. Contractors working on school site will be required to implement appropriate COVID-19 health and safety measures and operate within a separate site, separated from staff and pupils. Normal safeguarding measures not affected. 	2x2=4 Low

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
6. Governance				
6.1 Oversight of the governing body				
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	1x1=1 Low	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	<ul style="list-style-type: none"> See 1.9. The Staffing and General Purposes Committee's terms of reference enable an effective and detailed oversight of the school's management of COVID-19. 	1x1=1 Low