

St Dominic's Catholic Primary School

***Covid 19 operational risk assessment for school
reopening***

COVID-19: Operational risk assessment for school reopening

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

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

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

Assessment conducted by:	Deirdre Finan & Veronica Frankland	Job title:	HT / DH	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	5 th June 2020 16 th July 2020 24 th August 2020 6 th November 2020 13 th January 2021	Review interval:	In line with government updates	Date of next review:	15 th June 2020 28 th September 2020 14 th December 2020 22 nd February 2021

Related documents	
First Aid Policy Business Continuity Plan Medical Plans Policy COSHH Policy Data protection Policy Behaviour Policy Staff Handbook	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely	Major: Causes major physical injury, harm or ill-health.	H	H	H

Impact	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied		<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	Y	<p>All pupils to return to school autumn 2020</p> <p>Any exceptions remote learning Continue</p> <p>SPRING 2021 Lockdown announced on 5/1/21</p> <p>Children of Critical Workers and Vulnerable children attending school from 11/1/21</p> <p>Remote learning and hard Copies of learning prepared for all pupils</p> <p>Staff rota created, which will mitigate risk in the following ways: Staff traveling by public transport have been asked to work remotely</p> <p>Limited number of classrooms used to limit transmission of virus</p> <p>Food Vouchers available for FSM families</p> <p>Vulnerable and EHCP pupils not attending school contacted on a weekly basis by SENCo not safeguarding lead</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>REOPENING OF SCHOOL 8th MARCH 2021.</p> <p>All children to return to school 8th March in line with Govt guidance.</p> <p>CEV pupils and staff to work from home. Pupil to access remote learning.</p> <p>Increased hygiene protocols in place to minimise the risk of transmission.</p> <p>All classrooms must be well ventilated with classroom doors and windows open throughout the day.</p> <p>Make small adaptations to the classroom to support social distancing, including seating pupils side by side and facing forward eg: horseshoe configuration. This might include moving unnecessary furniture from the classroom to make more space.</p> <p>There will be no large gatherings such as assemblies or collective worship.</p>	
1.2 Organisation of teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>Classroom sizes will not allow adequate social distancing</p>		<ul style="list-style-type: none"> • Classroom size and numbers reviewed. • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 30 pupils per class) • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Spare chairs removed from desks so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • In primary schools, classes stay together with their teacher and do not mix with other pupils. 	<p>Y from 3rd September</p>	<p>All pupils to return autumn 2020</p> <p>Classrooms remodelled to avoid face to face learning i.e. horseshoes or L's</p> <p>Signage to remain in place promoting sanitisers and good respiratory health</p> <p>Limited number of classrooms used to limit transmission of virus</p> <p>Optimise the amount of fresh air entering rooms and corridors by ensuring windows and doors are open. This will be balanced with thermal comfort by making sure that the heating is turned up and on for longer periods of time. (amended 21/1/21)</p> <p>March 8th 2021</p> <p>Make small adaptations to the classroom to support social distancing, including seating pupils side by side and facing forward eg: horseshoe configuration. This might include moving unnecessary furniture from the classroom to make more space.</p> <p>All classrooms must be well ventilated with classroom doors and windows open throughout the day.</p> <p>Consistent groups/'Bubbles' will remain in place to reduce the risk</p>	

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				<p>of transmission by limiting the number of pupils and staff in contact with each other by limiting only those in each bubble.</p> <p>The same bubbles apply at playtimes and lunchtimes.</p> <p>Clear H&S signage in each classroom.</p>	
Large spaces need to be used as classrooms		<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, and dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Y	<p>Limit gatherings to year group bubbles in halls and playground</p> <p>Playground divided into bubbles</p> <p>March 8th 2021</p> <p>As above</p>	
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		<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 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. 	y	<p>All staff committed to F/T return to school</p> <p>Individual risk assessments to be carried out for all staff and reasonable adjustments put in place if required</p> <p>Temperature checks completed if requested</p> <p>Staff will provide home learning if necessary</p> <p>Staff rota created, which will mitigate risk in the following ways:</p>	

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				<p>Staff traveling by public transport have been asked to work remotely</p> <p>March 8th 2021</p> <p>All staff committed to F/T return to school</p> <p>Minimise contact across the site and maintain social distancing wherever possible.</p> <p>To reduce transmission of the virus, the wearing of face masks is advised, particularly where there is high traffic volume and in communal spaces. Spare face masks are available in the school office.</p>	
1.4 Prioritising provision					
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. 	P	<ul style="list-style-type: none"> Risk assessments for vulnerable learners to be completed –Sept. 2020 Staff to be trained on updated KCSIE Sept.2020 Vulnerable and EHCP pupils not attending school contacted on a weekly basis by SENCo and safeguarding lead Online KSCIE CPD will be made available to all staff Online SALT CPD will be made available to EYFS staff <p>March 8th 2021</p> <p>Only three EHCP children (30%) did not attend during lockdown and they will continue to be</p>	

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				<p>strongly supported on their return to school.</p> <p>The two LAC children attended throughout lockdown.</p> <p>SENCO, SALT, Safeguarding lead and therapists will continue the support of vulnerable children on their return to school.</p>	
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines		<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • No school clubs until further notice, due to mixing of year group bubbles 	Y	<ul style="list-style-type: none"> • Different entrances and exits are used for different year groups • Staggered start and end times for different year groups • Staggered break times • Staggered lunch times • 30 pupils attending, main gate used to enter and pupils walk to their bubble • Separate lunch sittings for each bubble and separate playtimes <p>March 8th 2021</p> <p>Staggered start and end of daytime to continue.</p> <p>Four entrances used across the school.</p> <p>Parents have been advised to not gather at the school entrances and this will be monitored by staff.</p>	

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				Our visitor policy will be strongly adhered to at all times.	
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible – signage to indicate • 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. • Staff handbook amended to indicate changes due to COVID-19 	Y	<ul style="list-style-type: none"> • Staff alert to ensure guidelines are followed • Ensure all signage is in place • Social distancing in place due to low numbers attending • March 8th 2021 <p>One-way systems to remain in place in KS2 building and teachers to revise systems with their pupils.</p> <p>Appropriate signage in place.</p> <p>Exits and returns of playtimes are to remain staggered and movement of around KS2 building to be minimised</p> <p>Pupils to be regularly briefed regarding bubbles and social distancing.</p>	
1.7 Curriculum organisation					

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<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>		<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' future planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • No Educational Visits during the autumn term, evaluate for the spring term onwards • Music lessons will take place in the school hall and classrooms allowing for social distancing, pupils learning configuration in a horseshoe. Music Teacher positioned 1 to 2metres distance from pupils • All musical instruments will be cleaned after use • PE lessons will take in the hall or playground to ensure social distancing • All PE equipment will be wiped after use • Each pupils will have zip bag for their own learning resources. • Benchmark –Autumn 1- Gap analysis undertaken • Assessment – Autumn 2 	Y	<p>A contextual and broad curriculum which addresses pastoral as well as academic need will be in place at the start of the autumn term. No assumptions should be made about all children losing learning While acknowledging the many challenges, we are not buying in to the disaster rhetoric about a lost generation of learning</p> <p>The Learning Platform (Seesaw) allows ongoing assessment to ensure teachers address misconceptions. Fortnightly rota of hard copies of learning also allows for formative assessment as above</p> <p>March 8th 2021</p> <p>A contextual and broad curriculum which addresses pastoral as well as academic need will be in place at the start of the summer term. No assumptions should be made about all children losing learning While acknowledging the many challenges, we are not buying in to the disaster rhetoric about a lost generation of learning</p> <p>Assessment to be planned in for Summer Tern to analyse gaps and provide best interventions</p>	

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				Formative assessment to continue in Spring Term 2 on children's return.	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> • Staff have been briefed on the use of these rooms. • Parent 1 to 1 meetings via phone call to avoid unnecessary contact (VOIP app recommended by Andrew Hall Safeguarding Consultant) • Secondary transfer meetings to be configured in horseshoes shape and all adults to wear face masks. • RSHE Parent Consultation – Year group bubbles in the hall, seating socially distanced 	Y	<p>Non fabric furniture ordered for staff room Robust cleaning schedule in place</p> <p>Robust cleaning in place including deep cleans on Friday afternoons</p> <p>Low numbers of staff allow for social distancing</p> <p>March 8th 2021</p> <p>Staffroom rota to be re-communicated to all staff by their phase leaders</p> <p>Extra space is available in the presbytery area now that the weather is more clement.</p> <p>Extra space cannot be made available to avoid transmission of the virus.</p> <p>Phase leaders to emphasise that social mixing at lunchtimes is restricted to Year groups only. No mixing of teaching bubbles.</p>	
1.9 Managing the school lifecycle					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
Limited progress with the school's autumn term calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> School calendar for the autumn term rationalised. PSHE and recovery Curriculum a priority Teaching staff to follow short- and medium-term planning. Blended Learning Policy created, CPD on use of Seesaw for remote learning and hard copies available Intervention teacher(s) recruited 	Y	<ul style="list-style-type: none"> N/A 	
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> A plan is in place for staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is liaison with the destination institutions e.g. secondary schools, to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and telephone calls. 	Y	<ul style="list-style-type: none"> Year 6 transition successfully completed Internal transition plans have been made available to parents 16/7/2020 and a reminder text /email will be sent on 2/9/2020 Transition arrangements for new reception children have been sent to parents <p>March 8th 2021</p> <p>Meeting has taken place with David Hanna to discuss improvements to successful transitions to Secondary schools</p> <p>Current Year 6 cohort being strongly supported in the transition process by their class teachers, both academically and emotionally. MHST to support transition. Parents being kept updated re:transition process.</p>	
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. 	Y	<ul style="list-style-type: none"> Governors have been fully informed of all updated safety precautions 	

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		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. 		<ul style="list-style-type: none"> Governors aware of Spring term updates and Risk Assessment forwarded <p>March 8th 2021</p> <p>Governors continue to be kept fully informed re Government guidance and are fully supportive</p>	
1.11 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical needs, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>		<ul style="list-style-type: none"> All relevant policies will be revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors shall be briefed accordingly. 	Y	<ul style="list-style-type: none"> INSET Day 2/9/20 Staff Handbook distributed with revised behaviour Addendum and updated KCSIE and updated health and safety. Walk to determine staggered entry points for all year groups and one way systems 30 pupils attending, main gate used to enter and pupils walk to their bubble Separate lunch sittings for each bubble and separate playtimes Fire Evacuation policy to be amended Spring Term 2021 Attendance policy to be Amended Spring Term 2021 Safeguarding tab created for website with all updated advice as required Spring 2021 <p>March 8th 2021</p> <p>All relevant policies are revised and checked to take account of Govt. guidance during pandemic. Behaviour appendix in place.</p>	

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				Fire Evacuation policy in place Attendance requirements following Govt. guidance H&S updates checked Safeguarding addendum in place Medical Needs policy in place	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Diocese of Westminster Local authority Professional associations Other partners 	Y	Amended risk assessment available for all staff, governors, LA and is available for parents on the school website SPRING TERM – as above Amendments/Updates to policies as above March 8th 2021 As above	
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> An appendix to the staff handbook will be issued to all staff prior to reopening. Induction for all staff prior to reopening, and will 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"> Staff Handbook distributed Autumn 1 All Staff aware of - 'Hands, Face, Space' •Fire Evacuation policy to be amended Spring Term 2021 •Attendance policy to be Amended Spring Term 2021 •Safeguarding tab created for website with all updated advice as required Spring 2021 March 8th 2021 Systems of controls are known by all staff re: social distancing, face	

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				coverings, hand washing (infection control) and weekly testing 'Hands, Face, Space' and 'Catch it, Bin it, Kill it' are known mantras.	
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<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"> All new staff inducted No new staff due to lockdown March 8th 2021 No new staff appointed	
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school		<ul style="list-style-type: none"> Members of the school's administrative team are tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/or offers when not in school. 	Y	<ul style="list-style-type: none"> FSM vouchers will be ordered for the Christmas break depending on government plans FSM vouchers organised and being distributed March 8th 2021 As above until end of Spring Term	
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.		<ul style="list-style-type: none"> Risk assessments are updated and adapted in compliance with new guidelines in the following areas: <ul style="list-style-type: none"> Different areas of the school When and where 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"> Risk assessments are up to date and continually being re-assessed Lunch time break out spaces amended to add more rigour, staffroom rota amended to decrease contact and ensure social distancing 	

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				<ul style="list-style-type: none"> • Social distancing in place due to low numbers attending (Spring 2021) • 30 pupils attending, main gate used to enter and pupils walk to their bubble • Separate lunch sittings for each bubble and separate playtimes • Lunch tables and chairs wiped between each sitting • Posters displayed to remind all school community re: hygiene guidance • March 8th 2021 Risk assessments are up to date and continually being re-assessed • Lunch time spaces amended to add more rigour to ensure secure bubbles. • Staffroom rota amended to decrease contact and ensure social distancing • Staff to remain in Year Group Bubbles and not socialise between Year group bubbles during or at the end of the school day. • School staff who are required to self-isolate must not attend school or socialise with a member of staff outside of school. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> Communication with parents regarding travel routes and transport restrictions and wearing of masks updated in line with new guidance 	Y	<ul style="list-style-type: none"> Families using public transport have been referred to the safer travel guidance for passengers website <p>N/A – Only vulnerable and critical worker children attending •</p> <p>Families using public transport have been referred to the safer travel guidance for passengers website</p> <p>March 8th 2021</p> <ul style="list-style-type: none"> Families using public transport have been referred to the safer travel guidance for passengers website Bus routes not greatly affecting our school community 	
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		<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. Classroom tables and equipment wiped at class at lunch and end of day Dining table in staffroom before each individual sitting 	Y	<ul style="list-style-type: none"> Deep clean to be completed over the autumn half term break. <p>Robust daily cleaning schedule in place for new school year – additional cleaners on rota</p> <p>Enhanced cleaning will take place each playtime and at lunch time, including cleaning frequently touched surfaces and playground equipment</p>	

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				<p>Washing Machine purchased to regularly clean classroom resources</p> <ul style="list-style-type: none"> School closed each Friday afternoon for deep clean in preparation for new weeks' learning. <p>March 8th 2021</p> <p>The following document is used by our cleaning company, school-keeper and an additional lunch-time cleaner for compliance:</p> <ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings <p>Enhanced cleaning will take place each playtime and at lunch time, including cleaning frequently touched surfaces and playground equipment</p>	
2.2 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>		<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"> Hand sanitisers are available at each entrance, all classrooms and in the dining hall Soap always available in school toilet areas Posters highlighting hygiene and handwashing in each classroom As above 	

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				<p>March 8th 2021</p> <p>As above</p>	
<p>Pupils forget to wash their hands regularly and frequently</p>		<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 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. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff to embed extra hand washing on entry to the school building, after morning break, before lunch, after lunch play and at the end of the school day. • Posters displayed around the school • As above <p>March 8th 2021</p> <p>As above</p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating (GOV.UK doc) 	
<p>2.3 Clothing/fabric</p>					

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Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> Communication with parents agreed prior to the school opening on pupils wearing school uniform. Expectations and guidance are communicated to parents. Pupils to wear PE kit to school to avoid change of clothing Families not bring a bag into school 	P	<ul style="list-style-type: none"> Pupils to return to school wearing their school uniform <p>SPRING TERM 2021</p> <ul style="list-style-type: none"> Children attending wear clean clothes each day <p>March 8th 2021</p> <ul style="list-style-type: none"> Pupils to return to school wearing their school uniform 	
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> Fabric chairs and cushions have been removed from classrooms and staff room As above <p>March 8th 2021</p> <p>As above</p>	
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<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. Temperature checks administered to staff and pupils who are feeling unwell 	Y	<p>School community signposted to book a test at https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Use of NHS test and trace</p> <p>Self-isolation guidance is available</p> <p>All staff attending advised to take test before resuming work</p> <p>Considering weekly tests for regular staff attendees</p> <p>March 8th 2021</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>School community signposted to book a test at https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Use of NHS test and trace Self-isolation guidance is available</p> <p>Weekly PCR test and/or LFD test strongly advised for all staff members.</p> <p>Please refer to Gov.Uk document Feb 2021 for further guidance</p>	
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>		<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 local authority. 	Y	<ul style="list-style-type: none"> • As above • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school • Record of staff who have contracted COVID will continue to be maintained and submitted to relevant bodies • Posters displayed with guidance on community safety guidance and of testing centres. This is also available on website <p>March 8th 2021</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school • Record of staff who have contracted COVID will continue to be maintained and submitted to relevant bodies • Posters displayed with guidance on community safety guidance and of testing centres. This is also available on website <p>Refer to Gov.Uk document Feb 2021</p>	
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>		<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 will be 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"> • All updated Gov.UK documents are available in the school office and school website for reference • Any updates and changes to guidance in current lockdown is communicated to all stakeholders on website <p>March 8th 2021</p> <p>As above</p> <p>Refer to Gov.Uk doc Feb 2021</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<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	<p>March 8th 2021</p> <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. <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	
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		<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. 	Y	<ul style="list-style-type: none"> First Aiders x 3 on site daily 2 members of staff updating Paediatric First aid training – autumn 2 First aider always on-site <p>March 8th 2021</p> <p>As above</p> <p>Prioritising Paediatric First Aid training, made available through Govt funding, for Summer Term</p>	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. 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"> A medical room has been designated As above 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>March 8th 2021</p> <ul style="list-style-type: none"> A medical room has been designated and social distancing provisions are in place All furniture and surfaces cleaned each day <p>PPE should be worn by carer whilst waiting for child to be collected</p>	
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Y	<p>Any updated advice during the autumn term is sent out to parents and is available on the school website</p> <ul style="list-style-type: none"> Updated advice on any revised H&S guidance will be made available to families on the website <p>March 8th 2021</p> <p>Letter to parents regarding 8th March re-opening provides reassurance on safety measures in place</p> <p>Any new H&S guidance to be posted on website</p>	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via school newsletter and the school's website. 	P	<ul style="list-style-type: none"> GOV.UK updated guidance for early years and primary Schools on the school website. As above <p>March 8th 2021</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> • Discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks. , • Parents and carers will need to: book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> • a high temperature • a new continuous cough o • a loss or change to your sense of smell or taste 	
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<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"> • Focus will be on robust hand washing and sanitising. Ensuring good respiratory hygiene by prompting the "Catch it, Bin it, Kill it" approach • Hand sanitisers are available in each classroom and at all school entrances • As above • If staff choose to wear a face covering for purposes of personal and collective reassurance they should be permitted to do so (amended 21/1/21) <p>March 8th 2021</p> <p>Focus will be on robust hand washing and sanitising. Ensuring good respiratory hygiene by</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>promoting the "Catch it, Bin it, Kill it" approach. Also-</p> <ul style="list-style-type: none"> • Hand sanitisers are available in each classroom and at all school entrances • If staff choose to wear a face covering for purposes of personal and collective reassurance they should be permitted to do so (amended 21/1/21) <p>Separate guidance is available on: • preventing and controlling infection, including the use of PPE, in ' <i>Education, childcare and children in social care settings</i> '</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance		<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, 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. 	Y from 2 nd September	<p>Staff will embed the “catch it, bin it, kill it” approach and cleaning hands thoroughly more often than usual Pupils are regularly reminded of safer school routines, including bubble safety, one way systems, looking after their own school resources and not touching others</p> <ul style="list-style-type: none"> • As above <p>March 8th 2021</p> <p>Staff will revise compliance procedures with children re social distancing guidance on the school site</p> <p>Staff to model all behaviours expected around social distancing</p> <p>Movement around school minimised during school day</p>	
3.2 Classrooms and teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>		<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance • School Keeper ensures the school premises are safe before school activity resumes • Arrangements are reviewed weekly. 	Y	<p>Classrooms remodelled to avoid face to face learning i.e. horseshoes or L's</p> <p>Optimise the amount of fresh air entering rooms and corridors by ensuring windows and doors are open.</p> <p>This will be balanced with thermal comfort by making sure that the heating is turned up and on for longer periods of time. (amended 21/1/21)</p> <p>March 8th 2021</p> <p>As above</p>	
3.3 Movement in corridors					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>		<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation 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"> • Staff regularly remind pupils of new procedures for movement around the school, including entering and exiting the school building and the staggered times for each year group • Staff handbook amended • Limited number of rooms used to lower rates of virus transmission • One-way system in place in KS2 building • Optimise the amount of fresh air entering rooms and corridors by ensuring windows and doors are open. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> This will be balanced with thermal comfort by making sure that the heating is turned up and on for longer periods of time. (amended 21/1/21) <p>March 8th 2021</p> <p>As above</p> <p>Staff to be consistent and persistent in their revision programme of social distancing and safety measures around the school</p> <p>Corridors and stairwells to be supervised by adults</p>	
3.4 Break times					
Pupils may not observe social distancing at break times		<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. 	Y	<ul style="list-style-type: none"> Break and lunch time routine established for each year group bubble and breaks will be staggered <p>New break and lunchtime routines explained to children attending</p> <p>March 8th 2021</p> <p>As above</p> <p>Social distancing guidelines and signage visible to remind children of social distancing</p>	
3.5 Lunch times					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>Pupils may not observe social distancing at lunch times</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, pupils eating in classrooms or other spaces. • Eating areas are cleaned after lunch sitting. 	<p>Y from 3rd September</p>	<ul style="list-style-type: none"> • See above. • Both halls will be used to create year groups bubbles for safety and a one way system will be in place • Tables and stools will be cleaned after each sitting • Chartwell's (school catering company) risk assessment for the preparation and serving of food in place • See 3.4/3.5 • Optimise the amount of fresh air entering rooms and corridors by ensuring windows and doors are open. This will be balanced with thermal comfort by making sure that the heating is turned up and on for longer periods of time. (amended 21/1/21) <p>March 8th 2021</p> <p>As above</p> <p>Lunchtime rota to continue to ensure social distancing guidelines are followed</p> <p>Both halls used to create adequate spacing</p> <p>All adults to ensure that social distancing and safety guidelines are followed to support Middy meal</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>supervision staff keep our children safe</p> <p>Playground rota allocates Year group bubbles spaces to enable social distancing</p>	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> Floor markings are in place to enable social distancing. Pupils know that they can use the toilet facilities two at a time. The toilets are cleaned frequently, each lunch time. 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"> Floor marking in place to ensure social distancing Adult supervision to monitor during break times As above March 8th 2021 As above Additional cleaning staff employed to support cleaning of school premises (toilets, surfaces, door handles etc) at lunchtime 	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures		<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.(Resource Room) 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"> Social distancing remains in place for the medical room As above March 8th 2021 As above 	
3.8 Reception area					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>		<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	<p>Signage will indicate only 2 people allowed in the school reception area</p> <p>Non-essential deliveries and visitors to school are minimised Only 2 people are allowed in the Reception area Parents have been alerted to government guidance on social distancing</p> <p>March 8th 2021</p> <p>As above</p> <p>Visitors Policy for COVID on website</p>	
3.9 Arrival and departure from school					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>		<ul style="list-style-type: none"> • Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y	<ul style="list-style-type: none"> • Staggered start and end of day times outside school entrances to limit numbers and aid social distancing • Parents social distance at the gate. • Low number of parents • Office informs each bubble when a child is ready for collection to avoid any congregation at school gate <p>March 8th 2021</p> <ul style="list-style-type: none"> • As above • Signage to indicate mask wearing on site 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				Remind parents about the process that has been agreed for drop off and collection, including not to: <ul style="list-style-type: none"> gather at the gates come onto the site without an appointment 	
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing		<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. 	Y	<p>Families using public transport have been referred to the safer travel guidance for passengers website</p> <p>TFL guidelines on website for parents using public transport</p> <p>Children over the age of 10 recommended to wear face coverings</p> <p>As above If using public transport families adhere to safe travel guidance</p> <p>March 8th 2021</p> <p>As above</p> <p>Encourage parents, staff and pupils to walk or cycle to school where possible.</p>	
3.11 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>		<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken to allow for social distancing between staff. 	Y	<ul style="list-style-type: none"> New non fabric furniture has been purchased and updated guidance on cleaning has been shared with the school keeper Staff on rota to keep numbers low. Staff fully aware of social distancing guidelines Bubbles have different break and lunch times therefore reducing numbers in the staffroom and office at any time Optimise the amount of fresh air entering rooms and corridors by ensuring windows and doors are open. This will be balanced with thermal comfort by making sure that the heating is turned up and on for longer periods of time. (amended 21/1/21) <p>March 8th 2021</p> <p>Rota for staffroom use for social distancing safety on staffroom door</p> <ul style="list-style-type: none"> Staff fully aware of social distancing guidelines Optimise the amount of fresh air entering the staff room by ensuring windows and door are open. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				Social area allowing for social distancing and health and safety guidelines available in the presbytery	
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		<ul style="list-style-type: none"> 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. Pupils with underlying health conditions such as asthma, heart or blood conditions will be monitored and parents advised on safety guidelines. 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"> Updated GOV.UK guidance shared with staff and made available on website for parents Risk Assessment for Vulnerable Learners completed <p>Pupil who received a shielding letter form the Government are not attending school at the moment</p> <p>March 8th 2021</p> <p>As above</p>	
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		<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. 	Y	<p>All staff members have undergone a risk assessment on their return in September,</p> <p>Following the government guidance on 2nd November – any member of staff who is CEV to shield at home for the 4 week lockdown</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 		<p>As above Any member of staff who is CEV is currently shielding</p> <p>Individual health issues cases addressed as / when requested</p> <p>March 8th 2021</p> <p>As above Currently two members of staff CEV and shielding following govt guidance</p>	
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<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 plans and through pupil home learning (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	Y	<p>Recovery curriculum in place for initial 3 weeks</p> <p>PSHE is a focus for the autumn term</p> <p>Anna Freud and Dr. Barry Carpenter guidance will be followed.</p> <p>WAMHS and A Space offer pupils counselling DH to undertake School Counselling training</p> <p>Awaiting CWIS to support counselling needs</p> <p>A Space service in place.</p> <p>Awaiting CWIS to support counselling needs</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>Mental Health support and guidance posted on the website</p> <p>March 8th 2021</p> <p>ASpace therapy to continue in school</p> <p>EMHCP to provide support for children</p> <p>EMHCP to provide support for Year 6 transition</p>	
5.2 Mental health concerns – staff					
<p>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</p>		<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, CAMHs worker available for support and other resources have been signposted 	Y	<ul style="list-style-type: none"> • Awaiting CWIS to provide counselling support for staff • Wellbeing and Mental Wealth twilight for staff <p>Wellbeing treatments provided for all staff autumn 1</p> <p>Hackney Education providing counselling service for all staff members if required</p> <p>Awaiting CWIS to provide counselling support for staff</p> <p>March 8th 2021</p> <p>Mental Health support and guidance posted on the website</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>Counselling available to staff</p> <p>Latest advice and resources being e-mailed to staff</p> <p>CWIS being allocated to school for Summer Term and will provide additional support to staff</p>	
<p>Working from home can adversely affect mental health</p>		<ul style="list-style-type: none"> • Staff working from home due to self-isolation have catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	<ul style="list-style-type: none"> • Phase leaders in regular contact with members of their team • HT shares a weekly update of events and activities in school • A member of staff leads us in prayer on a Monday morning • Members of staff have taken up exercise including cycling, gym fitness and yoga • All teachers in regular contact with all children in their class <p>March 8th 2021</p> <p>As above</p>	
<p>5.3 Bereavement support</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>Pupils and staff are grieving because of loss of friends or family</p>		<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support.(A Space, CAMHs and mental health lead) Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> St Joseph Hospice bereavement service is available when needed <p>March 8th 2021</p> <p>As above</p> <p>CWIS also to provide support Summer Term</p>	
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>Educational provision must still be maintained for priority children when the school reopens</p>		<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. 	Y	<p>All children are following planned activities for the spring curriculum. Remotely, and in hard copy form and on site.</p> <p>Work is differentiated</p> <p>Ongoing assessment of all activities in place</p> <p>Government guidance is being followed.</p> <p>Weekly phone call home for vulnerable children</p> <p>Intervention support is ongoing</p> <p>March 8th 2021</p> <p>All children are following planned activities for the spring curriculum. Remotely, and in hard copy form and on site.</p> <p>Work is differentiated</p> <p>Ongoing assessment of all activities in place</p> <p>Government guidance is being followed</p>	
7. Operational issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<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. • Incident controller and fire marshals have been trained and briefed appropriately. 	Y	<ul style="list-style-type: none"> • Fire drill to be actioned and evaluated in first 3 weeks • St John's Ambulance check list in place • Fire Evacuation amended for Spring term 2021 • Fire Drill actioned for week commencing 25th January • A Fire Marshall is always on site <p>March 8th 2021</p> <ul style="list-style-type: none"> • A Fire Marshall is always on site <p>Fire drill to be actioned and evaluated during first 3 weeks</p>	
Fire evacuation drills - unable to apply social distancing effectively		<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"> • Class routines will include evacuation procedures into year group bubbles • Routines will include new phase group bubbles <p>March 8th 2021</p> <ul style="list-style-type: none"> • Class routines will include evacuation procedures into year group bubbles 	
Fire marshals absent due to self-isolation		<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. 	Y	<ul style="list-style-type: none"> • Fire drill to be actioned and evaluated in first 3 weeks <p>A Fire Marshall is always on call to cover any absence.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
				<p>March 8th 2021</p> <p>A Fire Marshall is always on call to cover any absence.</p>	
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<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"> Checks completed Checks completed <p>March 8th 2021</p> <p>Checks completed</p>	
Statutory compliance has not been completed due to the availability of contractors during lockdown		<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"> All checks completed All checks completed <p>March 8th 2021</p> <p>All checks completed</p>	
7.3 Contractors working on the school site					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>		<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) that have been designated as essential work by the governing body 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). 	Y	<ul style="list-style-type: none"> • All checks completed • All checks completed <p>March 8th 2021 All checks completed</p>	
<p>8. Finance</p>					
<p>8.1 Costs of the school's response to COVID-19</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>		<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. School looking to recover costs when the government releases funding • 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 LA. 	Y	<ul style="list-style-type: none"> • See previous control measures <p>School looking to recover costs when the government releases funding. Additional costs are being monitored The schools projected financial position has been shared with Governors and LA</p> <p>March 8th 2021 As above</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
9. Governance					
9.1 Oversight of the governing body					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>		<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The HT report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y	<ul style="list-style-type: none"> • Governors have been fully informed and endorsed all updated safety precautions <p>Governors are consistently, fully informed and endorse all updated safety requirements</p> <p>March 8th 2021</p> <p>As above</p>	
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments For autumn 2020	Residual risk rating (H/M/L)
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