



EXETER LEARNING ACADEMY TRUST

OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING

CHECKS AND BALANCES RESPONDING TO COVID 19

A toolkit to support leaders for full school
opening in September 2020

Contents

COVID-19: Operational risk assessment for school opening	3
--	---

COVID-19: Operational risk assessment for full school opening

Please note: this risk assessment should be undertaken in conjunction with the guidance on full school opening issued by the Department for Education on 3rd July 2020 as follows:

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

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Assessment conducted by:	Sharon Tarr Alice Purcell	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date shared with staff:		Date approved by LGB:		Date approved by Trustees	
Date of assessment:	09/07/20 13/07/2020	Review interval:		Date of next review:	

Related documents	
Trust/Local Authority documents: Staff handbook Operational plan Staff risk assessments Individual pupil risk assessments Child protection policy Behaviour policy Guidance for use of PPE Guidance on catering services Guidance on estates and facilities management	Government guidance: https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak https://www.gov.uk/government/publications/school-attendance https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19

Operational risk assessment for full school opening

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence	
		Probable	Possible Remote
Likely impact	Significant : Causes significant physical injury, harm or ill health. Risk measures are in place and <u>are easily controlled by the school ensuring we can be compliant with all Government opening guidance – risk remains low</u>	H	H Low
	Severe: Causes physical injury or illness requiring first aid. Risk measures <u>are in place but there are some elements that are not able to be fully controlled by the school (such as parents waiting outside school gates) and therefore the management of the risk could be variable. and will require regular-risk remains medium</u>	H	M L Medium
	Minor: Causes physical or emotional discomfort. Circumstances within <u>the school have made it impossible to comply with an element of Government guidance and therefore the risk is high. are</u>	M	M High

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted Table

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
1. Establishing a systematic process of full opening, including social distancing between classes/year groups					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	- Agreed timetable and arrangements confirmed for each year group returning in September - Arrangements in place to support pupils when not at school with remote learning at home.	Yes	- Working with DFE provider for new learning platform, <u>alongside current arrangements.</u> - Planning in place for <u>timetabled lessons in school and remotely if needed</u>		AP
1.2 Organisation of teaching spaces					

Formatted: Font:

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
Classroom sizes will not allow adequate teaching space where adults can be socially distanced from the children	- Classroom size and numbers reviewed. Class sizes and timetables/staffing amended to accommodate government guidelines - Classrooms re-modelled, with chairs and desks in place to allow for social distancing-forward-facing learning. - Spare furniture removed from classrooms to increase space. Clear signage displayed in classrooms promoting social distancing. - Classes stay together with their teacher and do not mix with other pupils. - Teaching area clearly marked and socially distanced from the rest of the class.	Yes	New tables ordered to replace round tables and allow for only 2 children per table. <u>Staff areas demarcated through floor markings. Children may not enter these areas but staff may move outside of these, provided that sensible measures are taken (for example, not leaning down to talk to a child face to face)</u>		AP
Large spaces need to be used to facilitate the delivery of the curriculum	- Limits set for large spaces (e.g. hall, dining hall, IT suite) for teaching. - Large gatherings prohibited. - Design layout and arrangements in place to enable social distancing between year groups - Any shared teaching spaces to be cleaned before another year group uses them	Yes	Each year group allocated an outdoor space. Foundation and pre-school to eat in the hall but only sitting on one side of the table-Outdoor spaces timetabled - Assemblies to be held remotely		AP
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	- The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. <u>(Individual risk assessments have been completed where necessary. Link here)</u> - Measures regarding social distancing have been agreed with extremely vulnerable members of staff. - Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. - Test and Trace to be used by all staff members when appropriate - All supply teachers need to sign to say they have read and will follow the protective measures in school	Yes	- Risk assessments in place and due to updated prior to the start of the new term-where needed - Guidance in place for supply teachers and visitors		AP
1.4 The school day					

Formatted: Font: 10 pt

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
The start and end of the school day create risks of breaching social distancing guidelines	- There are staggered starts and departures for each year group (this could be achieved by time or entrance points) - The number of entrances and exits to be used is maximised and allocated to specific year groups/classes. - 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.	Yes	- Different entrances used by different year groups - Staggered starts/finishes as required. Key staff to have keys to their entrance gate so they will only be opened at the allocated time.		AP
1.5 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	- Circulation plans have been reviewed and revised to accommodate whole year groups/classes. - One-way systems are in place where possible. - Appropriate signage is in place - Pinch points and bottle necks are identified and managed accordingly. - Movement of pupils around school is minimised as much as possible by minimising the use of cloakrooms, libraries and shared areas. - Break 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.	Yes	Social distance markers on the floor where queuing may occur.		AP
1.6 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	- 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 gaps identified for pupils who need to self-isolate. - The curriculum has been adapted to enable pupils to improve their ability to apply core skills in reading, writing and maths across other subject areas	Yes	Recovery curriculum in place Assessment week booked for 2nd week of term PP coaching to start during the second week of term. Ha A to support with intervention		AP

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 0.3 cm

Formatted: Indent: Left: 0.3 cm, No bullets or numbering

Formatted: Indent: Left: 0.3 cm, No bullets or numbering

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
	- There may be an additional risk in music lessons when singing or play wind or brass instruments. If lessons have to take place, group sizes will be a maximum of 15, ideally taught outdoor with social distancing. Pupils must not face each other or share any equipment. - Sport equipment will be cleaned if it is to be used by a different group. Wherever possible PE will be taught outdoors, this is particularly important because of the way in which people breathe during sports. - If PE equipment is shared, it must be thoroughly cleaned or left for 72 hours.		- Additional TA undertaking HLTA training to support with release of phase leaders to undertake work across their team. - DfE training platform in place to allow for remote learning and personalised learning in the class. Detailed planning in place to focus on core skills to underpin development for year. - Individual peripatetic music lessons will take place at parents' request. Full details of distancing measures sent to parents.		
1.7 School Visits					
Educational day visits could compromise the safety measures the school has in place.	All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings.	Yes	No day visits. Local area walks may take place, providing risk assessments are completed and parents informed.		AP Class teachers
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	- Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. - Additional staff rest spaces have been provided where possible - Staff have been briefed on the use of these rooms.	Yes	2 separate staff rooms set up and allocated to staff. Clear guidelines re staff room in operational plan. - Additional refreshment areas offered to staff		AP All staff

Formatted: Left

Formatted: Font: (Default) +Body (Calibri), 9 pt, Not Highlight

Formatted: Font: (Default) +Body (Calibri), 9 pt, Font color: Custom Color(RGB(236,0,140)), Not Highlight

Formatted: Font: (Default) +Body (Calibri), 9 pt, Font color: Custom Color(RGB(236,0,140))

Formatted: Font: (Default) +Body (Calibri), 9 pt

Formatted: Font:

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
	- Staff must adhere to 2m social distancing between other adults - Where possible, staff will be asked to work from home i.e. PPA				
1.98 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	- Staff recruitment for September 2020 completed. - Curriculum for September 2020 completed. - End of year reports completed - All formative and summative assessments completed for next teacher	Y	- Handover meetings have taken place including enhanced transition for SEN pupils - Handover meeting taken place - SEN/safeguarding handover on non-pupil days		AP
Pupils moving on to the next phase in their education do not feel prepared for the transition	- There is regular and effective liaison with the destination institutions (e.g. primary schools, secondary schools) and incoming institutions (e.g. preschools) to assist with pupils' transition. - Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. - Virtual tours of the school are available for parents and pupils. - Online induction videos for pupils and parents are planned and uploaded to school websites for access over the Summer Holiday.	Yes	- Seesaw account set up for new starter families - Transition in place for local secondary schools		AP
1.10 Governance and policy					
Local Governors and Trustees are not fully informed or involved in making key decisions	- Online meetings are held regularly with local governors. - Local Governing bodies are involved in key decisions on reopening. - Local Governors are briefed regularly on the latest government guidance and its implications for the school. - Trustees review all risk assessments with Headteachers to ensure the schools are safe to open.	Y			AP AB
1.11 Policy review					

Formatted: Indent: Left: 0.3 cm, No bullets or numbering

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
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	- 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 local governors have been briefed accordingly.	Yes	- New KCSIE due out at the start of term so safeguarding policy to be updated at this time. - September training briefings will cover all policies		AP
1.124 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	- Communications strategies for the following groups are in place: - Staff - Pupils - Parents - Local Governors/Trustees - Local authority - Regional Schools Commissioner - Professional associations - Other partners	Yes	Staff- weekly meetings, weekly bulletins, other email communications Parents- updates at least each two weeks, letters and emails to update where guidance changes, website and facebook pages Pupils- communication through class staff and virtual assemblies		AP
1.132 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	- Staff are consulted throughout the risk assessment process - A school-school operation plan is issued to all staff prior to reopening. - Induction and CPD programmes are in operation for all staff prior to reopening, and include: - Infection control - Fire safety and evacuation procedures - Constructive behaviour management - Safeguarding - Risk management	Yes	Additional training on non-pupil training day		AP

Formatted: Font:

Formatted Table

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
New staff are not aware of policies and procedures prior to starting at the school when it reopens	- 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. - Weekly induction meeting with new staff to ensure they are confident using agreed processes	Yes	New staff to be assigned a mentor		AP
1.143 Free school meals					
Pupils eligible for free school meals do not receive vouchers for the Summer Break	- A member of the school's administrative team is tasked with ensuring that orders for Summer vouchers are made one week before the end of the term. - The school continues to write to parents reminding them of the eligibility criteria for free school meals - All schools to ensure contact details for the food bank are on school websites and communicated to parents.	Yes	Already sent to parents Vouchers already booked for families		SW
1.154 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.	- Risk assessments are updated or undertaken before the school opens and mitigation strategies are put in place and communicated to staff covering: - 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 - Risk assessments are reviewed and revised if necessary on 11.09.20, 25.09.20 and thereafter monthly or if additional government guidance is issued. - Whole school risk assessment RA22 is completed to reflect any changes made to the school site, one way systems etc	Yes	Risk assessments made cover the start back to school, including all routines and core lessons. Where the broad curriculum begins to be taught using a range of practical lessons and out of school trips/visitors, staff must ask leaders ahead of activities whether a separate risk assessment is needed.		AP Teaching staff

Formatted: Indent: Left: 0.3 cm

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	- 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 to allow for cleaning of school toilets during the middle of the day. - All classrooms to have a cleaning caddy with equipment for wiping down surfaces, handles etc. - School is following the government guidance: cleaning non-health care setting https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Yes	Enhanced cleaning in place using two separate contractors Cleaning plan in place in case of illness		AP PC
<u>Management of waste</u>	Ensure bins for tissues are emptied and guidance on disposal of PPE waste is followed. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of	Yes			PC
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	- An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. - Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Yes	Mobile 'hands free' sanitiser in place in foyerMore sanitizers ordered for the mobile classrooms		AP SG

Formatted Table

Formatted: Font: (Default) +Body (Calibri), 7 pt

Formatted: Font: (Default) +Body (Calibri), 7 pt

Formatted Table

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
Pupils forget to wash their hands frequently and correctly	- Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. - Posters 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.	Yes			AP Teaching staff
2.3 Clothing/fabric					
Ensure all children have their own items of clothing so none is shared within the school.	- Reception parents asked to pack spare clothes and underwear for children - Schools to be clear about expectations of uniform and equipment requirement with parents by the end of the Summer Term.	Yes	- Children to have own pencil case - Children to wear PE kit on PE days so no changing.		AP Teaching staff
The use of fabric chairs may increase the risk of the virus spreading	- Take fabric chairs out of use where possible. - Where that is not possible then ensure chairs are limited to single person use. - Remove all soft toys from classrooms	Yes	Cushions and pillows to be taken out of classrooms		Teaching staff
2.34 Provision of Food					
Food prepared on site could add to risk of transmission is not complaint	- School kitchens comply with the the Guidance for food businesses on coronavirus (COVID-19). - Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery				
2.5 4-Testing and managing symptoms outbreaks					
Test and Trace is not used effectively to help manage staffing levels and support staff wellbeing	- Guidance on Test and Trace has been shared with parents and staff. - All staff must engage in the Test and Trace programme	Yes	Details of track and trace to be shared in training day- September Updated displays in each staffroom.		AP

Formatted: Left

Formatted Table

Formatted: Font: (Default) +Body (Calibri), No underline, Font color: Text 1, English (United Kingdom)

Formatted: Font: (Default) +Body (Calibri), Not Italic

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Font: (Default) +Body (Calibri)

Formatted: Normal, No bullets or numbering

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
	- Schools have access to additional health and wellbeing support for their staff - School leaders know the process and contact details for working with Public Health England in managing potential outbreaks or clusters of Covid-19				
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	- Robust collection and monitoring of absence data, including tracking return to school dates, is in place. - Signing in sheets are used for all visitors and kept for 21 days in accordance with Government guidance. - https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace - Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of Track and Trace 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 and Public Health England. - Staff have access to tests and understand the process: https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/	Yes	Phone numbers will be requested for all visitors. This will be a requirement. Medical room set up		AP SG
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	- 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. https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ - This guidance has been explained to staff and pupils as part of the induction process.	Yes	Ongoing updates		AP

Formatted: Font: (Default) +Body (Calibri), 7 pt

Formatted: Font: 8 pt

Formatted: Normal, No bullets or numbering

Formatted: Font: +Body (Calibri), 10 pt

Formatted: Font: (Default) +Body (Calibri), 7 pt

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.				
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	- Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. - This guidance has been explained to staff and pupils as part of the induction process. - Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Yes	Signs displayed in and around the school.		AP
School staff do not know how to manage a suspected outbreak	- All leadership and admin staff are briefed and key contact information for Public health England is displayed on posters by the school phones. School to contact PHE on 0300 303 8612 for any suspected or confirmed cases or if they have further questions or concerns. - Devon County Council's Local Area Management Plan (LOMP) known where; https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/will-be-followed - School must participate in any meeting as required to support the Local Authority, Council and Health Team in managing an outbreak - School Emergency Plan has been updated to incorporate additional contact numbers.	Yes	LOMP saved to desktops of admin and leadership computers. Phone numbers on display in office		AP SW SG
2.65 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	- A programme for training additional staff is in place. - Collaborative arrangements for sharing staff with other schools in the locality have been agreed. - Staff who need refresher training are booked onto courses for the Autumn Term	Yes	All training up to date <u>for first aid and safeguarding</u>		AP

Formatted: Font: (Default) +Body (Calibri), 9 pt

Formatted: Font: (Default) +Body (Calibri), 8 pt

Formatted: Font: (Default) +Body (Calibri), 9 pt

Formatted: Font: 9 pt

Formatted: Font: (Default) +Body (Calibri), 10 pt, No underline, Font color: Black

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
2.76 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	- Social distancing provisions are in place for medical rooms. - Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. - Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes	Medical rooms equipped The designated treatment room (old library) is set up for social distancing		AP
2.87 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	- 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 bi-weeklybiweekly basis using a range of communication tools. - A COVID-19 section on the school website is created and updated.	Yes	Regular updates to staff and parents		AP
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Key messages in line with government guidance are reinforced on a bi weekly basis via email, text and the school's website.	Yes	Bi weekly unless guidance changes or issue occurs.		AP
2.98 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	- 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. - Refresher training for putting on PPE is planned for September https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures	Yes	Recommended PPE is available. - Instructions for use included in PPE boxes. - Will have refresher training during September training day.		AP

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Formatted: Normal

Formatted: No bullets or numbering

Formatted Table

Formatted: Indent: Left: 0 cm

Formatted: Normal

Formatted: Font: (Default) +Body (Calibri), 8 pt

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	- 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 between year groups/classes 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.	Yes	School bubbleClass rules in place- shared with staff, parents and children		AP SW
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	- Circulation plans have been reviewed and amended. - 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. - Pupils wash their hands before and after moving to a new area in the school (e.g. toilets)	Yes	Signs on floors to support this Signs around school to support this		AP SW Teaching staff

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
3.4 Break times					
Pupils may not observe social distancing at break times	- Break times are staggered by space and time - External areas are designated for different groups <u>at different times.</u> - Pupils are reminded about social distancing as <u>between classes as</u> break times begin. - Social distancing signage is in place around the school and in key areas. - Supervision levels have been considered especially with younger pupils, to support social distancing. - Pupils wash their hands before and after any break.	Yes			<u>AP</u> <u>SW</u> <u>Teaching staff</u>
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	- 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 between year groups/classes. Packed lunches are eaten in classrooms - Floor markings are used to manage queues and enable social distancing. <u>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms</u> , pupils eating in classrooms or other spaces. - Eating areas are cleaned after lunch <u>and between classes.</u>	Yes	<u>Two classes at a time will eat in the hall and social distancing will be maintained between classes—Pre school and foundation children eating in the hall due to lack of tables in early years</u>		<u>AP</u> <u>All staff supervising</u> <u>Devon Norse</u>
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	- 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.	Yes	<u>Additional toilet cleaning in place at lunchtimes</u> <u>Adults to wipe down the classrooms after eating Willow and Maple classes will share a set of toilets. Clear guidance and supervision will be in place to support this.</u>		<u>AP</u> <u>Teaching and support staff</u>

Formatted: Normal, Indent: Left: 0 cm, Hanging: 0.3 cm, No bullets or numbering

Formatted Table

Formatted: Space After: 6 pt

Formatted: Space After: 6 pt

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
	- Where possible, toilets and sinks are allocated to specific year groups/classes - 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. - Pupils should wash their hands before going to toilet.				
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	- Social distancing provisions are in place for medical rooms. - Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. - Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes	Speech and language room Old library will be set up as medical room.		AP
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	- 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.	Yes	- Visitors only by appointment - Hand sanitiser at entrances - Visitors guide in place.		AP
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	- Start and finish times are staggered by time and place. - 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. - Bi-weekly messages to parents stress the need for social distancing at arrival and departure times. - Parents are not permitted to enter the school building.	Yes	Senior leadership on duty during staggered start/exit times Extending pathways to maximize space		AP SW

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
3.10 Transport					
The use of public transport by pupils poses risks in terms of social distancing	- Guidance is in place for pupils and parents on how social distancing can be observed on public transport. It is the law that people must wear a face covering when travelling on public transport in England unless you are exempt. http://www.legislation.gov.uk/ukxi/2020/592/contents/made-? This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. - Any pupils wearing face masks coverings have to remove them before coming onto the school site and place them in a plastic bag. - Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. If any changes are needed to school transport the school will liaise with Devon School Transports teams first.	Yes	Very few families rely on public transport. Communication between school and families whose children travel to school by taxi.		AP
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	- Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. - Where possible and appropriate, staff will be encouraged to work from home.	Yes	- Additional staff room added and allocated to year groups. - Staggered lunch/breaks times to reduce the number of adults using the space at the same time.		AP All staff
4. Continuing enhanced protection for Supporting children and staff with underlying health conditions or special educational needs					
4.1 Pupils with underlying health issues					

Formatted: Font: (Default) +Body (Calibri), 7 pt

Formatted Table

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
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	- 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 and agreed individual pupil action plan if there is a suspected or confirmed case. <u>Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</u> <u>Children under the care of a specialist will</u> <u>School will refer follow to: https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</u>	Yes	<u>Pupil action plans in place for children deemed clinically vulnerable or extremely clinically vulnerable.</u>		AP
4.2 Staff with underlying health issues					
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	- 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. <u>(Individual risk assessments have been completed where necessary. Link here)</u> - 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 have met with the Headteacher to agree protective measures for September. - Current government guidance is being applied.	Yes	<u>Update-Remind staff of the procedure</u> risk assessments on the non-pupil days		AP

Formatted: Font: (Default) +Body (Calibri), 9 pt, Not Italic

Formatted: Normal (Web), Indent: Left: 0.1 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at:

Formatted: Font: (Default) +Body (Calibri), 10 pt

Formatted Table

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
4.3 Children with SEND and EHCPs					
Children with SEND and EHCPs might find it difficult to follow and understand the new systems and routines	- Individual pupil risk assessments have been completed where it is necessary for a separate plan to be put in place to support a pupil in accessing a broad and balanced curriculum. - The school has contingency plans in place for SEND pupils who need to continue their education at home due to self-isolation.	Yes	Individual risk assessments for children in this category		AP CN
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	- 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).	Yes	- PSHE programme in place - Whole school PSHE focus - Recovery curriculum in place - Regular support for parents		AP CN
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	- 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 have been signposted to useful websites and resources.	Yes	- On-going support - Sharing of suitable resources - Risk assessments		AP
5.3 Bereavement support					

Formatted: Left

Formatted: Font: +Body (Calibri), 10 pt

Formatted: Normal, Indent: Left: 0 cm, Hanging: 0.3 cm, No bullets or numbering

Formatted: Normal, Indent: Left: 0 cm, Hanging: 0.3 cm

Formatted: Font: 10 pt

Formatted: Font: +Body (Calibri), 10 pt

Formatted: Font: 10 pt

Formatted: Left

Formatted: Font: +Body (Calibri), 10 pt

Formatted: Normal, Indent: Left: 0 cm, Hanging: 0.3 cm

Formatted: Font: 10 pt

Formatted: Font: +Body (Calibri), 10 pt

Formatted: Font: 10 pt

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
Pupils and staff are grieving because of loss of friends or family	- The school has access to staff who can deliver bereavement counselling and support. - Support is requested from other organisations when necessary.	Yes	A member of staff trained in play therapy Trained staff are not on site. - The school will seek access to services where needed. - Id e are in communication with St Thomas with regard to access to bereavement support from the Educational Psychology team. 0.8 non-teaching SENCo		AP
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	- Fire procedures have been reviewed and revised where required, due to: - Reduced numbers of pupils/staff - Possible absence of fire marshals - Social distancing rules during evacuation and at muster points - Possible need for additional muster point(s) to enable social distancing where possible - Staff and pupils have been briefed on any new evacuation procedures. - Incident controller and fire marshals have been trained and briefed appropriately.	Yes	All processes reviewed, fire practice needed in September 2020		AP PC SG
Fire evacuation drills - unable to apply social distancing effectively	Plans for fire evacuation drills are in place which are in line with social distancing measures.	Yes	Cage and filed to be used to allow for this to happen. New signs put up to ensure distancing between classes		AP
Fire marshals absent due to self-isolation	An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes	Investigate linked training		AP SG
6.2 Managing premises on reopening after lengthy closure					

Formatted: Indent: Left: 0.3 cm, No bullets or numbering

Formatted: Normal

Formatted: Font: +Body (Calibri), 10 pt

Formatted: Normal, No bullets or numbering

Formatted Table

Formatted: Normal

Formatted: Font: 10 pt

Formatted Table

Operational risk assessment for full school opening

Areas for concern	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
All systems may not be operational	- Government guidance is being implemented where appropriate. - All systems have been recommissioned.	Yes	School hasn't been closed so all systems up to date		AP
Statutory compliance has not been completed due to the availability of contractors during lockdown	- All statutory compliance is up to date. - Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Yes	School hasn't been closed so all systems up to date.		AP PC SG
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	- 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).	Yes	Information leaflet and guidance shared with contractors		
7. Finance					
7.1 Costs of the school's response to COVID-19					

Operational risk assessment for full school opening

Areas for concern		Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		- Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. - CFO has been consulted to identify potential savings in order to work towards a balanced budget. - Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. - The school's projected financial position has been shared with governors and trust.	Y			AP
8. Governance						
8.1 Oversight of the governing body						
Lack of local governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		- The local governing body continues to meet regularly via online platforms. - The local governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. - The Headteacher's report to local governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. - Regular dialogue with the Chair of Local Governors and those governors with designated responsibilities is in place. - Minutes of local governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Y			AP AB
9. 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						
Swimming pool	Yes	No plans to open school pool until wider opening of pools is allowed and will then be further risk assessed.				

Formatted Table

Operational risk assessment for full school opening

Areas for concern			Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Lead responsible
			•				
			•				
			•				