

COVID-19: Operational risk assessment for school reopening

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

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

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

Assessment conducted by:	Tracy Cullen	Job title:	Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
--------------------------	--------------	------------	------------------	----------------------------	--

Date of assessment:	19 th May 2020	Review interval:	School to evaluate at the end of every week	Date of next review:	5 th June 2020
---------------------	---------------------------	------------------	---	----------------------	---------------------------

Related documents	
Links to links relevant to Risk Assessment:	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied		<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	<ul style="list-style-type: none"> Only as a medium risk due to people's anxiety. School will be kept clean and classes put into horseshoe shape to ensure government guidelines. 	M
1.2 Organisation of teaching spaces					
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. In primary schools, classes stay together with their teacher and do not mix with other pupils. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	Yes trying to keep classes under 10, if we have an increase in numbers than we will open another classroom.	<ul style="list-style-type: none"> Yes, trying to keep classes under 10, if we have an increase in numbers than we will open another classroom, arrows on the floor to show one-way walking. Furniture & soft furnishings removed from classrooms. 	L
Large spaces need to be used as classrooms		<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	N	<ul style="list-style-type: none"> Currently using classrooms 	
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. 	N	<ul style="list-style-type: none"> SMT are aware of colleague's personal situation. We have sufficient members of teaching staff and support staff who are able to come into school 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.4 Prioritising provision					
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. 	Y	<ul style="list-style-type: none"> Keyworker and vulnerable children will remain in their bubble. 	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines		<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	Y	<ul style="list-style-type: none"> Separate times each year group 	L
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	Y	<ul style="list-style-type: none"> Designated stairs, children will be led up and down the stairs by an adult, no changing of classrooms, Reminder re social distancing at the beginning of each session. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	<ul style="list-style-type: none"> Preparing children for the forthcoming year and consolidating their knowledge. 	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. 	Yes	<ul style="list-style-type: none"> Water has been flushed through taps in the staffroom. Staff will be reminded of social distancing and staying in their bubble. 	L
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures		<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Yes	<ul style="list-style-type: none"> Recruitment FTC, Planning will be adapted in line with the Summer term plans will be adapted. Future planning for September 2020 HT/DH organising with coordinators 	
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	Yes	<ul style="list-style-type: none"> We have put children into classes who match their Y7 Schools. We will also be discussing their new school and their rules and expectation., Transition meetings have taken place and if not already taken place then dates have been set, Continued use of the app and text messaging service. Once we have the final list we will look at Rec induction and email forms out to people and call people. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.10 Governance and policy					
LAB Members are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> Online meetings are held regularly with LAB members. LAB are involved in key decisions on reopening. LAB are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> COG in contact meeting held on 20/5/20 SMT went through reopening schedule with governors 	
1.11 Policy review					
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 LAB members have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Safeguarding policy updated COVID 19 RA in place. Allocated a member of staff if people do not feel safe then they can come and report to. Also Anna at Place 2 Be. Briefing/App/ email to continue. 	L
1.12 Communications					
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 with the following groups taken/taken place: <ul style="list-style-type: none"> Staff Pupils Parents LAB members Local authority Regional Schools Commissioner (via CEO) Professional associations Other partners 	Yes	<ul style="list-style-type: none"> Via briefing notes/ App/ email/ HT in contact with SIP RA gone through with NEU 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> Revised guidance briefed to all staff prior to reopening and includes: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	<ul style="list-style-type: none"> Morning briefing fire drills will take place on the first Tuesday back and the first Thursday as well as being told of. Behaviour expectations will be told to children on first day, parents aware of ensuring they stay within the government guidelines outside of school 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
New (Cover Agency) staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • Briefing Meeting with SLT / Head on morning of first attendance 	Yes	<ul style="list-style-type: none"> • No new members of staff joining currently briefing will be held on 1st June with all staff and comprehensive briefing notes . 	M
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive hampers on the days that they are not in school		<ul style="list-style-type: none"> • School Office Manager is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive hampers when not in school. 		<ul style="list-style-type: none"> • Children not having lunch in school so vouchers may still need to go out to parents. 	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.		<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 		<ul style="list-style-type: none"> • Our reopening rationale has taken into account risks of leaving and entering the building. Wipe down of equipment and different classrooms used. We have a member of staff who will do this. 	L
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> • 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. 	Yes	Majority of children walk to school. Children not to bring their bikes or scooters as scooter/bike racks are too small.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> Classrooms will be empty on Wednesday. Staff designated to clean door handles, SMT site manager to wipe down too. Children's resources to be put on their own table prior to them arriving. 	M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> We have ordered extra supplies of anti-bacterial wipes/sprays disposable paper towels hand soap and hand sanitizers. Luke to walk around to ensure that these are constantly filled up. All classes have their own set of cleaning products. 	M
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 in each class that reopens reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Expectations will be set out on the 1st June and through briefing notes, Union rep has seen that there is a risk assessment in place. Posters are around the buildings and children will be reminded throughout the day. 	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> Policies are agreed by SLT prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Yes	<ul style="list-style-type: none"> Children are expected to wear their school uniform and school has a dress code already in place. We will convey this guidance via text. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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. 	Yes	<ul style="list-style-type: none"> Soft toys being removed/rugs any soft furnishings, play huts. 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Yes	<ul style="list-style-type: none"> To adhere to government guidelines. If anyone in the bubble becomes unwell then the whole bubble leaves school until the results of the testing have been confirmed. HLT Local Health Authority will be informed and the school will take guidance from them as to where staff will go for testing. We will take guidance on testing venues as not all staff live in Hackney. 	L
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 Trust or HSE see latest COVID-19 RIDDOR guidance link:https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm 	yes	<p>To adhere to government guidelines. If anyone in the bubble becomes unwell then the whole bubble leaves school until the results of the testing have been confirmed. We will use sims and spreadsheets to record children and to ensure fire evacuation paperwork. Any cases will be reported to HLT and to local health authority.</p>	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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. 	Yes	<ul style="list-style-type: none"> Briefing notes and will be told verbally of expectations. DFE guidance will be sent out to staff. Briefing notes will be sent out via school email 	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<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 on the first day they return to school. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Via App and primary contact. Children who are in the affected bubble will receive a phone call. 	M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been considered / agreed. 	y	<ul style="list-style-type: none"> There will be a DSL or a deputy DSL's every day and our safeguarding policy has been updated to reflect this we also have CC DSLs 	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	yes	<ul style="list-style-type: none"> We will use the room next to Heads room ensuring well ventilated and away from staff and children 	M
2.7 Communication with parents					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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 handbooks created. 	yes	<ul style="list-style-type: none"> Via app SW to update school website re COVID 19 expectations. 	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Twice weekly via staff briefing notes and any updates via school messaging service. 	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Masks issued to staff who need to commute to school using public transport. 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. 		<ul style="list-style-type: none"> We have obtained gloves/ masks and aprons and a thermometer gun if any child becomes unwell we will send home immediately. Staff will be told re the importance of wearing gloves when conducting first aid, and keeping themselves safe. 	M
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance		<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently. 	yes	<ul style="list-style-type: none"> There will be clear and high expectations on children and their behaviour who are attending school. They will be reminded in class of correct social distancing, there are posters in the school and separate staircases. All staff members will also model and practice social distancing. SMT 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 		will do regular walk around and children will be sent to the bathroom and will be reminded of the expectations as they leave the classroom. A letter has been sent out re social distance and clear expectations from both children and their families and staff. Class charter to be made in each bubble.	
3.2 Classrooms and teaching spaces					
<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 arrangements in place. • Net capacity assessment completed. • Each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly as more pupils return. 	yes	<ul style="list-style-type: none"> • Classes in a horseshoe shape up to 10 in the class and furniture been removed including soft furnishings. 	M
3.3 Movement in corridors					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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 classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> • One-way system and designated staircases and arrows on the floor. No lesson change over. Staggered times for all years. Children accompanied by an adult 	L
3.4 Break times					
Pupils may not observe social distancing at break times		<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	<ul style="list-style-type: none"> • Sports coach to take children out to play and to play structured play with children. 	L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times		<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. 		<ul style="list-style-type: none"> • No lunches on site 	L
3.6 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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 know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	yes	<ul style="list-style-type: none"> • Luke to check on a regular basis Staff member to walk around checking and cleaning any handles/surfaces 	M
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures		<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	yes	<ul style="list-style-type: none"> • Room next to HT's and to be well ventilated. 	L
3.8 Reception area					
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. 	Yes	<ul style="list-style-type: none"> • Parents not allowed on site deliveries to continue to come around the front as normal. 	M
3.9 Arrival and departure from school					
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. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> • Staggered times, SMT on gate hand sanitizer and regular text updates. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing. Staff using public Transport		<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. 		<ul style="list-style-type: none"> N/A children will not be going out on any school trips. Parents to follow government guidance on travelling on public transport We have staggered the arrival times of staff who need to make a long commute so that they can come in later and leave earlier so that they are not travelling at peak times. Hackney has relaxed parking restrictions and people have applied via HT for a parking permit to enable them to park locally. 	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	Yes	<ul style="list-style-type: none"> Cold water systems have been flushed through too, Staff will need to be extra vigilant on a Wednesday due to high staff volume on site 	H
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>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</p>		<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. 	y	<ul style="list-style-type: none"> • This will happen via the app. Children who have underlying health issues parents have chosen not to bring their child back into school. We will check our medical list that we hold and will cross reference with the government guidance. 	M
<p>4.2 Staff with underlying health issues</p>					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>		<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied. 	Yes	<ul style="list-style-type: none"> • All staff were asked to fill in a survey and have met with the HT re their personal circumstances. We have some members of staff who come under the clinically vulnerable list they are currently working from home. 	M
<p>5. Enhancing mental health support for pupils and staff</p>					
<p>5.1 Mental health concerns – pupils</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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. 	Yes	<ul style="list-style-type: none"> • Place 2be counsellor has been in contact with children that she has been meeting with previously. Pastoral team have been contacting children offering support if need be. Prior to lock down a social story lesson was sent out to staff. Named person they can come to if people feel unsafe and they have been offered a place 2 be counsellor also. 	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • Relevant web-links circulated by GEO/COO have been cascaded down to all staff. 	Yes	<ul style="list-style-type: none"> • SMT are aware of people's anxieties and are happy to talk through them with them. We have tried to the best of our ability to minimise the risk. Allowed people to travel in later if need be. Named person they can come to if people feel unsafe and they have been offered a place 2 be counsellor also. 	M
Working from home can adversely affect mental health		<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	yes	<ul style="list-style-type: none"> • Also to be aware of staff members who may live in shared houses. • Regular meetings and catch ups with staff team 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
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. Revised Bereavement Policy briefed to all staff. 	Yes	<ul style="list-style-type: none"> Place 2 be, pastoral support team can work with children too we can sign post to St Joseph's Hospice too. 	
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
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. 	Yes	<ul style="list-style-type: none"> Key Worker children to remain in their bubble. CC used during half term. 	M
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible 	yes	<ul style="list-style-type: none"> Monday 1st June 2020 in morning discussion and Thursday 4th June 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 			
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. Schools with FM providers may liaise with them for additional support from site-based FM staff. 	Yes	<ul style="list-style-type: none"> Escape routes will remain the same, fire drill will take place Tuesday 2nd and Thursday 4th June. Muster point in the playground SMT member to be co-coordinator. 	M
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	y	<ul style="list-style-type: none"> SMT member to co ordinate 	M
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. (This section will probably not apply to any of our schools) 	y	<ul style="list-style-type: none"> We have continued with all of our statutory testing throughout COVID 19. Water systems and hot water systems have also been tested. 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. Schools with FM contractors to arrange this directly if needed. 	Yes	<ul style="list-style-type: none"> All completed 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.3 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>		<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue - e.g. Wilby Burnett Asset Management Surveys. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Temperature checks are carried out on arrival and before entering the school building. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 		<ul style="list-style-type: none"> • No contractors will be on site except cleaning staff we have received their risk assessment. If any other contractors come onto site a separate risk assessment will be asked for and it will need to be in line with government guidance on social distance. • If emergency works are required, social distancing will be in place. Work time staggered around the bubbles e.g. Upstairs work in afternoon when no children. 	L
8. Finance					
8.1 Costs of the school's response to COVID-19					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Marwa has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are being monitored and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position is being kept under especially stringent review for potential additional Covid-19 loss of income or additional spend. 	Yes	<ul style="list-style-type: none"> We will set up a separate cost code on our finance system. 	M
9. Governance					
9.1 Oversight of the LAB					
Lack of LAB oversight during the COVID-19 crisis leads to the school failing to meet educational aspirations or be challenged by LAB.		<ul style="list-style-type: none"> The LAB continues to meet regularly via online platforms. The LAB agendas are structured to ensure all necessary items are discussed and school leaders are held to account for their implementation. The Head teacher's report to the LAB includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the LAB Chair and those members with designated responsibilities and children at the school. Minutes of LAB meetings are reviewed to ensure that they accurately record oversight and holding school leaders to account. 		<ul style="list-style-type: none"> Meeting held with Governors on the 20th may 2020at 11.00am to discuss reopening and a governing body meeting will be held on 20th June 2020. 	M
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Water fountains are used by many children and cross contamination occurs.		<ul style="list-style-type: none"> The water fountains will be out of use in the playground. Personal, named water bottles to be used in classrooms and at playtime Signs to say out of use 		<ul style="list-style-type: none"> Block the water fountains as no access Inform parents of need to bring water bottle that will be left in school each day 	L
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	

QUEENSBRIDGE PRIMARY SCHOOL

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

Approved by Head teacher on: 21st May 2020

Please note when creating our plan, we used our risk assessment to guide us. This was pre 20th May 2020. Our Risk assessment informed our policy on the reopening of Queensbridge Primary School.

Tracy Cullen 21st May 2020
