

**TEMPLATE  
OPERATIONAL RISK  
ASSESSMENT FOR  
SCHOOL REOPENING**

**St Thomas of Canterbury RC  
Primary School**

**CHECKS AND BALANCES:  
RESPONDING TO COVID-19**

### **Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

## COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11<sup>th</sup> May 2020 as follows:

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

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

Assessment conducted by:	David Deane OBE	Job title:	Head teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	22 <sup>nd</sup> May 2020	Review interval:	This is a dynamic risk assessment and will be under daily/weekly review	Date of next review:	Week beginning 1 <sup>st</sup> June – consultation with TU reps, governors and other staff

### Related documents

<b>Trust/Local Authority documents:</b>	<b>Government guidance:</b> <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a> <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> <a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a> <a href="#">Actions for schools during the coronavirus outbreak</a> <a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a> <a href="#">Coronavirus (COVID-19): guidance for educational settings</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>
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### Risk matrix

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

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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)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
<b>Available capacity of the school is reduced when social distancing guidelines are applied</b>	H	<ul style="list-style-type: none"> <li>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Arrangements in place to support pupils when not at school with remote learning at home and regular welfare checks if necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>STOC will follow current guidance and limit pupil numbers in a group to a maximum of 15.</li> <li>We still have capacity to increase the number of bubbles /groups for N/R/1/6 should this be required because demand for places is high</li> <li>Leaders have organised bases for all groups/bubbles</li> <li>Timetabling for each bubble has been thought through – morning, break, lunch and end of day</li> <li>Remote/home learning procedures remain in place and this has been communicated to parents</li> <li>Welfare checks – twice weekly for those not attending will continue</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow adequate social distancing</b>	H	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class)</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</li> <li>Spare chairs removed from desks so they cannot be used.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All classroom bases have been measured by a member of the senior leadership team and these are large enough to safely educate 15 pupils with social distancing</li> <li>Spare chairs will be removed from desks so they cannot be used.</li> <li>Windows in all bubble /group bases will be opening every morning for a minimum of 30 minutes</li> <li>Classroom desks 2 metres apart</li> <li>Signage reminding pupils to keep apart will be in each bubble base</li> <li>Each bubble will stay together at all times and not mix with other groups or adults</li> </ul>	L
<b>Large spaces need to be used as classrooms</b>	L	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing</li> <li>Maximise use of external areas where practicable .</li> </ul>	Yes	<ul style="list-style-type: none"> <li>At STOC there are no plans and no need at this time to use the school halls as a teaching space for children</li> <li>All large gathering – school assemblies, whole staff briefings, parental meeting for example for new nursery intake etc have been cancelled and alternative arrangements made</li> <li>External spaces will be zoned so bubbles don't mix.</li> </ul>	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)
				School field will be in use at lunchtimes – weather permitting!	
<b>1.3 Availability of staff and class sizes</b>					
<p><b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b></p>	H	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>• Full use is made of testing to inform staff deployment.</li> <li>• A blended model of home learning and attendance at school is utilised until staffing levels improve.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• School leaders and the SBM are in regular contact with all staff. School is aware of those staff who have shielding letters and are unable to return to work.</li> <li>• Leaders are also aware of a number of other staff who have underlying health conditions but no shielding letter which makes them vulnerable.</li> <li>• Leaders are also aware of a small number of staff who cannot organise childcare for their pre-school children and this makes a return to work problematic. Leaders will always be compassionate and flexible in their response. Those staff unable to organise childcare will be offered Special Parental Leave as set out in the school's Parental Leave Policy – March 2017 – this gives parents the right to 18 weeks leave to care for a child at home.</li> <li>• Schools deployment of staff ready for re-opening is based upon this known information of employee health status and availability for work and is regularly updated.</li> <li>• School has signed up to the portal to quickly request COVID 19 testing if this should become necessary and is well aware of local arrangements for testing in Salford should an employee need this</li> <li>• Those who remain working from home are wherever possible given appropriate tasks to help with the efficient running of the school and the quality of education it provides.</li> <li>• A senior leader has carefully planned the staffing of each group/bubble for our re-opening, taking into account staff availability, experience and expertise. Wherever possible bubbles have been deliberately over-staffed for the initial re-opening to allow for contingencies to be addressed whilst still maintaining</li> </ul>	L

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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)
				safe staffing levels at all times. <ul style="list-style-type: none"> <li>Home learning for those not attending school will continue and this has been incorporated into our planning – teachers will be given non-contact time to allow for this so workload does not become a major concern and staff wellbeing is always a priority for leaders.</li> </ul>	
<b>1.4 Prioritising provision</b>					
<b>The continued prioritisation of vulnerable pupils and the children of critical workers will create ‘artificial groups’ within schools when they reopen</b>	M	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>A plan is in place for the phasing in of the other cohorts.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Those children with an EHCP and the children of Key Workers who have attended throughout the pandemic will be placed in Nursery, Reception, Y1 or Y6 bubbles if they are in that year group.</li> <li>School has planned for an increase in Key Worker children returning and has created a Y2/3 key worker bubble and a Y4/5 key worker bubble. We expect these bubbles to be relatively small.</li> <li>The needs of those with high level SEND – including those with EHCP have also been planned for. 6 pupils with EHCPs will be taught together a relevant curriculum that meets their specific needs in what we call The Acorn classroom /bubble.</li> <li>School is in regular contact with other vulnerable pupils with EHCPs and is aware that for medical reasons in some cases parents have informed us they will keep them at home. Others remain fearful of the virus so choose to remain at home – they know they are entitled to a place in school if they choose to access this.</li> <li>School leaders are aware that the government aims to get all primary school children back to school for the last 4 weeks of the summer term. School leaders will seek additional guidance, but the outline plan would be to fill up the school with Year 5 and then Year 4 pupils and so on until we are full.</li> </ul>	L
<b>1.5 The school day</b>					

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<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	M	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff, parents and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Start and departure times has been staggered and these have been shared with staff and parents.</li> <li>Staff to enter school via pedestrian gate at bottom of car park and go directly to their designated class bubble and also drop off their lunch at their designated staff room in fridge provided</li> <li>Parents will use the Dudley Street or St James Road entrances only, access the school playground via the gates on the perimeter fence, drop pupils off immediately to awaiting staff and leave via the pedestrian gate at the bottom of the staff car park. This one –way flow of parents will maximise social distancing.</li> <li>Parents have been told not to loiter or congregate in groups and senior staff will be available daily to supervise this.</li> <li>Parental enquires are to be via phone and text wherever possible and this has been explained to parents. Only 1 adult will be allowed in the school reception /security lobby at a time. Floor markings outside the school office (similar to supermarkets ) will be in place to organise a safe queuing system.</li> </ul>	L
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>A one –way system for children has been organised beginning at the stair-well entrance at the end of the KS2 corridor and flowing along KS2/ KS1/ dining hall and then out onto the playground via the Year 2L classroom. .Appropriate signage will be in place as a reminder to staff and children.</li> <li>Corridors should not therefore need dividing and they are too narrow to make this practical.</li> <li>The Y2L potential bottleneck will be signed and organised as a flow through corridor.</li> <li>Pupils will remain in the same base for all their learning activities, including PE.</li> <li>Welfare staff supervising lunchtimes will be briefed about their responsibilities and their role in our new procedures by an AHT ( Mr Stenton).</li> </ul>	L

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<b>1.7 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	M	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Teachers have been given clear guidance on curriculum planning an AHT ( Mrs Abbott). Priority will be given to the re-establishment of routines, structured day and good learning habits.</li> <li>There will be no new learning as much will have been forgotten in the 11 week closure and also because approx' 50% of pupils will not choose to attend.</li> <li>The consolidation of prior learning in English and maths starting from Autumn 2 through to Spring 2020, re-using planning and re-teaching these learning objectives will help plug gaps in learning for those attending.</li> <li>As far as is possible, this will be replicated for pupils not attending via remote learning at home.</li> <li>The afternoon will be used to revisit learning in units of RE, and foundation subjects although it will not be a full broad and balanced curriculum.</li> </ul>	L
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms, and use is staggered</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The continued use of the main school staffroom would make social distancing impossible. School leaders have identified 3 additional rooms which will be temporarily converted into staff rooms with appropriate facilities for hot drinks and food – these are the existing After Care room, Library and Y2L classroom.</li> </ul>	L

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				<ul style="list-style-type: none"> <li>Staff will be allocated a staff room and must only use the one allocated to ensure social distancing is maintained.</li> <li>The school office and the finance office will be re-organised so other staff do not need to enter. New pigeon holes for staff post will be set up in the main entrance.</li> <li>A Perspex screen with a small opening has been installed to replace the sliding glass opening to provide greater protection to the receptionist.</li> <li>Staff can consult admin and finance staff whilst standing in the corridor but will be asked not to enter. Most staff requests and enquiries should be via email to admin staff rather than in person.</li> <li>This will form part of a staff briefing of “dos and don’ts” shared prior to re-opening.</li> </ul>	
<b>1.9 Managing the school lifecycle</b>					
<b>Limited progress with the school’s summer term calendar and work plan because of COVID-19 measures</b>	L	<ul style="list-style-type: none"> <li>School calendar for the summer term rationalised.</li> <li>Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The vast majority of curriculum improvement actions contained within the current school improvement plan and subject leader action plans have already been completed. Senior leaders set up a schedule of work for all teachers in late March 2020 to be completed during closure. The fantastic hard work and dedication of teachers during closure meant this work is now complete. This puts the school in a very strong position into terms of it’s development cycle.</li> <li>Senior leaders undertake to limit to an absolute minimum any additional requests to teachers during the summer 2 return and allow teachers to focus on their groups/classes without additional burdens being placed upon them.</li> <li>The curriculum for Sept 2020 is ready to go!</li> <li>The staffing structure for 2020-2021 is nearing completion and there are currently no vacancies.</li> </ul>	L

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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)
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b>	L	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>Online induction days for pupils and parents are planned.</li> <li>Staggered onsite induction days are planned for small groups</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Year 6 teachers have continued to liaise with a number of Year 7 leaders from different high schools to share information on children throughout the lockdown.</li> <li>Pupils in Year 6 will receive pastoral care and support on their return once school is open and there are staff available and trained to do this.</li> <li>Individual parents making appeals to high school have continued to receive advice and support</li> <li>Early Years teachers and support staff and the SBM have met regularly during school closure to ensure the admissions process for new nursery and reception parents and children is managed efficiently. EY staff, school admin' and the SBM have worked hard on this vitally important admissions process and we are therefore full in Reception and very nearly full for nursery for Sept 2020.</li> <li>EY staff have organised alternative strategies to get key information and support to new parents.</li> <li>As part of this, staggered on site induction in carefully controlled small groups or one to one are planned for summer two.</li> </ul>	L
<b>1.10 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	L	<ul style="list-style-type: none"> <li>Meetings are held online with governors where key decisions need to be made.</li> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Governors have received an outline of the plan for re-opening the school from Monday 8<sup>th</sup> June 2020.</li> <li>The CoG and Head teacher have discussed these plans on the phone</li> <li>All governors will receive a copy of this draft Risk Assessment - their feedback is vital and will be acted upon and their formal approval recorded.</li> <li>The Head teacher will liaise with the CoG and Governor Services about organising a virtual meeting of governors scheduled for 16<sup>th</sup> June 2020.</li> </ul>	L
<b>1.11 Policy review</b>					

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<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	L	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Just before school closure, senior leaders consulted every class teacher and SEND leaders and together drew up a list of vulnerable children. All these children have had twice weekly welfare calls. Many have also had visits from a variety of staff to check on their welfare.</li> <li>Any concerns have been logged on CPOMs and followed up as required.</li> <li>The designated Safeguarding Lead and his deputy and also worked with The Bridge – Salford Child Protection Team to keep children safe on a number of referrals which have come in during this time.</li> <li>The school's Security Policy has been updated, other policies are currently under review.</li> </ul>	L
<b>1.12 Communication strategy</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	M	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>All staff will receive a copy of this risk assessment and the relevant Trade Unions</li> <li>Staff will receive an easy to read "Do's and Don't s " list prior to the re –opening – this will list out the key changes to everyday procedures</li> <li>Weekly staff briefings sheet will be sent out every Friday and this will update staff on any other changes</li> <li>Pupils key point of contact will be their class teacher – special gmail email addresses were set up at the start of lockdown to make communication easy and quick</li> <li>Once returned the lead adult in each bubble will take responsibility for explaining and reminding pupils of key messages around social distancing etc</li> <li>Parents are contacted regular via text/email and letter and via the school website and parentpay app</li> <li>Governors will be updated via email and a virtual meeting will be held 16<sup>th</sup> June</li> <li>The Head teacher is in regular contact with LA officers</li> </ul>	L
<b>1.13 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to</b>	M	<ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to reopening.</li> <li>Induction and CPD programmes are in operation for all</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Posters reminding staff and pupils in all group bases will display key safety messages around personal hygiene – Handwashing and also effective infection</li> </ul>	L

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<b>health</b>		staff prior to reopening, and include: <ul style="list-style-type: none"> <li>• Infection control including hand hygiene and enhanced cleaning regime</li> <li>• Fire safety and evacuation procedures</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul>		control <ul style="list-style-type: none"> <li>• Staff will receive a user friendly list of new procedures</li> <li>• Staff will be informed of any changes to fire safety and evacuation procedures.</li> <li>• Staff will receive ongoing training once school re-opens as required.</li> </ul>	
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	L	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• There will be no new staff 8<sup>th</sup> June 2020</li> </ul>	L
<b>1.14 Free school meals</b>					
<b>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school</b>	M	<ul style="list-style-type: none"> <li>• A member of the school's administrative 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.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• FSM pupils in Nursery, Reception, Y1 and Y6 who attend after re-opening will receive a hot FSM in the normal way (No vouchers).</li> <li>• Those choosing not to attend will still receive vouchers – as per Assistant Directors clarification</li> <li>• Other FSM pupils not attending from other year groups will also continue to receive Edenred vouchers and the admin team are set up to deliver this.</li> </ul>	L
<b>1.15 Risk assessments</b>					
<b>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.</b>	M	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies / additional controls are put in place and communicated to staff covering:                             <ul style="list-style-type: none"> <li>• Different areas of the school</li> <li>• When pupils enter and leave school</li> <li>• During movement around school</li> <li>• During break and lunch times</li> <li>• Delivering aspects of the curriculum, especially for practical subjects and especially where shared equipment is required to be used</li> </ul> </li> <li>• Risk assessments are systematically revisited once</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• This is a comprehensive dynamic risk assessment which will be reviewed daily and weekly before and after re-opening.</li> <li>• First review - Week beginning 1<sup>st</sup> June – consultation with TU reps, governors and other staff</li> <li>• Review of the risk assessment will be a standing item on the Senior Management Team (SMT) weekly meetings</li> <li>• Full governors meeting scheduled for 16<sup>th</sup> June – Risk Assessment will be an agenda item</li> </ul>	L

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		school reopens			
<b>1.16 School transport</b>					
<b>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</b>	L	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> <li>Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines,</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Vast majority of families attending STOC live near the school and walk</li> <li>Those that live further away usually drive and few rely on public transport. School will offer support on an individual basis to families struggling to get children to school using buses.</li> <li>Parents have been informed of changes to pick up and drop off times</li> </ul>	L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all touch points and welfare areas.</li> <li>Working hours for cleaning staff are increased.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The SBM will undertake a review of current cleaning regime – she will work with Citywide to refocus all cleaning activities on the 16 bases actually in use for each bubble plus staff rooms/offices and communal areas. This refocus onto those areas actually in use will free up time and Citywide staff to provide an enhanced daily cleaning regime.</li> <li>Frequently touched surfaces will be specifically targeted for more regular cleaning</li> <li>Group/bubble locations will also be cleaned more frequently. On re-opening, approved cleaning product (versatile) , disposal wipes and gloves have all been</li> </ul>	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>purchased and will be securely stored in every group/bubble location for staff to clean/wipe down all hard surfaces at lunchtimes. This will avoid a large number of staff having to all go to a central cleaning store and therefore limit risk of spreading the virus.</p> <ul style="list-style-type: none"> <li>School has sufficient financial reserves to further extend Citywide cleaning should this be required.</li> </ul>	
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	M	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Handwashing is built in to the daily routine and is supervised by staff.</li> <li>Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The school's finance officer has audited and purchased new supplies of soap and hand sanitiser and these are already available in school. The level of supplies is monitored carefully and re-ordered placed well in advance.</li> <li>Children will all wash their hands 6 times per day on our re-opening – on arrival, before and after playtime, before and after lunch and before leaving school. Hand washing/ sanitising will be supervised by staff. Staff will demonstrate how to wash hands thoroughly with soap and water for at least 20 seconds.</li> <li>EY classes will organise a rota for handwashing to take place</li> <li>A reminder to staff to wash hands more frequently, including after handling pupil's books will be included in the list of Do's and Don'ts</li> </ul>	L
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after breaks and after using any shared equipment</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Posters reminding staff and pupils will be displayed in all bubble/group locations.</li> <li>Staff training/ list will include the need to remind and supervise regular handwashing by all pupils at the set times</li> <li>Senior leaders will monitor the implementation of this enhanced handwashing regime</li> <li>Staff will discuss with pupils why it is best not to touch their faces and encourage them to avoid this and also putting anything – eg – tops of pencils/pens – I their mouths.</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks which may include a 'bare below the elbow' approach</li> <li>• Expectations and guidance are communicated to parents.</li> <li>• Uniform that cannot be machine washed should be avoided.</li> <li>• Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Staff will be advised to adopt a "bare below the elbow" approach to personal hygiene and this will be part of the dos and don'ts checklist</li> <li>• Expectations that children will arrive in clean uniform have already been communicated to parents and this will be re-emphasised with follow up texts and emails explaining why this is so important</li> <li>• If parents are struggling to cleaning uniform daily, uniform rules will be relaxed to allow pupils to wear other clean clothing</li> </ul>	L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>• Take fabric chairs out of use where possible.</li> <li>• Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Fabric chairs will be removed from all bubble bases and rooms used as staff rooms and replaced with cleanable plastic chairs – this will include the removal of approx. 30 chairs from the main staff room.</li> </ul>	L
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>• Guidance on getting tested has been published.</li> <li>• The guidance has been explained to staff as part of the induction process.</li> <li>• Health and Wellbeing support is available through the LA <a href="https://myzone.salford.gov.uk/people-zone/health-and-wellbeing">https://myzone.salford.gov.uk/people-zone/health-and-wellbeing</a></li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Guidance on getting tested will be shared with all staff prior to re-opening and form part of our back to work checklist</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms (no one with symptoms should attend a setting for any reason). This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Should any staff member in school become unwell with COVID 19 symptoms they should immediately inform senior leaders and self - isolate at home and the SBM will the same day arrange a test locally in Salford</li> <li>• Should any child become ill in school with COVID 19 symptoms they should be safely taken to the sick bay ( Megan Wright's old office). The designated first aid trained staff member will wear PPE whilst caring for the child prior to them being picked up by parents.</li> <li>• School will organise a test locally for the child with parental consent</li> <li>• Any positive tests will be immediately reported to Salford LA and PHE and all advice followed.</li> </ul>	L
<b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• All current guidance on school procedures for self – isolating and testing will be shared with staff and parents prior to re-opening</li> <li>• Staff will explain in age appropriate language to pupils how school can help organise a test if pupils become poorly</li> </ul>	L
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Staff , pupils and parents will be provided with the latest government guidance by the SBM on what to do if we have a confirmed case of COVID 19 in school – this will be shared prior to opening so all are clear about protocols to be followed</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	M	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>All relevant staff are aware of all pupils in school with relevant health conditions</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School has sufficient numbers of appropriately trained first aiders in every Key Stage</li> <li>The Designated Safeguarding Lead (Mr Deane) and Deputy DSL (Mr Stenton) are appropriately trained and know to staff.</li> <li>Medical information on pupils with health conditions are shared with relevant staff via CPOMs</li> </ul>	L
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	M	<ul style="list-style-type: none"> <li>Social distancing provisions and PPE where needed for personal care are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The school sick bay is now Megan Wright's old office – signage on door – SICK BAY</li> <li>Designated first aider appointed and known to all staff prior to re-opening</li> <li>Room has PPE and has been reconfigured to make social distancing practical whilst caring for and monitoring sick pupil</li> <li>If the sick bay is used, Head teacher will always instruct Citywide cleaning to do an enhanced clean-down , including of toilets if required.</li> </ul>	L
<b>2.7 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	M	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>A Covid 19 section on the school website will be organised and populated with key government information to parents prior to re-opening</li> <li>Parents have received a letter explaining how they can help limit the risk of spreading the infection when school re-opens</li> <li>SBM will send reminder emails and texts just prior to reopening and weekly thereafter</li> </ul>	L
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	M	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>SBM will take responsibility to regularly organise the communication of key government message relating to parental responsibilities should a child show COVID 19 symptoms</li> </ul>	L

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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)
<b>2.8 Personal Protective Equipment (PPE)</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All staff have been provided with government guidance on use of PPE in schools</li> <li>Those required to wear PPE have been instructed on how to put it on and take it off carefully to reduce contamination and how to dispose of this safely. This training has been completed prior to re-opening</li> <li>Older pupils with COVID 19 who are comfortable wearing a face mask whilst waiting to be collected is an alternative option staff are aware of (see NAHT medical briefing)</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings are avoided.</li> <li>Break times and lunch times are staggered and structured to support social distancing and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of social</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Posters re-enforcing key important of social distancing will be displayed in all bubble bases and around corridors and circulation areas.</li> <li>Floor marking – will also be used wherever pupils are likely to queue – eg – lining up to collect lunch, outside pupil toilets etc.</li> <li>One way circulation – signage and floor markings ( arrows) will remind pupils</li> <li>Returning staff checklist reminds all staff to be exemplars of social distancing to remind pupils regularly of this.</li> <li>EY staff will use appropriate social stories to explain this as will staff in the Acorn bubble teaching high level SEND pupils</li> <li>Pupils will remain in their bubble base for all lessons except those taking place outside</li> <li>There will be no large gatherings of any kind – assemblies etc</li> <li>Break times and lunchtimes are staggered and the playground zoned to keep bubbles apart – welfare</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		distancing. <ul style="list-style-type: none"> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> <li>• Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards.</li> </ul>		staff will be trained by AHT (Mr Stenton) on their role in supervising this zoning <ul style="list-style-type: none"> <li>• AHT (Mr Stenton) has amended the school's Behaviour Policy to reflect the need to positively promote social distancing with rewards and praise for those pupils adhering to this. Sanctions will be imposed on pupils who deliberately break these rules – for example any pupil seen to stray into another zone will be first warned then removed entirely from the zone if this behaviour persists</li> <li>• Parents will be made aware of these arrangements for playtimes and will be expected to support this messaging at home for every ones safety.</li> </ul>	
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	M	<ul style="list-style-type: none"> <li>• Home base arrangements in place.</li> <li>• 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).</li> <li>• All furniture etc. not in use has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Bubble bases have all been measured and are large enough to accommodate 15 pupils with social distancing.</li> <li>• Classroom furniture rearranged /removed to ensure pupils are seated apart</li> <li>• Senior leaders will monitor this and respond swiftly to any concerns raised by staff</li> </ul>	L
<b>3.3 Movement in corridors</b>					

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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)
<b>Social distancing guidance is breached when pupils circulate in corridors</b>	M	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Lesson change overs are staggered to avoid overcrowding.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• STOC building design allows for a one –way circular flow of pupils from Y6 – through the stairwell at the very end of the KS2 corridor through KS1 to the dining hall and out onto the playground via Y2L which will be clearly set up and signed as an exit</li> <li>• Pinch points identified and floor marking in place should queueing occur</li> <li>• Limit placed on pupil numbers in cloak room or toilets at any one time – maximum of 3 pupils</li> <li>• The normal primary model means pupils will not move for lessons. Curriculum adaptations – eg PE in classrooms and no use of computer suite in place and communicated to staff</li> <li>• Senior leaders and all staff expected to supervise this movement around school</li> </ul>	L
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>	M	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas including all drop off and collection points.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Break times staggered, pupils reminded of their bubble zone on the playground prior to going out. Signage re-enforces this and supervision in place</li> </ul>	L
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch</b>	M	<ul style="list-style-type: none"> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands before and after eating.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Lunchtimes times staggered, pupils reminded of their bubble zone on the playground prior to going out. Signage re-enforces this and supervision in place</li> </ul>	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>times</b>		<ul style="list-style-type: none"> <li>Dining area layouts have been configured to ensure social distancing.</li> <li>Tables and chairs have been cordoned off where this is not possible.</li> <li>Floor markings are used to manage queues and enable social distancing.</li> <li>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>Eating areas are cleaned after lunch.</li> </ul>		<ul style="list-style-type: none"> <li>Pupils supervised washing hands/sanitising before and after lunch.</li> <li>Floor marking used to manage queues at meal times</li> <li>Most pupils will collect lunch and eat it in their base, those eating in the dining hall will be socially distanced</li> <li>Parents informed they should use disposable bags for packed lunches rather than lunchboxes.</li> <li>All eating areas cleaned after lunch.</li> </ul>	
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils know that they can only use the toilet 3 at a time.</li> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Floor marking in place to manage queues at toilets and handwashing stations to avoid social distancing protocols being compromised.</li> <li>Hand sanitiser use encouraged as this is quicker, easier to manage and as effective as hand washing</li> <li>Children to be allowed to go to the toilet during lesson time ( one at a time) to help avoid congestion</li> <li>Enhanced cleaning of toilets and bins emptied regularly</li> <li>No more than 3 pupils in toilets at any one time (toilets are quite large and will allow for this whilst maintaining distancing</li> </ul>	L
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	M	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>New designated sick bay established in school where sick pupils can be cared for and appropriate first aid and PPE is stored safely.</li> <li>Room is sufficiently large and configured to allow for social distancing.</li> </ul>	L

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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)
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Arrangements are in place for segregation of visitors.</li> <li>Any essential visitors asked to comply with all required control measures.</li> <li>Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required).</li> <li>Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School reception/security lobby limited to one adult</li> <li>External signage and floor marking remind visitors/parents of social distancing</li> <li>Parents informed to use phone calls and email/text to communicate with admin staff</li> <li>All non-essential visitors cancelled</li> <li>Parental meetings strictly limited and only to take place in offices/spaces which allow for social distancing</li> <li>Perspex screen installed in reception office to provide additional protection to admin staff</li> </ul>	L
<b>3.9 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	M	<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Start and end times staggered,</li> <li>One way system in place, signed and communicated to parents</li> <li>Signage and floor marking at entrances and exits emphasise need for social distancing</li> <li>Weekly messages to parents via text/email by admin staff to re-enforce messaging</li> </ul>	L
<b>3.10 Transport</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>The use of public and school transport by pupils poses risks in terms of social distancing</b></p>	L	<ul style="list-style-type: none"> <li>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.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> <li>Settings should also consider ways to minimise use of public transport to get to and from school at peak time</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Vast majority of pupils do not use public transport to travel to school</li> <li>Those that do advised to follow government guidance on wearing of face masks on buses</li> </ul>	L
<p><b>3.11 Staff areas</b></p>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	H	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Three additional staff rooms established and configured to allow for social distancing</li> <li>Each new staff room has tea/coffee making facilities, microwave and mini fridge</li> <li>Main school office reconfigured and sufficiently large to allow for social distancing</li> </ul>	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)
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School has an up to date list of pupils who have shielding letters or who live in a household where another family member has a shielding letter from the NHS – these children will not attend school</li> <li>School also has a list of clinically vulnerable pupils who will also not attend school</li> <li>The education of both these groups will continue to be supported via the home learning portal</li> <li>School remain in regular contact with these families and record any changes</li> <li>School has been asked by parents to consider the admission on reopening of at least 2 Year 6 pupils one of whom has a shielding letter and the other who is clinically vulnerable. School has advised parents against this, but will further consult with them and also seek advice from Salford LA.</li> </ul>	L
<b>4.2 Staff with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>At the outset of this COVID 19 crisis in March 2020 school leaders asked staff to declare any underlying health issues that might make them especially vulnerable should they contract the virus. These records have been regularly updated by the SBM .</li> <li>Senior leaders responsible for planning staffing on our re-opening are aware of staff on these lists. Nobody with a shielding letter is to return to work, those with conditions that make them vulnerable have been advised to contact their GP/consultant/midwife etc and follow their advice of a medical practitioner</li> <li>School leaders will follow all the latest advice from government and expect vulnerable staff to also follow this advice and only return to work if safe to do so.</li> <li>School is in communication with all staff known to them in these categories.</li> </ul>	L

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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)
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	M	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Pastoral support will be offered to any pupil requiring this upon our return.</li> <li>School leaders recognise the highly positive impact a return to regular school attendance will have on many pupils – not only their education but also their mental health as they reconnect with school friends and familiar, kind and friendly staff.</li> </ul>	L
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	M	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff well-being has always been a high priority for school leaders, including addressing workload issues</li> <li>An AHT ( Mrs Abbott) will continue to lead on this when school reopens and proactively support staff wellbeing including signposting staff to support resources and websites .</li> <li>School recognises the return to a regular work routine will have a highly positive impact on the mental well – being of many staff</li> <li>School further recognises that for some staff this return to work may come with some anxiety and requests staff are proactive in reaching out for help and support.</li> </ul>	L

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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)
<b>Working from home can adversely affect mental health</b>	M	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff shielding and working in self- isolation have been supported via regular contact with school leaders and where appropriate the SBM</li> <li>Staff are always encouraged to look after their mental and physical health, exercising and taking breaks etc</li> <li>Staff continuing to work from home have been set appropriate work tasks that will contribute to the efficient running of the school and continuing home learning of pupils.</li> </ul>	L
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School staff have supported a family who have suffered a bereavement and have been well supported in this by Salford LA – the support is ongoing and will include allowing all 4 children to return upon reopening</li> <li>School will continue to support a member of staff who has also lost a loved one. Counselling service will be signposted</li> </ul>	M
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					

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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)
<b>Educational provision must still be maintained for priority children when the school reopens</b>	L	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>• The facility for full-time attendance is available where required (even if their peers are only attending part-time).</li> <li>• Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>• Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day.</li> <li>• Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• School leaders have planned in capacity to admit and educate the children of all key workers ( it knows about) and also all vulnerable pupils with EHCP or support to child protection regulations.</li> <li>• All current guidance relating to these groups is being followed</li> <li>• Contact with parents continues and where further parents come forward who can evidence they are key workers school will make all efforts to admit full time these newly identified pupils.</li> <li>• Morning and aftercare provision will not be in place the first full week of re-opening. However, leaders will review this during that week and if there is sufficient demand from parents will restart this provision.</li> </ul>	L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>• Reduced numbers of pupils/staff</li> <li>• Possible absence of fire marshals</li> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>• New arrangements are tested and amended if necessary</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• SBM has reviewed the school's Fire Risk Assessment taking into account changes to staff/pupil numbers</li> <li>• Social distancing requirements can be maintained in the event of school evacuation</li> </ul>	L
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	H	<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• SBM has worked through how social distancing will be maintained during an evacuation and at muster points – these new procedures will be tested out and amended if necessary on the second week of re-opening</li> </ul>	L

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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)
<b>Fire marshals absent due to self-isolation</b>	M	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School has sufficient fire marshals in place for re-opening</li> </ul>	L
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	L	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The school building has remained open during the closure for the education of key worker children and to allow for maintenance and improvements to the building by the site officer.</li> <li>All systems – water, gas, electricity, fire and security alarm are in good working condition</li> </ul>	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	L	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Statutory compliance checks on water quality etc have continued unchanged during school closure</li> </ul>	L
<b>7.3 Contractors working on the school site</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>	<p>L</p>	<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• SBM will schedule carefully any visits by external contractors and only allow those that are essential to allow school to meet its statutory obligations and operate safely.</li> <li>• SBM will consider the most appropriate time for contractors to be on site, which entrance /exit to use</li> <li>• SBM will gain assurances from outside contractors that all social distancing protocols will be followed whilst on site.</li> <li>• Contractor risk assessments and method statements will be requested where appropriate</li> </ul>	<p>L</p>
<p><b>8. Finance</b></p>					
<p><b>8.1 Costs of the school's response to COVID-19</b></p>					

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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)
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	M	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with governors and LA or trust.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School leaders continue to work through the financial impact of COVID 19 with the Salford LA accountant.</li> <li>SBM will lead on this work as their have been both increased costs ( and loss of income – eg – Aftercare) but also some saving due to closure.</li> <li>A projection of the end of year impact on these is currently being undertaken and will be provided to school Governors in due course.</li> <li>It is likely COVID 19 will overall have a negative impact on school finances and increase the school's already large "in year" financial deficit.</li> </ul>	L
<b>9. Governance</b>					
<b>9.1 Oversight of the governing body</b>					
<b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>	M	<ul style="list-style-type: none"> <li>The governing body continues to meet when key decisions need to be made via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>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.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>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.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Whilst it has not been possible for Governors to meet during the COVID19 emergency, regular contact has been maintained via email and phone and developments and decisions discussed wherever possible.</li> <li>School plans to go ahead with the organisation of a Full Governing Body meeting on Tuesday 16<sup>th</sup> June 2020 – either virtually or if safe in school and the agenda and Head teachers report will focus on our response to the COVID emergency, especially the highly negative impact this has had on pupils education and how we plan for recovery.</li> <li>Governors will also be updated on how school has fulfilled other statutory requirements, including compliance with all Health and Safety legislation</li> </ul>	L
<b>10. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
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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)
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**School Leadership Use Only**

<b>Approved by (Head Teacher/ Chair of Governors)</b>	David Deane OBE (Head teacher) Tony Leith (Chair of Governors)	<b>Date of Approval</b>	25/05/2020
<b>Date Provided to Unions</b>	28/05/2020	<b>Date of Review</b>	05/06/2020