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# TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING (PRIMARY)

**A toolkit to support leaders  
as they reopen schools**



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COVID-19: Operational risk assessment for primary school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

<b>Assessment conducted by:</b>	R.Marshall & SLT	<b>Job title:</b>	Headteacher	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	24.8.2020  <b>Reviewed:</b> 19.10.2020 <b>Reviewed:</b> 15.12.20 <b>Reviewed:</b> 7.1.21 <b>Reviewed:</b> 7.2.21 <b>Reviewed:</b> 3.3.21 <b>Reviewed:</b> 20.4.21 <b>Reviewed:</b> 18.5.21 <b>Reviewed:</b> 27.8.21 <b>Reviewed:</b> 18.10.21	<b>Review interval:</b>	In-line with Government Lockdown restrictions changing	<b>Date of next review:</b>	W/B 13.12.21
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Related documents	
<b>Trust/Local Authority documents:</b>	<b>Government guidance:</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a> <a href="https://www.gov.uk/government/publications/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education</a>

**Risk matrix**

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence			
		Probable	Possible	Remote	
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M	
	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 measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process for full opening in primary schools</b>					
<b>1.1 Outbreak of COVID-19 within school</b>					
There is a local outbreak of COVID 19 in school	H	<ul style="list-style-type: none"> <li>Horton Grange will continue to work with local health protection teams in the case of a local outbreak.</li> <li>If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, a director of public health may advise school to temporarily reintroduce some control measures.</li> <li>See <a href="#">Stepping measures up and down</a> section for more information</li> </ul>	Y	<ul style="list-style-type: none"> <li>A contingency plan (outbreak management plan) outlining what we will do if children, pupils or staff test positive for COVID-19, or how we will operate if we are advised to take extra measures to help break chains of transmission.</li> <li>See the <a href="#">contingency framework</a> describing the principles of managing local outbreaks of COVID-19</li> </ul>	L

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Use of face masks</b>	M	<ul style="list-style-type: none"> <li>• Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</li> <li>• Face masks will be recommended in enclosed and crowded spaces where people may come into contact with people they don't normally meet e.g. public transport to school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• If there is a substantial increase in the number of positive cases in school (see COVID-19 Outbreak Management Plan) a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt).</li> <li>• In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</li> </ul>	L

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<p><b>Control measures in place to prevent an outbreak</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone.</li> <li>• Maintain appropriate cleaning regimes.</li> <li>• Keep occupied spaces well ventilated.</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ul>	<p>Y</p>	<p><b>Hand hygiene</b></p> <ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning will remain regular practice.</li> <li>• Children must clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li>• Children will be reminded of handwashing routines are re-taught to pupils using visual resources e.g. suitable videos.</li> <li>• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</li> <li>• Posters used that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.</li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• The 'catch it, bin it, kill it' approach will be promoted throughout school.</li> <li>• The <a href="#">e-Bug COVID-19 website</a> containing materials to encourage good hand and respiratory hygiene will be used.</li> </ul> <p><b>Use of personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• Most staff in school will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children's social care settings</a> will be followed.</li> </ul>	<p>L</p>

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
				<p><b>Maintain appropriate cleaning regimes, using standard products such as detergents</b></p> <ul style="list-style-type: none"> <li>• A cleaning schedule is in place. It includes regular cleaning of all areas and ongoing cleaning of high touch areas throughout the day.</li> <li>• PHE guidance on the <a href="#">cleaning of non-healthcare settings</a> is followed.</li> <li>• The caretaker ensures cleaning staff fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.</li> <li>• Stock checks and stock control are maintained</li> </ul> <p><b>Keep occupied spaces well ventilated</b></p> <ul style="list-style-type: none"> <li>• School must remain ventilated whilst ensuring that a comfortable teaching environment and temperature is maintained.</li> <li>• External windows will be opened, as appropriate, to improve natural ventilation</li> <li>• Internal doors will be opened, as appropriate, to assist in creating a throughput of air. This should not be fire doors.</li> <li>• When holding events where visitors such as parents are on site e.g. school plays doors and windows will be kept open as appropriate</li> <li>• Copthorne is taking part in the Rapid COVID Air Disinfection (RCAD) Study and has installed portable high efficiency particulate air</li> </ul>	

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
				<p>(HEPA) filters in all areas of school mitigate the airborne transmission of the COVID-19 virus within school</p> <p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p> <ul style="list-style-type: none"> <li>• If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, they will be sent home and they should follow public health advice.</li> </ul> <p>The most important symptoms of COVID-19 are recent onset of any of the following:</p> <ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li> <li>• There are several other symptoms linked with COVID-19. <b>These other symptoms may have another cause and are not on their own a reason to have a COVID-19 test and staff will be advised to seek medical advice if they are still concerned.</b></li> <li>• If staff or pupils develop symptoms at home, they should not come into school.</li> <li>• If staff or pupils have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine) they must not come into school.</li> </ul>	



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				<ul style="list-style-type: none"> <li>• Anyone with symptoms, should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>• <b>This guidance still applies to people who have had both vaccines.</b></li> <li>• If a pupil is awaiting collection, they will be left in the isolation room (Deputy's Office). An adult will supervise from outside of the room. A window will be opened for fresh air ventilation if possible. Appropriate PPE will be used if close contact is necessary.</li> <li>• Any rooms they use will be cleaned after they have left.</li> <li>• The household (including any siblings) must follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> <li>• Public Health England advice on <a href="#">when to self-isolate and what to do</a> is followed if staff or pupils develop symptoms of COVID 19.</li> <li>• The contact details for local Public Health England team and local authority health and safety team are readily to hand.</li> <li>• A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive.</li> <li>• A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> </ul>	

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				<ul style="list-style-type: none"> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> <li>• Staff are offered lateral flow tests to both staff, which they should take twice a week at home. Testing is voluntary.</li> <li>• Staff must report their results to NHS Test and Trace as soon as they've completed a test (either online or by phone, as per the instructions in the home testing kits)</li> <li>• Staff who are participating in twice weekly testing at home, will not enter the building if their LFT result is VOID Twice or POSITIVE – Staff who are participating will only be allowed into the building with a NEGATIVE result.</li> </ul>	

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Asymptomatic testing	H	<ul style="list-style-type: none"> <li>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Testing kits will be provided to all staff from the office.</li> <li>Staff and pupils with a positive LFD test result should self-isolate in line with 'stay at home guidance for households with positive or confirmed coronavirus (COVID-19 infection'.</li> <li>They will also be advised to get a PCR test.</li> <li>Whilst awaiting the PCR result, they must continue to self-isolate.</li> <li>If a PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>	L

<p>Contacts of positive COVID-19 cases (Identified by NHS Test and Trace or living in the same household)</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Anyone with COVID-19 symptoms or a positive test result must stay at home and self-isolate immediately.</li> <li>• They should have a PCR test as soon as possible – Unless unavoidable, staff should attend a test centre to carry out this test, to ensure the result is returned as quickly as possible.</li> <li>• This still applies even if staff have received one or more doses of COVID-19 vaccine.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• If staff live in the same household as someone with COVID-19, they should stay at home and self-isolate unless they:             <ul style="list-style-type: none"> <li>➤ are fully vaccinated</li> <li>➤ have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>➤ are not able to get vaccinated for medical reasons</li> </ul> </li> <li>• Children will not be required to isolate if they are a contact of someone who has tested positive for COVID-19</li> <li>• Anyone who has been in close contact with a person who has tested positive (within 48 hours of the symptoms beginning) should book a PCR test.</li> <li>• If the PCR test result is positive, staff should follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period, regardless of where they are in their original 10 day isolation period. This means that their total isolation period will/may be longer than 10 days</li> <li>• If the PCR test result is negative, staff should still stay at home and self-isolate to avoid putting others at risk, unless they are not required to do so. This is because they could still become infectious during the 10 day isolation period.</li> <li>• Staff and pupils who have been a contact of a positive case should</li> </ul>	<p>L</p>
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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
				<p>not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection</p> <ul style="list-style-type: none"> <li>• If staff are taking part in twice-weekly lateral flow testing, they can continue to do so. If the LFD test result is negative and they do not fit the criteria, as detailed above, they should still stay at home and self-isolate to avoid putting others at risk. This is because they could still become infectious during the 10 day isolation period.</li> <li>• Staff and parents have been informed that they may be entitled to a one-off payment of £500 through the <a href="#">NHS Test and Trace Support Payment scheme</a> if they are required to stay at home and self-isolate or they are the parent or guardian of a child who has been told to self-isolate.</li> </ul>	
<b>1.2 Organisation of teaching spaces</b>					
<b>Teaching pupils in full classes will increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>• There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Cleaners/site staff to check stock of tissues/hand sanitiser/ soap every morning and when classrooms are cleaned at lunchtime</li> </ul>	M

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		<ul style="list-style-type: none"> <li>• Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents introduced.</li> <li>• Contact between individuals minimised wherever possible.</li> </ul>		<ul style="list-style-type: none"> <li>• Cleaning logs and rotas to be kept up to date by S.Clapham</li> </ul>	
<b>The use of shared spaces and specialist classrooms</b>	H	<ul style="list-style-type: none"> <li>• Larger spaces and specialist classrooms are used by one discrete class at a time.</li> <li>• Pupils use sanitiser on entry and exit of shared spaces and before and after use of equipment in those rooms.</li> <li>• Design layout and arrangements are in place to enable pupils to use equipment safely.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Pupils use sanitiser before and after use of specialist equipment</li> </ul>	M
<b>1.3 Staffing</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school</b>	H	<ul style="list-style-type: none"> <li>There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work.</li> <li>For vulnerable staff and pupils, concerns are discussed, procedures explained.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:                             <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. School will encourage all individuals to take a PCR test if advised to do so.</li> <li>Staff who have been identified as a close contact but do not need to isolate, and children who have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> </ul>	M
<b>1.4 The school day</b>					
<b>The start and end of the school day</b>	H	<ul style="list-style-type: none"> <li>Staff will be located at entry and exit points to enable pupils to have a smooth transition into school</li> <li>Staff and pupils are briefed, and signage provided to identify which entrances and exits</li> </ul>	Y	<ul style="list-style-type: none"> <li>Videos sent to parents to explain new entrances, exits, waiting spaces and collection procedures</li> <li>Markers/signage outside to guide parents and pupils</li> <li>Timetables for break times and lunchtimes shared with staff during training session</li> <li>SLT remain on entry points at the beginning and end of the school day</li> </ul>	M
<b>1.5 Planning movement around the school</b>					

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<b>Movement around the school</b>	H	<ul style="list-style-type: none"> <li>• Staff moving between class groups observe hygiene procedures at all times.</li> <li>• Appropriate break/lunch rota and levels of supervision are in place.</li> <li>• Where children are working in sets or groups, they are accompanied by an adult</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Allocated entry/exit points to be used unless in the case of an emergency</li> </ul>	M
<b>1.6 Curriculum organisation</b>					
<b>Having missed on-site learning for an extended time, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened</b>	H	<ul style="list-style-type: none"> <li>• The school has developed and implemented a comprehensive plan, identifying learning gaps for individual and groups of pupils in terms of curriculum and knowledge. This includes revised schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes.</li> <li>• Gaps in learning are assessed and addressed systematically in teachers' planning.</li> <li>• Home and remote learning continue and are calibrated to complement in-school learning and address gaps identified.</li> <li>• Middle leaders will ensure that exam syllabi are covered.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Long term plans have been amended to consolidate and cover content that has been missed during school closure</li> <li>• Planning has been adapted to meet the gaps that have been identified</li> <li>• Assessments will be carried out to identify gap so that bespoke catch-up programmes can be implemented</li> <li>• Stringent M and E will be carried out regularly to ensure teaching and learning is meeting pupils needs</li> <li>• Home learning updated on school website at least weekly</li> <li>• Home learning policy to be updated and shared with stakeholders as necessary</li> </ul>	M



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<b>The resumption of non-overnight school visits poses risks to infection control</b>	H	<ul style="list-style-type: none"> <li>All school visits are considered on a case by case basis.</li> <li>A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit.</li> <li>Measures are taken to ensure that discrete class group bubbles do not mix on school visits.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Teams participating in overnight visits to complete necessary Risk Assessments as and when appropriate, seeking guidance where required</li> </ul>	M
<b>1.7 Staff workspaces</b>					
<b>Staff rooms and offices</b>	H	<ul style="list-style-type: none"> <li>Hand gel will be available in stand-alone bottles as well as the dispensers in all rooms throughout school.</li> <li>Disinfectant spray and paper towels will be available in the staff kitchen for staff to use before and after making a hot drink. Staff will be encouraged to use sanitiser before and after use</li> </ul>	Y	<ul style="list-style-type: none"> <li>Where staff are using the boiler/ water cooler/microwave staff are encouraged to use hand sanitiser before and after use</li> <li>Each building now has its own staff room, reprographics room, PPA room and first aid room to avoid crossover between key stages</li> </ul>	M
<b>1.8 Managing the school lifecycle</b>					
<b>Limited progress with the school's 2021-22 calendar and work-plan because of COVID-19 measures</b>	H	<ul style="list-style-type: none"> <li>School calendar for 2021-22 finalised within the context of the latest guidance on full re-opening.</li> <li>Senior Leadership Team (SLT) and staff work-plans informed by reopening plans and latest guidance.</li> <li>Staff recruitment for the coming term has been completed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Ensure CIM are as thorough as previous years</li> <li>All meetings take place in rooms that allow for social distancing</li> <li>Windows and doors are kept open where possible to allow for ventilation</li> </ul>	M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Pupils moving on to the next phase in their education</b>	H	<ul style="list-style-type: none"> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>Virtual tours of the school are available for parents and pupils.</li> <li>Online induction days for pupils and parents are planned.</li> <li>A plan is in place for EY teachers to speak with pupils and their parents about the next stage in their education and resolve any issues. Phone calls have been made to pupils entering Nursery and Reception and welcome packs have been sent out</li> <li>There is effective liaison with some of the destination institutions secondary schools to assist with pupils' transition. This continues to be led by a member of SLT linked to Y6</li> <li>Regular communications with the parents of incoming pupils are in place, including letters and a welcome pack</li> </ul>	Y	<ul style="list-style-type: none"> <li>PIW team will continue to liaise with parents outside the playground</li> <li>Admission forms completed mainly over the phone and parents invited to the outside area to sign the paperwork/provide the child's ID for filing</li> <li>HV only to be carried out maintaining social distance and PPE</li> </ul>	M
<b>1.9 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	H	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school and the</li> </ul>	Y	<ul style="list-style-type: none"> <li>Declarations of interest for governors now online</li> </ul>	M

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		Chair of Governors is kept fully informed.			
<b>1.10 Policy review</b>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of current government guidance and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Policies will be reviewed regularly where necessary to respond to current and emerging needs</li> </ul>	M
<b>1.11 Communication strategy</b>					
<b>Key stakeholders are not fully informed</b>	H	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Text system used regularly to keep parents informed</li> <li>Marvellous Me used regularly for communication with parents</li> <li>New parents asked to provide an email address, so school can set them up with a Marvellous Me account as soon as their child joins the school</li> <li>PIW team will keep in contact with 'hard to reach' parents</li> </ul>	M
<b>An unforeseen lockdown situation prevents effective communication with pupils, parents and</b>	H	<ul style="list-style-type: none"> <li>Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All telephone numbers are checked and updated where needed</li> <li>info@ email address to be continued to be used</li> </ul>	M

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>staff regarding contingency arrangements</b>		<ul style="list-style-type: none"> <li>• A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period.</li> <li>• Information about remote learning – including the school’s policy and arrangements, are available on the school website.</li> <li>• Contact records for pupils, parents and staff are kept up to date.</li> </ul>		<ul style="list-style-type: none"> <li>• Class name email addresses to be used</li> </ul>	
<b>1.12 Pupil attendance</b>					
<b>Pupil attendance is lower than expected due to parental concerns about pupils’ safety from infection</b>	H	<ul style="list-style-type: none"> <li>• Communications with parents reassure them about the safety of full reopening under the latest government guidance.</li> <li>• Dialogue is held with parents who have concerns.</li> <li>• LTA will continue to be positively discouraged, particularly after countries have been added to the government ‘red list’</li> <li>• If families are ‘stuck’ in a red-listed country – regular contact to be maintained via email, phone or zoom where possible – ESW referral to be made in this situation</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Regular text/email/letter communication to continue with parents</li> <li>• Website will be continued to be updated regularly</li> <li>• Phone calls will be made where necessary</li> <li>• Year groups weekly attendance communication highlight pupils whose attendance is causing a concern</li> <li>• ESW referrals will continue to be made as necessary for families who we are proceeding with prosecution</li> </ul>	M
<b>1.13 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures,</b>	H	<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> </ul>	Y	<ul style="list-style-type: none"> <li>•</li> </ul>	M

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>leading to risks to health</b>		<ul style="list-style-type: none"> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:                             <ul style="list-style-type: none"> <li>• The DfE system control measures set out in the latest government guidance</li> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul> </li> </ul>			
<b>New staff are not aware of policies and procedures prior to starting at the school</b>	H	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Induction checklist completed by all new staff</li> <li>• Induction meeting takes place via Zoom within the first few days of work, so expectations are clear and relevant training is provided</li> <li>• Buddy to be allocated from their year group</li> <li>• Online training now on SMARTLOG</li> </ul>	M
<b>Staff are not equipped or trained to deliver remote learning</b>	H	<ul style="list-style-type: none"> <li>• All staff are inducted in the use Zoom</li> <li>• All staff receive appropriate training on Zoom to enable them to deliver lessons that ensure pupils learning at home and at school follow the school's curriculum plans.</li> <li>• All staff have the correct equipment to enable online teaching in their classroom and from their own home.</li> </ul>	Partially	<ul style="list-style-type: none"> <li>• All staff are aware of how to use Zoom and have had further CPD on delivering live lessons</li> <li>• We've confirmed that all staff have appropriate internet access at home</li> <li>• Remote education policy updated and published on the school website</li> </ul>	M

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>1.14 Free school meals</b>					
<b>Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period</b>	H	<ul style="list-style-type: none"> <li>A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school.</li> <li>BSO is checked daily to ensure we are adding any children who newly qualify for FSM</li> </ul>	Y	<ul style="list-style-type: none"> <li>PIW will continue to encourage parents eligible for Free School Meals to apply</li> <li>Food Parcels to be provided for FSM pupils who are required to isolate due to a positive Covid case</li> </ul>	M
<b>1.15 Risk assessments</b>					
<b>Risks are not comprehensively assessed in every area of the school in light of COVID-19</b>	H	<ul style="list-style-type: none"> <li>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"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> <li>School trips and visits</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Plans updated in line with the needs of the school</li> </ul>	M
<b>1.16 Responding to cases of COVID-19 and local lockdowns</b>					

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff</b>	H	<ul style="list-style-type: none"> <li>• There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>• The school engages swiftly with NHS Test and Trace if cases are suspected.</li> <li>• The Toolkit for confirmed COVID-19 cases in school, including the Action Plan, is followed for all confirmed cases.</li> <li>• Advice is sought from the Trust/Local Authority/Public Health Teams and appropriate action is taken. Close contacts are identified and asked to self-isolate.</li> <li>• Arrangements are in place for home and remote learning for pupils who are required to self-isolate.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Lessons uploaded for home learning on the website to ensure no loss of learning</li> <li>• Paper packs are given to those children whose parents do not wish to borrow a device from school</li> <li>• Spare devices continue to be provided to children to use when in isolation</li> <li>• Texts/email/letters will be used to keep regular contact with parents</li> </ul>	M
<b>The school is unprepared for a local lockdown should the rate of infection rise in the area</b>	H	<ul style="list-style-type: none"> <li>• There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>• A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents.</li> <li>• Systems put in place during the school closure period (e.g., home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated.</li> <li>• Lessons learnt during the school closure period are applied to the contingency plan.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Paper packs are given to those children whose parents do not wish to borrow a device from school</li> <li>• Spare devices continue to be provided to children to use when in isolation</li> <li>• Texts/email/letters will be used to keep regular contact with parents</li> </ul>	M

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19</b>					
<b>2.1 Public Health England system control measures</b>					
<p><b>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:</li> </ul> <ol style="list-style-type: none"> <li>1. <b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b></li> </ol> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> <li>• Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).</li> <li>• Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.</li> <li>• A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Continue to refer to government/Trust and union advice</li> </ul>	<p>M</p>



Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</p> <ul style="list-style-type: none"> <li>• If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> <li>• Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.</li> <li>• Infection control training is arranged for new staff.</li> </ul>			

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p><b>2. Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</li> <li>• Bubbles are assigned specific toilets and sinks.</li> <li>• A tick sheet/ board is maintained when handwashing has taken place for a bubble, as a visual reminder.</li> <li>• Handwashing routines are re-taught to pupils using suitable video.</li> <li>• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</li> </ul> <p><b>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></p> <ul style="list-style-type: none"> <li>• Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by</li> </ul>			

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>washbasins/ toilets and at entry/exit points.</p> <ul style="list-style-type: none"> <li>• The location of bins around the school is checked, and more are ordered if necessary.</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> </ul> <p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</b></p> <ul style="list-style-type: none"> <li>• The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.</li> <li>• Stock checks and stock control are maintained</li> </ul> <p><b>5. Where necessary, wear appropriate personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• The school continues to maintain and monitor stocks of PPE for use when</li> </ul>			

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>first aid is being administered and has access to supplier lists.</p> <ul style="list-style-type: none"> <li>• Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.</li> <li>• Gloves and aprons are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.</li> <li>• Stocks of PPE are regularly monitored and replenished</li> <li>• Staff referred to the trust PPE guidance document</li> </ul> <p><b>6. Keeping Occupied spaces well ventilated</b></p> <p><b>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</b></p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever</li> </ul>			

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>• Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</li> </ul> <p><b>7. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• School leaders understand the complexity of the arrangements for</li> </ul>			

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</p> <ul style="list-style-type: none"> <li>• Staff induction for return to school includes information about the NHS Test and Trace process.</li> </ul> <p><b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <ul style="list-style-type: none"> <li>• The contact details for local Public Health England team and local authority health and safety team are readily to hand.</li> <li>• In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).</li> <li>• A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> </ul>			

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases.</li> <li>• Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.</li> </ul> <p><b>9. Contain any outbreak by following local health protection team advice</b></p> <ul style="list-style-type: none"> <li>• Advice provided by the local health protection team is acted on immediately.</li> <li>• Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</li> </ul>			
<b>2.2 Cleaning</b>					
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p>	H	<ul style="list-style-type: none"> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are increased.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Additional cleaning staff hours used throughout the day if necessary</li> </ul>	M

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>2.3 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	M
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Regular reminders to the children re hand washing</li> </ul>	M
<b>2.4 Testing and managing symptoms</b>					
<b>NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction.</li> <li>Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms.</li> <li>Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if</li> </ul>	Y	<ul style="list-style-type: none"> <li>We will continue to direct staff towards the EAP helpline but not insist on it</li> </ul>	M



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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace.</p> <ul style="list-style-type: none"> <li>Staff, parents and pupils are clear around if they need to <u>self-isolate after</u> they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> <li>Post-testing support is available for staff through the school's health provider.</li> <li>Where pupils and their families have travelled abroad, school will remind them of the current guidance on a quarantine, self-isolation and testing procedures when they return to the UK</li> </ul>			
<p><b>Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected</b></p>		<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Staff will be encouraged to participate in twice-weekly LFD testing – in-line with current government guidance</li> </ul>	<p>M</p>

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		<p>mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance.</p> <ul style="list-style-type: none"> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> <li>• Staff (including Mellors Canteen staff) carry out twice-weekly LFD tests and follow set procedures for reporting negative, void and positive results to both the government and school</li> <li>• Parents will be provided with information on how to access home LFD test kits for their family.</li> <li>• Procedures put in place and shared with parents on how to report a positive LFD test result to school</li> </ul>			
<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Parents required to complete LTA forms before travelling</li> <li>• Procedures shared when forms completed</li> </ul>	<p>M</p>

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Where pupils and their families have travelled abroad, school will remind them of the current guidance on a quarantine, self-isolation and testing procedures when they return to the UK</li> </ul>			
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Parents are given regular reminders on how to report positive cases to school</li> </ul>	M
<b>2.6 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>First Aid certificates continue to be updated, as their expiry nears.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>There will be a designated first aid room in both KS1 and KS2 building</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	M
<b>2.7 Medical rooms</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>Full PPE provided for first aiders when they are administering first aid to pupils or other staff</li> </ul>	Y	<ul style="list-style-type: none"> <li>An additional medical room has been created in the KS2 building, which will be made permanent in the coming weeks</li> </ul>	M
<b>2.8 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	H	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent and pupil handbooks are created and updated.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Marvellous Me app well used for further communication with parents/carers</li> </ul>	M
<b>Parents and carers may not fully understand their responsibilities</b>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced regularly via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Step-by-step guide displayed on the website including images and instructional videos</li> </ul>	M

Template operational risk assessment for full school reopening (primary)

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should a child show symptom of COVID-19				<ul style="list-style-type: none"> <li>Info@email available for parents to email school alongside phoning and receiving text messages</li> </ul>	
<b>2.9 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated</li> <li>Those staff required to wear PPE (e.g. staff supervising pupils with symptoms and 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, in the specific PPE bins that are situated in every work area.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>Staff are referred to the trust PPE guidance document.</li> </ul>	Y	<ul style="list-style-type: none"> <li>PPE provided when cleaning tables in the canteen</li> <li>Full PPE provided for first aiders when they are administering first aid to pupils or other staff</li> </ul>	M
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
Pupils who are clinically vulnerable or clinically	H	<ul style="list-style-type: none"> <li>Parents of pupils with underlying health conditions have been provided with updated guidance and</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication with parents to advise on gov guidance with regards to attendance in school</li> </ul>	M

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<p><b>extremely vulnerable do not attend school even though it is deemed safe to do so</b></p>		<p>discussions have been held with them on a case by case basis regarding attendance at school from September.</p> <ul style="list-style-type: none"> <li>• Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>• The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</li> <li>• The register of pupils with underlying health conditions is regularly updated.</li> <li>• For clinically extremely vulnerable and clinically vulnerable pupils, concerns are discussed, procedures explained</li> </ul>			
<p><b>4.2 Staff with underlying health issues</b></p>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<p><b>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work.</li> <li>• All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>• Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</li> <li>• For clinically extremely vulnerable and clinically vulnerable staff, concerns are discussed and procedures explained</li> <li>• Current government guidance is being applied.</li> <li>• Staff who are in their third trimester of pregnancy are advised to follow the most recent government guidance, to continue to stay in work during their third trimester.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• HR guidance will be sought and followed for staff who are pregnant to ensure current guidance is being followed</li> </ul>	<p>M</p>

Template operational risk assessment for full school reopening (primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• There will continue to be a strong focus on PSHE as pupils return to school</li> <li>• Staff will support pupils who have suffered bereavement throughout school closure</li> </ul>	M
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff have been signposted to useful websites and resources.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff will continue to be encouraged to access the EAP service</li> </ul>	M
<b>5.3 Bereavement support</b>					



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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff have completed online bereavement training in order to support pupils and their families</li> </ul>	M
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not followed</b>	H	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required</li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Fire Marshals are up to date and existing plans remain</li> <li>Fire drill will take place each half term and procedures will be reviewed as and where needed</li> <li>Pupils who have PEEP's are shared with the appropriate staff</li> </ul>	M
<b>Fire evacuation drills are not followed</b>	H	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are reviewed as appropriate</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pupils who have PEEP's are shared with the appropriate staff</li> </ul>	M
<b>6.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	H	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Statutory compliance has not been completed</b>	H	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Water systems will continue to be maintained Statutory compliance information is available on Total Risk Manager. The Estates toolkit checklist and guidance are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Every system in place and used to ensure compliance</li> </ul>	M
<b>6.3 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to infection control</b>	H	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>Due diligence is carried out prior to any contractors attending site, and methods statements and risk assessments are obtained and reviewed.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free)</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	H	<ul style="list-style-type: none"> <li>Covid Declaration to be completed before a contractor comes on site</li> </ul>	M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measure	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>7. Finance</b>					
<b>7.1 Costs of the school's response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>		<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> <li>• COVID catch up spending plan created to support catch-up programme</li> </ul>	Y	<ul style="list-style-type: none"> <li>• COVID catch-up fund expenditure reviewed and impact measured to ensure value for money</li> </ul>	M
<b>8. Governance</b>					
<b>8.1 Oversight of the governing body</b>					

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<b>Lack of governor oversight leads to the school failing to meet statutory requirements.</b>	H	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Chair of Governors now in role. Regularly updated with current guidance and challenges being faced by the school</li> </ul>	M
<b>9. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Children may mix with children from Farnham Primary School during lunchtime/beginning and end of day	M	<ul style="list-style-type: none"> <li>Staff to ensure there is no cross-over into Farnham areas of the canteen</li> <li>Toilets to be used only in an emergency and with adult supervision</li> </ul>	Y	<ul style="list-style-type: none"> <li>Both schools are kept completely separate at all times</li> </ul>	

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The planned entry and exit points will require review	M	<ul style="list-style-type: none"> <li>• SLT will be outside to monitor smooth running of entry and exits at the beginning and end of the day</li> <li>• Regularly reviewed by SLT</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Existing plans are in place and continue to work well</li> </ul>	
The safety of staff when carrying out home visits to parents	H	<ul style="list-style-type: none"> <li>• Risk assessment carried out with the PIW team, who would be carrying out the majority of home visits</li> <li>• Purpose of visit communicated to parents where appropriate prior to the visit</li> <li>• Acceptable Behaviour Policy and standards communicated to parents and students when students join the academy and re-iterated in communications regarding home visits</li> <li>• Home Visits Policy in place and communicated</li> </ul>	Y	<ul style="list-style-type: none"> <li>• PPE can be worn when carrying out HV</li> </ul>	