



Nene
Education
Trust

OPERATIONAL RISK ASSESSMENT
FOR REOPENING OF
WOODFORD CE PRIMARY SCHOOL
(From a template provided by STAR ACADEMY TRUST)

Contents

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

COVID-19: Operational risk assessment for full school opening – March 2021

Please note: this risk assessment should be undertaken in conjunction with the guidance for full opening issued by the Department for Education on 2nd July 2020 (updated 30th December 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:	Lisa Jeffery	Job title:	WOODFORD	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
--------------------------	--------------	------------	----------	----------------------------	--

Date of assessment:	01.03.2021	Review interval:	Termly	Date of next review:	May 2021
---------------------	------------	------------------	--------	----------------------	----------

Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>What Parents and Carers need to know about....schools...during the COVID 19 outbreak (31 Dec 20)</p> <p>New National Restrictions for Schools (5th November 2020)</p> <p>Education and childcare during coronavirus - Guidance for full opening – schools (30th December 2020)</p>

	<p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings (18 Dec 2020)</p> <p>Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings (30 Dec 2020)</p> <p>COVID-19: cleaning in non-healthcare settings (16 Oct 2020)</p> <p>Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p>
--	---

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.3 – Insufficient staff to keep school safely open					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. 	Yes	<ul style="list-style-type: none"> Survey sent out to parents 03.01.2021 asking for details of places needed Remote learning plans in place across school Staff's health status and availability is known. 	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
1.5 – The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	Y	<ul style="list-style-type: none"> Staggered start times with children able to come in from 8.45 – 8.55. At collection parents will be asked to socially distance on the playground. Entrance gate will have 2m signs placed. Staff will be briefed before children return to full reopening. 	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	Y	<ul style="list-style-type: none"> Spaces used by each class have been identified Shared spaces will be separated to ensure bubbles do not mix Movement around school by children will be discouraged and maintained in their class as much as possible Staff will regularly share the importance of social distancing with children. Staff will be reminded before full reopening 	M
1.7 Curriculum organisation					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	L	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. DFE Advice in relation to music lessons and singing will be followed. 	Y	<ul style="list-style-type: none"> Teachers will initially focus on children's well being and emotional support. Any identified gaps in learning will inform teachers planning Singing will take place outside or in groups of less than 15. Instruments will be cleaned after use and not shared by children in a lesson. PE will take part outside where possible or in a well-ventilated hall. Shared equipment will be cleaned between classes using it. Packs for learning at home will be made in case children are off self isolating. 	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	L	<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. 	Y	<ul style="list-style-type: none"> Staffroom to have no more than 3 members of staff at one time Photocopier is in the staffroom so used with numbers in mind. 	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	<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. 	Y	<ul style="list-style-type: none"> CEO comms to parents 3.7.20 Trustees A&R Committee 24.08.20 LAB Meetings continue to be held online - Oct 20 	L
1.11 Policy review					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Y	<ul style="list-style-type: none"> Updated as needed. 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	<ul style="list-style-type: none"> ME to share changes/additions to policies and procedures with staff 1.9.20 New staff briefed on joining the school 	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> 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. 	Y	<ul style="list-style-type: none"> New TA to be inducted week beginning 31.08.20 	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk 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 	Y	<ul style="list-style-type: none"> Staff will be fully briefed on changes 1.9.20 DHN list if risk assessments 	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<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. 	Y	<ul style="list-style-type: none"> List of duties in place Classroom based staff will support by cleaning tables etc regularly Information to be shared with cleaning staff wk beg 1.09.20 	M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<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. 	Y	<ul style="list-style-type: none"> Cleaning staff have audited resources and will continue to monitor supplies 	L
Pupils forget to wash their hands regularly and frequently	L	<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. 	Y	<ul style="list-style-type: none"> Posters will be displayed and regular discussion with the children about the importance of handwashing, Staff to monitor children when washing hands. 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	P	<ul style="list-style-type: none"> Staff will be fully briefed on 1.9.20 Lateral flow testing in place – Feb 21 (separate risk assessment written) 	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Y	<ul style="list-style-type: none"> Arrangements on school RA for procedures to deal with anyone display symptoms. Parents to be informed wk beg 24.8.20 Record sheet to be used when staff or children go for a test to aid reporting of positive cases Regular reminders sent out on school comms and social media. 	M
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	M	<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. 	Y	<ul style="list-style-type: none"> SLT have discussed arrangements Parents to be informed wk beg 24.8.20 Staff will be fully briefed on 1.9.20 Information continues to be shared on comms with parents (website/newsletter/social media) 	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<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. 	Y	<ul style="list-style-type: none"> SLT have discussed arrangements Parents to be informed wk beg 24.8.20 Staff will be fully briefed on 1.9.20 Regular reminders shared with staff and parents 	M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y	<ul style="list-style-type: none"> 3 members of allocated staff first aid trained 	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> No medical room but designated room for suspected COVID-19 cases Arrangement on school RA to clean after each use 	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	L	<ul style="list-style-type: none"> 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 regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	P	<ul style="list-style-type: none"> Information shared regularly via letters and social media LJ/SH/ME to arrange website updates Update parents 24.8.20 and after any further closures/reopening periods. 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	L	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> Information shared regularly via newsletters LJ/SH/ME to arrange website updates 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; 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. 	Y	<ul style="list-style-type: none"> All staff have completed training via Atlas Citation Nov 20 – staff are expected to wear face coverings in communal areas of school 	M
3. Maximising social distancing measures					
3.1 Pupil behaviour					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>M</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	<p>Y</p>	<ul style="list-style-type: none"> • Markers/tape to be used for visual support for children in school • Markers and signage to be used outside for parents • Staggered timetables in place • No large gatherings • Policy updated • Messages shared with all adults – parents and staff • Where social distancing cannot be strictly implemented, we will follow the government guidance below... "We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our guidance: <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of settings • and minimising contact and mixing" 	<p>M</p>
<p>3.2 Classrooms and teaching spaces</p>					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
<p>Virus will spread in classrooms due to lack of ventilation</p>	<p>M</p>	<ul style="list-style-type: none"> Classrooms and all communal spaces to be kept well ventilated. Windows to be open weather permitting, and internal doors left open. As weather becomes colder the school will follow the updated DFE guidance which states some air flow should be generated during lessons, then doors and windows opened fully at break time. Children to be encouraged to wear extra layers to keep warm. 	<p>Yes</p>	<ul style="list-style-type: none"> Updated guidance shared with staff 2.11.20 	<p>M</p>
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> Home base arrangements in place. Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	<p>Y</p>	<ul style="list-style-type: none"> Bubbles used as per guidance Where social distancing cannot be strictly implemented, we will follow the government guidance below... “We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our guidance: <ul style="list-style-type: none"> avoiding contact with anyone with symptoms frequent hand cleaning and good hygiene practices regular cleaning of settings and minimising contact and mixing” 	<p>M</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Children in Ks1 and 2 will be seated in rows where possible. 	
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. 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. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	Y	<ul style="list-style-type: none"> Children will stay in designated classes Children will only go to the toilet one at a time Children will enter and exit via specified doors 	M
3.4 Break times					
Pupils may not observe social distancing at break times	M	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y	<ul style="list-style-type: none"> Where social distancing cannot be strictly implemented, we will follow the government guidance below... "We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early 	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
				years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our guidance : <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of settings • and minimising contact and mixing” <ul style="list-style-type: none"> • Signs displayed • Children will stay in bubbles on playground. 	
3.5 Lunch times					
<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. 	<p>P</p>	<ul style="list-style-type: none"> • Children will be eating classroom – packed lunches only • Cleaning arrangement shared with staff • Info to be shared with parents re food 	<p>M</p>
3.6 Toilets					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	<ul style="list-style-type: none"> Cleaning plans in place Cleaning timetable to be arranged and shared with staff 	M
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Plans are stated in School Risk assessment for waiting and cleaning room used for children/adults who display symptoms and are waiting to be collected 	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	L	<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. 	Y	<ul style="list-style-type: none"> Visitors to school will be discouraged unless essential Arrangements made ensure social distancing rules are followed by visitors Waiting area in Entrance space distanced Staff to be fully briefed 1.9.20 Office staff use glass screen for communication with visitors 	L
3.9 Arrival and departure from school					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	L	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Regular messages to parents stress the need for social distancing at arrival and departure times. 	Y	<ul style="list-style-type: none"> Staggered start using entry door to bubbles Parents to spread out on playground at home time. As gate is the only entrance, 2m signs will be placed where parents enter. Staff wear PPE at drop off and collection times. 	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	L	<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. 	Y	<ul style="list-style-type: none"> Staffroom limited to 3 people at a time 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
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	L	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Y	<ul style="list-style-type: none"> This information will be shared with parents 24.8.20 and then following any more updates from government Decisions to be made in consultation with health professionals. 	L
4.2 Staff with underlying health issues					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Staff with underlying health issues or those who are shielding and so measures have not been put in place to protect them	L	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	Y	<ul style="list-style-type: none"> All staff are familiar with guidance Decisions to be made in consultation with health professionals 	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	L	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	P	<ul style="list-style-type: none"> SF trained ME designated to talk to children if not able to talk to Class Teacher 	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	L	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Y	<ul style="list-style-type: none"> Staff to be supported as they return to work. Work load and well being of staff to be considered as being of prime importance 	L
5.3 Bereavement support					

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> ME has completed the following online training and has shared with all staff https://www.winstonswish.org/bereavement-training-courses-schools/ LJ/ME able to call on other agencies or signpost as required 	M
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. 	Y	<ul style="list-style-type: none"> Same exit points for fire evacuation Children encourage to social distance and line up in their bubbles on the playground Staff to be fully briefed 1.9.20 Fire drills to take place regularly and after any closure periods 	L
Fire evacuation drills - unable to apply social distancing effectively	M	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	<ul style="list-style-type: none"> Same exit points for fire evacuation Children encourage to social distance and line up in their bubbles on the playground 	L
Fire marshals absent due to self-isolation	M	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	N	<ul style="list-style-type: none"> Liaise with RA (Estates Manager) re responsibilities to be included in the rota. 	M
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	<ul style="list-style-type: none"> RA (Estates Manager) to check Health and Safety standards are in place 	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<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. 	Y	<ul style="list-style-type: none"> RA (Estates Manager) to check Health and Safety standards are in place 	L
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<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). 	P	<ul style="list-style-type: none"> Any inspection of schools related to estates should be out of school hours Contractors must book in to arrange visit Contractors will use main entrance Office staff will share information regarding social distancing 	L
8. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Breakfast club and after school club may increase risk of cross contamination	M	<ul style="list-style-type: none"> Children from Woodford and Gt Addington will use separate halves of the hall. This will be two bubbles. Resources will not be used between bubbles unless they are cleaned or quarantined. Meals are served individually to each child. Children will regularly wash hands and staff will clean tables and resources regularly. 		<ul style="list-style-type: none"> Parents to be reminded of expectations. 	M

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/Partially)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Parents will socially distance on collection and drop off and do not enter the building. 			
Staffing levels will fall meaning that staff have to cross bubbles leading to wider infection, or insufficient staff to keep school open safely.	H	<ul style="list-style-type: none"> Robust hygiene measures and social distancing to limit contact between staff Support given to staff's wellbeing to ensure they feel well supported at work Try to prevent staff crossing bubbles to provide cover 	Yes	<ul style="list-style-type: none"> Nov 20 – school has had low amounts of staff absence. After school club is closed for 2 weeks though due to staff absence. ASC remained closed from Jan – March due to staff shortages 	M
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	