

COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	Tom Beveridge	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	08/06/2020	Review interval:	1 week	Date of next review:	15/06/2020

Related documents	
Local Authority documents: Overarching Principles of Reopening SMBC Risk Assessment Template Covid 19: A curriculum for phased return	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	Control measures	Comments	Ongoing actions
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. Agreed number of staff who can attend the premises on any given day to enable compliance with social distancing by students and staff – rotas implemented and shared with all staff. 	<p>All information to be sent out on all platforms prior to 15th June</p> <p>Capacity to be reviewed weekly based on feedback and further guidance issued by Government</p>	<p>Same work will be set for any year 10s/12s who do not return to school on the 15th of June.</p>
Classroom sizes will not allow adequate social distancing	<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 15 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. Pupils are grouped in 'bubbles' comprising a maximum of 15/20 pupils with consistent member/s of staff. The integrity of the bubble is maintained throughout the day. Pupils from separate bubbles do not mix at any time. Windows will be left open for ventilation at all times unless it disrupts learning. Procedures for arriving and entering the classroom clearly explained to staff and students Ensure staff have enough space to teach the lesson whilst maintaining social distancing 	<p>Review of procedures and classroom practice is ongoing</p> <p>Classroom capacity adapted to reflect any changes in Government guidance</p>	<p>All classrooms to be marked out with floor tape to allow 2 metre distance between desks.</p>
Large spaces need to be used as classrooms	<ul style="list-style-type: none"> Limits set for large spaces for teaching – site assessment carried out. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 		

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The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	<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. A plan is in place for the phasing in of the other cohorts. 	Vulnerable students have been identified	1:1 provision will be reviewed w/c 15/06 and an action plan to support identified vulnerable students to attend school
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 – Yr 10 and 12 will arrive and depart at different times Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. Additional staff on duty at gates to ensure no students congregate Dingle lane entrance not used for Year 10 due to mixing with other schools. Arrival and departure times to be shared with TG and St P. 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. 	Site inspection to take place prior to 10 th June and again prior to 15 th June	
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. Corridors are divided where feasible. -tbc Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils and staff around school is minimised as much as possible, with pupils staying in classrooms in their 'bubble' arrangements with dedicated staff. Protocols in place for toilet use – one at a time and directed to different blocks depending on which classroom they are using. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	<p>Minimal movement around school site required due to students remaining in one classroom and no unstructured time. External entry/exit for most classrooms.</p> <p>Not all have direct exits to outside so need to have clear plans for these classrooms</p>	Entry and exit procedures for rooms with no outside access

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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	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Review Fire Evacuation Procedures to maintain social distancing and Pod integrity Review behaviour procedures Review medical/ First Aid procedure	Staff Handbook with all procedures for re-opening to include evacuation procedure. First lesson with students will talk through evacuation procedure, behaviour expectations, toilet and break time procedures, any anxiety about returning
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/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 		
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 or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	The curriculum for Yr 10 and 12 students will not initially include practical subjects/activities This can be reviewed based on any changes to Government guidance	Students not going to be on site at lunchtimes apart from key worker and vulnerable. Duty rotas for year 10 and 12 students arriving/ leaving site to be created
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Bus companies not currently running normal service Start and finish times avoid peak	

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start and departure times		public travel times	
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 changed to ensure needs of school are met eg Attending school site from lunch onwards. 	Cleaning plan communicated to all site and cleaning staff to prevent gaps if staff attendance changes	
Pupils forget to wash their hands regularly and frequently	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 		Hand sanitiser and PPE stocks to be reviewed weekly.
Not wearing clean clothes each day may increase the risk of the virus spreading	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. –Yr 10 wear uniform/smart dress for Yr 12 but suits not needed. Expectations and guidance are communicated to parents. 		
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. 		
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. 		

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Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	<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 school and local authority. 	Space identified for students to be kept if displaying symptoms at school – isolated from other medical issues	
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	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 		
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. 		
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. Review of all staff who currently hold certificate and rotas devised accordingly. Updates to training in regard to Covid-19 carried out remotely 	Guidance issued to first aiders on treatment	

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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 room – moved to canteen to ensure there is enough space. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 		
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. • Parent and pupil guidance created. 		
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. 		

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<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • 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. • Wilful disobeying of rules relating to social distancing and hygiene will be sanctioned appropriately and proportionately, by exclusion where necessary. 		<p>Addendum created for behaviour policy</p>
<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"> • Home base/bubble arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class or bubble). • All furniture not in use has been removed from classrooms and teaching spaces. • Windows will be left open for ventilation at all times unless it disrupts learning. • Arrangements are reviewed regularly. 		<p>Review of all social distancing measures in classrooms</p>

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Social distancing guidance is breached when pupils circulate in corridors	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in assigned classrooms with their dedicated staff members. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 		
Pupils may not observe social distancing at break times	<ul style="list-style-type: none"> • Break times are extremely limited and students stay in one area of the school site. • Pupils are kept within their assigned 'bubbles' during social times. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced to support social distancing • Parents and students will be notified to bring individually wrapped items for food and bottles of water. No food provided by school.. 	Duty rota designed so that staff not teaching next can monitor students	
Pupils may not observe social distancing at lunch times	<ul style="list-style-type: none"> • As of 1st June, the school does not plan to offer lunches to avoid the risks. <p>If this plan is changed, the following will be considered:</p> <ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Pupils eat lunch with others in their bubble. 	Students informed to bring their own food for lunch/ break	SLT will discuss if current planning not to re-open canteen changes this term.

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	<ul style="list-style-type: none"> Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. 		
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils and staff know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting different toilets and staff managing the flow of students to the toilets. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Toilet monitoring included in duty rota, Monitoring of CCTV could be used to spot check use if required	
The configuration of medical rooms may compromise social distancing measures	<ul style="list-style-type: none"> Social distancing provisions are in place for medical room – first aid moved out of pupil reception. 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. 		
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<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. 		
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	<ul style="list-style-type: none"> Start and finish times are staggered between Yr 10 and 12. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Additional staff on duty at gates to stop students congregating Dingle lane entrance not used for Yr 10 due to mixing with other schools. Arrival and departure times to be shared with TG and St P. 		

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	<ul style="list-style-type: none"> Weekly messages to parents stress the need for social distancing at arrival and departure times. 		
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 and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	<p>arrival and departure times shared with TG and St Peters – to coordinate the number of students waiting for public transport</p> <p>School buses not currently running – once they are, all 3rd parties will have to confirm risk assessments are in place.</p>	<p>Guidance to parents to include information on face coverings for travel on public transport – mandatory from 15th June</p>

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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 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. Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments – choice given to parents. 	When is parent information reviewed?	School has this information already as part of first aid provision but we will repeat question in parental communication
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. Wellbeing/mental health issues to be discussed with students through virtual assemblies/life-ready resources and on return to school 		Will be picked up as students return to school – 1-1s, 15 minute at start of first lesson back
Pupils and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 		

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Educational provision must still be maintained for priority children when the school reopens	<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. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 		
Educational provision must still be maintained for students learning at home	<ul style="list-style-type: none"> • Staff rotas developed to ensure teaching staff are not on site for more than 2 days a week and can still maintain remote learning provision. • Pastoral and safeguarding team continue to make regular contact with all vulnerable students – this is logged and reviewed. • Increased use of video and live teaching to continue to engage learners. • Overviews placed on website to ensure students and parents can review their progress and any knowledge/skills gaps. • Regular guidance sent to students and parents about support services available for mental health and other issues. Dedicated area of the website set up and updated daily. 		

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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. 	Check all appropriate checks in place for fire extinguishers and fire safety equipment	Cover new evacuation procedure with students in first 15 minutes of lesson back in.
Failure to carry out adequate cleaning and checks prior to reopening	<ul style="list-style-type: none"> • Complete a visual inspection of the buildings to determine levels of cleanliness and identify any damage or cleaning requirements to the cleaning contractors prior to reopening • Carry out full deep clean of all areas to be used by staff and students prior to reopening. 		