

TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

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:	Annemarie Bell HT Claire Euston Rachel Whittaker Susan Cookson	Job title:	Headteacher and Senior Leadership Team	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	25.05.20	Review interval:	Daily review of procedures Weekly update of document	Date of next review:	01.06.20
Related documents					
Trust/Local Authority documents:		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

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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	Probable	<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 and regular welfare checks if necessary. 	Yes	<ul style="list-style-type: none"> 150 pupils net capacity Reception 45 pupils Y1 45 pupils Y6 30 pupils Childcare 30 pupils KS Leaders have produced a clear timetable to stagger break time/ lunchtime and toilet breaks for all classes. Staff team who are shielding and working from home to continue with home learning and welfare checks throughout the week. Friday pm- PPA time for teachers in school to balance home learning commitments. 	Possible
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	Probable	<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	<ul style="list-style-type: none"> Learning Zone- 15 x reception children Reception Class- 15 x Reception children Nursey- 15 x Reception children KS1 -3 classrooms- 15 x Y1 children in each Y4 classroom – 10 x Y6 children Y5 classroom- 10 x Y6 children Y6 classroom- 10 x Y6 children Y3H classroom- 15 x Childcare children Y3R classroom – 15 x Childcare children. 	Possible

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				<ul style="list-style-type: none"> Across 11 rooms and in 'bubbles' – no traffic around school in and out of classrooms. Staff to distance from those not in 'bubble'. Pupils do not mix with anyone outside their 'bubble' Classrooms remodelled and additional tables and chairs stored in KS1 corridor and hall. Signage installed outside school building/ classrooms/ toilets/ office/ staff room/ medical room/ isolation room/ corridors Class bubbles created and shared with parents in communication letter 22/05/20 	
Large spaces need to be used as classrooms	Probable	<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 Maximise use of external areas where practicable . 	Yes	<ul style="list-style-type: none"> Hall only used by one bubble at a time as breakout space for break time in wet weather. School time cleaner to clean contact points in between use. No assemblies Outdoor playgrounds coned into zoned and designated to specific groups used on timetable. 3 x reception playground zones on rota 3 x KS1 playground zones in main playground New playground for Y6 on timetable for Y6 Bubbles use. Climbing frame and trim trail out of use- taped off. 	Possible

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				<ul style="list-style-type: none"> No assemblies or gatherings outside 'bubble' Door and windows open, learn outside when where possible in allocated areas: Regular cleaning of toys and resources throughout the day and no sharing. 	
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	Probable	<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. 	Yes	<ul style="list-style-type: none"> 22 staff available for work in school. 2 teaching staff working from home 2 x TA staff available to work from home but currently no work appropriate to deploy to them. Staff working in teams to support planning teaching / welfare calls for unfamiliar year groups to share workload TA's deployed to support in each class bubble. No TAs responsible for a class bubble. Staff sickness or need to self-isolate will create a challenge. Staff made aware of procedures in light of an illness and COVID symptoms to self-isolate including isolation in response to family members who display symptoms. Staff aware of how to access testing and inform HT of outcome. 	Possible

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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	Probable	<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. 	Yes	<ul style="list-style-type: none"> Planning provided via the website to continue for each year group with Learning Menus. TA support for SEND pupils where possible but not with familiar staff. No plan for other cohorts as yet as at full capacity with R/Y1/Y6 and Childcare Designated Safeguarding Lead- A.Bell to continue engaging with Social Workers and offering and encouraging vulnerable children to attend. Teachers to continue with weekly welfare calls to identified children and update on CPOMs- AB to review and refer if necessary and/or offer place in school. Based on this risk assessment we would be unable to provide an offer for remaining cohorts if numbers were at a maximum. We would have to revise the model and offer part time places. 	Possible
1.5 The school day					

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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 start and end of the school day create risks of breaching social distancing guidelines	Probable	<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, parents 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. 	Yes	<ul style="list-style-type: none"> Staggered start and end times of school day for bubbles. Classroom 'bubbles' to use own entrance and exits Letter to parents with expectations including punctuality parents given information that external access unavailable after gates are closed 15mins after start time and classroom doors cannot be accessed after this.- explanation of signage 1 way in and out system onto school premises signage Semi- perm spray chalk arrow markings/cones/ signs on the playground to direct social distancing queues. Slow introduction to ensure staff and parents follow the guidance carefully building up capacity from 9^h June 08/06 STAFF INSET TRAINING (Health and Safety, classroom preparation) 09/06- reintroduction of Y6 TBC 11/06- reintroduction of Y1 TBC Review of reintroduction if Y1 pupils are managing the new procedures From 15/06- reintroduction of Y1 TBC <p>This gradual response will only be put in place if it is manageable and pupil numbers requiring childcare</p>	Possible

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				<p>do not increase beyond planned capacity. If more pupils attend this model will have to be revised to offer part time places.</p> <ul style="list-style-type: none"> 19/06- review of reopening for year groups- how many bubbles have been used. 2 bubbles to be used in first instance based on provisional indications from parents 3rd bubble on standby in each year group if numbers increase so we can offer places to all children in an identified year group. Consider if school has provision to offer Nursery places 	
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	Probable	<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. 	Yes	<ul style="list-style-type: none"> One way entrance and exit to school site for parents established. One way in and out system for anyone accessing the school hall (inc staff) Children access their classroom and exit from classroom doors. Jnr corridor to be used by Y6 only. Year 1 pupils to use KS1 department only and not enter main school. (except in wet weather all day to use hall for breakout space) Reception class in Reception classroom to use class toilets 	Possible

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				and not enter any other areas of school building <ul style="list-style-type: none"> • Childcare group to move from the school hall after week 1 when Rec/ Y1 children have moved into own class bubbles. Childcare bubble to use classroom door and access Jnr toilets. Staff to supervise use of these toilets at all times to enforce social distancing and supervise handwashing. • Reception children in Learning Zone and Nursery class to use infant toilets and supervised at all times by a member of staff from their bubbles. 	
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	Probable (mental ill health)	<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"> • Staff teams to support planning teaching / welfare calls to share workload • Work provided online will be the same as delivered in school from year group learning menus planned against year group NC Curriculum to make it manageable for staff. • EYFS & KS 1 continue to deliver phonics teaching experiences in school and support at home. • No physical reading books assigned instead continue to use Rising Stars Reading Planet book allocation system and Oxford Owl online books 	Possible

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				<ul style="list-style-type: none"> Limited use of worksheets- IWB used instead to share resources in classroom, no sharing of equipment or glue stick etc. Any resources used for other groups to be cleaned in between use. Clear desktops in all rooms for easy cleaning. IPADS and Laptops to be cleaned before and after use. 	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	Probable	<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, and use is staggered 	Yes	<ul style="list-style-type: none"> Keyboards removed from PPA computers in the staff room as too close in proximity. Maximum of 6 staff within staff room at one time to allow staff to sit 2 m apart- signage on door. Timetable of staggered breaks. School day cleaner to clean touch points regularly. School office locked and access to speak to office staff through the reception glass opening. Office staff working in two separate office rooms. Reprographics room to be used by 1 staff member at a time and wiped down after use. School day cleaner to clean on a regular basis throughout the day. Yes 	Possible
1.9 Managing the school lifecycle					

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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)
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures	Probable	<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"> Re introduction of additional pupils on staggered calendar. Staff to continue following Curriculum overviews for 2019-20. Staff recruitment for 20-21 completed and full staff list for 20-21 approved by GB via email. To be shared with parents as part of transition information in the Summer term via email and website. 20-21 Whole School Curriculum available on the website Cycle A and B. Subject leaders have worked on this while working from home during lock down. 	Remote
Pupils moving on to the next phase in their education do not feel prepared for the transition	Probable (mental ill health)	<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. Staggered onsite induction days are planned for small groups 	Yes	<ul style="list-style-type: none"> Transition into HCAS EYFS is currently being developed. Welcome letter from HT to new Nurs/ Rec parents. Phone calls to all new families from 01/06 to gather information. EYFS Transition page developed on website with key information and a virtual tour. Parents emailed with all forms to complete including All About me booklet. Starting Life Well Transition guidance for parents sent out. Links to feeder high school established with virtual meetings and phone call to share information on Y6 children and plan next steps. No induction days planned as yet. 	Possible

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1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	Probable	<ul style="list-style-type: none"> Meetings are held online with governors where key decisions need to be made. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> HT Keeping in touch Letter emailed weekly to all GB Members. Email correspondence between HT and Governing body members to ask questions and seek any further clarification happening on a regular basis. Email up date to GB on school plans including staffing for Sep 20 communicated and approved via email. HT has regular keeping in touch phone calls with Parish priest- foundation Gov HT has phone calls with COG as needed. All reopening plans and guidance documents/ LA information and Diocesan letters shared with GB via email. Copy of risk assessment to be sent on completion to GB for comments/ amendments and approval. 	Remote
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	Probable	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Policies to be reviewed and Appendices added to: Safeguarding Policy in line with LA Guidance issues Updated procedures to Behaviour Policy Health and Safety- updated Guidance in new staff handbook to include medical/ 	Possible

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				first Aid procedures and use of PPE for unwell children (video on how to put on and remove shared with staff) <ul style="list-style-type: none"> • Acceptable Use Policy- relevant updates for mobile communication/ email/ Microsoft teams and zoom for virtual staff meetings and LA meetings • Attendance Guidance updated to relate to current situation and no fines for non-attendance • Fire Evacuation policy updated to reflect new procedures included in staff handbook All updated policies and procedures to be communicated to parents via email and school website. Staff Training 08/06- staff to read and sign they have understood guidance.	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Probable	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	<ul style="list-style-type: none"> • Risk Assessment shared with all Stakeholders and copy published on the school website. • Updated policies shared with staff and parents and added to school website. • Regular updates to GB via email and phone calls • Staff Training Day for all staff 08/06 (2 hr slot/ read over all policies, familiarise themselves with one way in and out procedures/ 	Possible

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				equipment in medical room including PPE items to wear when dealing with unwell children and read further guidance at home) <ul style="list-style-type: none"> Weekly teacher staff Meeting via Zoom TA / Welfare virtual meetings as needed. Continue to communicate via group Whattapp/ phone and email. 	
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	Probable	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control including hand hygiene and enhanced cleaning regime Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	<ul style="list-style-type: none"> Staff handbook created and used from 22/03/20 to be amended to include. Staff training on 08/06 to go through: <ul style="list-style-type: none"> --expansion of further classes -Use of PPE -Use of email and mobile phones to communicate during the school day -Cleaning arrangement -daily timetable -Use of medical and isolation room -Behaviour management procedures -First aid/ bumped head protocol and how to pass info to office to contact parents -Contact with office staff -contact with HT or SLT - Safeguarding Procedures and CPOMs 	Possible

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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 staff are not aware of policies and procedures prior to starting at the school when it reopens	Probable	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> <u>No new staff in Summer term to review for September 2020.</u> School are not planning to use any supply staff other than Miss McDonald who was on a long term placement before closedown in Y4 and will attend staff training 08/06 	Remote
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	Probable	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes	<ul style="list-style-type: none"> Mrs Jackson to continue ordering ENRED vouchers and supporting any queries from parents. Mrs Jackson to add any new applicants once notification from Salford on eligibility of FSM is received. Mrs Jackson / Mrs Palmer to collate daily dinner numbers from electronic register and pass onto kitchen by phoning Debbie at agreed time. 	Remote
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.	Probable	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies / additional controls 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 especially where shared equipment is required to be used Risk assessments are systematically revisited once school reopens 	Yes	<ul style="list-style-type: none"> Only classroom 'bubbles' to be used (all classrooms none of the intervention rooms) Each 'bubble' has its own entrance and exit. Staggered breaks and lunchtimes to minimise contact. No equipment sharing between classes and frequent cleaning of the equipment used in 'bubbles' 	Possible

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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	Probable	<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. Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines, 	Yes	<ul style="list-style-type: none"> Parents will be allocated a gate for their entrance and exit and time slot and reminded about social distancing. Clear markings in place to adhere to 2 metre for parents that may arrive at school at the same time. Cannot predict if parents will adhere to these rules. 	Possible
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	Probable	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all touch points and welfare areas. Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> School will be cleaned before phased re-entry of pupils – all communal and specific areas/rooms. Friday afternoons will be designated for an additional deep cleaning time of used spaces and equipment. Additional member of cleaning staff employed (10am -2pm) daily to clean high contact points and all toilets on a rota throughout the day. 3 regular cleaning staff to prioritise communal areas – toilets, corridor, school hall, classrooms in use for staged re-entry of pupils (Y6 & Y5 classrooms, EYFS classrooms and the Learning Zone and the 3 KS1 classrooms). 	Possible

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				<ul style="list-style-type: none"> PPE provided for all cleaning staff. 	
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	Probable	<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. Handwashing is built in to the daily routine and is supervised by staff. Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books 	Yes	<ul style="list-style-type: none"> Audit of hand sanitisers was undertaken. Additional supply of hand santiser, liquid soap and hand towels have been purchased. Caretaker and cleaning staff to regularly monitor hand santiser, soap and handtowels to ensure it is always available in toilets, classrooms and communal spaces – where appropriate. Children are supervised when handwashing by their allocated members of staff. Handwashing for at least 20 seconds -occurs on a regular basis first of all on entry to school every morning, after going to the toilet and before and after eating, as well as other necessary times (eg after using shared resources). Teachers will not be touching children's books unless absolutely necessary. If they do they are expected to wash their 	Possible

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				hands and surfaces with soap and water or cleaning spray. <ul style="list-style-type: none"> New soap dispensers/hand sanitiser dispensers have been fitted in every class at the sink area. 	
Pupils forget to wash their hands regularly and frequently	Probable	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after breaks and after using any shared equipment Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths. 	Yes	<ul style="list-style-type: none"> Staff will model correct handwashing to children. Children will be supervised when washing hands – at the start of the school day, in the toilets, classroom and other areas. Staff will remind children to wash their hands following the 20 second guidelines regularly. Posters next to sinks will remind children about hand washing procedures. SLT will regularly check with staff to ensure correct hand washing procedures are being adhered to on a regular and frequent basis. Staff will regularly and frequently remind children not to touch their face or put objects into their mouths. 	Possible
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	Probable	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and school professional dress by staff to minimise risks which may include a 'bare below the elbow' approach. Staff clothing advice is contained within the staff handbook. Staff are advised to wear clean clothes daily. Expectations and guidance are communicated to parents. Uniform that cannot be machine washed should be avoided. 	Yes	<ul style="list-style-type: none"> Children will be encouraged to wear clean uniform on a daily basis as much as is possible. Head teacher will inform parents of expectation for children to wear clean school uniform on a daily basis –by email. 	Possible

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		<ul style="list-style-type: none"> Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it. 		<ul style="list-style-type: none"> Leeway will be given for any children needing to wear their own clothes as a result of having grown out of their school uniform. 	
The use of fabric chairs may increase the risk of the virus spreading	Probable	<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"> Fabric chairs will be used only when no other chair is available or suitable (eg staff member with medical issues) – single person use only. Otherwise, plastic chairs will be used by staff. All children will sit on plastic chairs. 	Possible
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Probable	<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. Health and Wellbeing support is available through the LA https://myzone.salford.gov.uk/people-zone/health-and-wellbeing 	Yes	<ul style="list-style-type: none"> Staff have been given guidance on testing – published by the government. SLT have engaged with staff to explain testing procedures before returning to school. 	Possible
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Probable	<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 (no one with symptoms should attend a setting for any reason). 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 local authority. 	Yes	<ul style="list-style-type: none"> Office staff will robustly monitor absences, including tracking return to school dates. Provision for child or staff displaying symptoms – Think Tank room - set up as isolation room. Notice on door to explain its use. If people are tested and it proves either positive or negative action is taken to isolate anyone who has been in contact with the person –in line with government guidance. Parents will be made aware, by email –that if any member of their household should 	Possible

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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>display symptoms they should inform school by phone or email as soon as possible.</p> <ul style="list-style-type: none"> Parents are made aware of the terms clinically vulnerable and clinically extremely vulnerable should these apply- having an understanding of the definitions and mitigating actions to take in relation to the terms The Headteacher or member of school office staff will keep a record of any COVID-19 symptoms in staff or pupils is reported to Salford LEA. 	
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	Probable	<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"> Headteacher has communicated clearly with all parents current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in Holy Cross and All Saints school. Headteacher/SLT meet online with staff before they return to work after 8th June, to explain government guidance and share relevant information from the DfE or Local authority. Headteacher/SLT to update all staff, parents and pupils, in a timely and effective way on procedures should anyone display symptoms of COVID-19 (by email, online meeting or phone). 	Possible

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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 should there be a confirmed case of COVID-19 in the school	Probable	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> The headteacher will ensure that parents, pupils and staff are always kept informed of any updates or further government guidance on confirmed cases of COVID-19 from the government, DfE or local authority. We will inform staff and parents of any confirmed case by email or phone. Action will be taken to isolate anyone who has been in contact with that person. Before returning to school on 8th June for further staff training the guidance will be explained to staff – documents sent by email or online meeting. Updates or changes will be given to staff, parents and pupils, as and when they are given by the government. 	Possible
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	Probable	<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 agreed. All relevant staff are aware of all pupils in school with relevant health conditions 	Yes	<ul style="list-style-type: none"> Ja Higgins – First Aid at Work – certificate March 2020 (for 3 years). N Rowcroft – Paediatric First Aider – certificate to expire June 2020 –now extended for 3 months. At least 12 other staff have basic first aid certificate including emergency paediatric first aid. All staff are made aware of children with health and medical conditions (allergies, asthma etc) as recorded on 	Possible

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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)
				current data given by their parents. <ul style="list-style-type: none"> DSL Leads- Head teacher and Deputy Head teacher available on site or by phone if working off site. Member of SLT to act up in their absence due to illness.. 	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	Probable	<ul style="list-style-type: none"> Social distancing provisions and PPE where needed for personal care 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"> The Chapel will be used as the medical room where first aid can be given – as appropriate. Also the First Aid Station will continue to be used when access to a sink is required. PPE is available at each first aid point – masks, gloves, aprons and visors. PPE will also be at the First Aid Point in each room being used by EYFS children in case of assistance with personal care. The isolation room for pupils with suspected cases of COVID-19 is the 'Think Tank'. Caretaker and cleaning staff will be informed of the need to clean the room -by the first aider - when medical rooms, first aid stations or toilets need cleaning. 	Possible
2.7 Communication with parents					

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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	Probable	<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"> In her weekly 'Keeping in touch' letter/email to parents the head teacher will ensure parents are kept up to date with information, guidance and the school's expectations. School will also communicate with parents by phone or by uploading information onto the school website. Parents to supply bottle of fresh water daily, kept on child's desk and only handled by the child. All day high factor sun cream applied before school if necessary. Appropriate outer wear, jackets, sun hat etc.. A COVID-19 section on the school website has been created and all information received by the school -for parents – is available. It will be updated as and when required. A parent handbook has been created. A pupil handbook has been created to help children understand the new arrangements in school during the virus pandemic (using child friendly language and pictures where available). 	Possible
Parents and carers may not fully understand their responsibilities should a	Probable	<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"> Again, in her weekly 'Keeping in touch' letter/email to parents the head teacher will 	Possible

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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)
child show symptoms of COVID-19				ensure parents understand the key messages in the most up to date government guidance. Information will also be on the schools website.	
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	Probable	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE 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. 	Yes	<ul style="list-style-type: none"> Staff are aware of government guidance on use of PPE in school and know there is PPE available to use (gloves, visers, aprons and masks). PPE has been procured for all staff to use in line with government guidance. Staff will watch online training on how to put on, take off and dispose of PPE carefully and safely. Staff are aware that regular and thorough handwashing is preferable to wearing gloves. 	Possible
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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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' behaviour on return to school does not comply with social distancing guidance	Probable	<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. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are staggered and 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. • Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards. 	Yes	<ul style="list-style-type: none"> • Social story to be prepared for parents to share with children before they start back at school, explaining the importance and reasons for social distancing and simple explanation of the school day with photographs, so that they are prepared. • Time tables to be drawn up to stagger break and lunch times and systems to be put in place to ensure groups do not mix, for example when moving around the school, going to the toilet. • Behaviour policy modified and shared with staff and parents. Sanctions for breaches of rules clearly explained. • We cannot ensure that children will follow all the measures and comply with social distancing rules at all times particularly for younger children. 	Possible
3.2 Classrooms and teaching spaces					

Template operational risk assessment for school reopening

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 size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	Probable	<ul style="list-style-type: none"> Home base arrangements in place. Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). All furniture etc. not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	Yes	<ul style="list-style-type: none"> Once final numbers of children to attend are finalised, children will be split into groups of no more than 15, with one or two staff. These groups will be allocated a base classroom. Children and staff will stay in these groups and not mix with any other groups. Classrooms to be cleared of non-essential furniture and measured to ensure that children are spaced at least 2 metres apart. Arrangements to be regularly reviewed and changed if necessary. 	Possible
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	Probable	<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 to be set up around school, with signs to show direction of movement. Children who need to go to the toilet during class time will go one at a time with adult supervision. If there is a need for more children to go at break times, markings will be in place and supervision to allow a safe number of children in at one time. No more than two. If movement around school is necessary, for example, going out at an assigned break time, children will be socially distanced and supervised to ensure that there is no cross over with 	Possible

Template operational risk assessment for school reopening

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)
				children/adults from other groups.	
3.4 Break times					
Pupils may not observe social distancing at break times	Probable	<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 including all drop off and collection points. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y	<ul style="list-style-type: none"> • Timetables will be in place to ensure that break times for each group are staggered. If more than one group is outside at one time, each group will have a designated area that they should not stray from. Staff need to monitor that this is adhered to. Groups from the same class will not go outside at the same time to avoid the temptation of communicating with friends from other groups. • Staff to remind pupils about social distancing at the start of each break. • Signs will be in place around school to remind staff and pupils about social distancing and markers on corridors will give a visual guide of the appropriate distance. • Markers will be in place leading to entry points for 	Possible

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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 to stand at when waiting to enter school.</p> <ul style="list-style-type: none"> Each group will have at least 2 adults and at least one of these will be a teacher. There are more staff with the younger year groups to support social distancing. 	
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	Probable	<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. 	Yes	<ul style="list-style-type: none"> Pupils from Reception, Y1 and Y6, will eat lunch in their classrooms. Lunches will be ordered each morning and brought to classrooms to avoid unnecessary risk of moving around school and mixing with other groups. Outdoor time at lunch time will follow the same format as break times: time outside will be staggered and children will have designated areas to stay within. We cannot ensure that children do not breach these measures when out in their bubble groups on the playground if they do not follow the instruction, particularly for younger pupils. Parents of children who wish to bring packed lunches will be informed to send food in a disposable bag if possible otherwise a lunch box which will be kept in the child's place on their table and only touched by them. Parents are encouraged to clean and 	Possible when outside

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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)
				disinfectant lunchboxes at home on a daily basis. <ul style="list-style-type: none"> After lunch, and when children have their designated time outside, eating areas will be thoroughly cleaned. 	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	Probable	<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. 	Y	<ul style="list-style-type: none"> Markers to be placed leading to toilets in case of a queue. All children to be supervised when going to the toilet to ensure safe numbers (no more than 2 at one time). Supervising adult to allow more children in when appropriate. To ensure that children are not side by side at the sink, only the two outside sinks will be available for use and the others will be marked out of bounds. Children encouraged to go to the toilet, escorted by an adult, throughout the day to avoid the need to queue. Cleaner to clean the toilets every half hour. Cleaner to monitor supply of soap and paper towels and to top up when necessary. Cleaner to empty the bins in toilets regularly and to follow government advice on cleaning and waste disposal in non-healthcare settings. Teachers to give daily reminders about handwashing technique. 	Possible

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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)
				Younger children supervised whilst handwashing to ensure it is done properly.	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	Probable	<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. 	Y	<ul style="list-style-type: none"> • The Think Tank will be designated as an isolation room for pupils with suspected Covid-19 whilst collection is arranged. • Cleaner, wearing PPE to clean The Think Tank after a suspected Covid-19 case, along with toilets and any areas that the child has been. PPE should be disposed of in line with the guidance on cleaning in non-healthcare settings and removed in disabled toilet in to clinical waste bin. • Members of staff who are supervising will wear PPE if the child needs any first aid or medical attention and PPE will be disposed of in line with the guidance on cleaning in non-healthcare settings 	Possible
3.8 Reception area					

Template operational risk assessment for school reopening

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)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Probable	<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. Any essential visitors asked to comply with all required control measures. Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable). 	Y	<ul style="list-style-type: none"> Social distancing markers will be in place on routes to entry points to guide pupils and parents. Visitors without prior appointment will not be allowed access to the school building. Arrangements will be made for deliveries to be made to maintain social distancing. All parental communication should be either by telephone or email, to avoid the need to enter school. Any visitors to school will be given guidance about social distancing and regular handwashing/sanitising whilst on school premises. (For example, visitors doing maintenance). Parents will be discouraged from the need to physically come into school, communication as far as possible should be by email, phone call or online meeting. Parents informed that all payments made online (parent pay) and no cash handled through the office. Any meetings, such as annual review of EHCP, should, as far as possible, be done remotely, by email or over the telephone. 	Possible
3.9 Arrival and departure from school					

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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 and parents congregate at exits and entrances, making social distancing measures difficult to apply	Probable	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y	<ul style="list-style-type: none"> Start and finish times will be staggered for each of the year groups in school. Each group will enter at a different point of the building and children will queue to enter, standing at markers, to ensure social distancing. Parents will be reminded weekly about the importance and need of social distancing for them and their children. Although parents will be reminded regularly, it will be difficult to manage parents stopping to speak to other parents after they have dropped children off, or after pick up. 	Possible
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	Probable	<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. Settings should also consider ways to minimise use of public transport to get to and from school at peak time 	Y to Guidance N to discussion with public transport	<ul style="list-style-type: none"> Advice given to parents who intend to bring children on public transport, about observing distancing and use of a mask if pupils are travelling with children other than from their own class. Parents encouraged to use other ways of getting to school, other than public transport. Despite these actions, this is an area that will be difficult for school to control. If parents choose to take public transport it is difficult for school to manage this risk. 	Possible
3.11 Staff areas					

Template operational risk assessment for school reopening

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 configuration of staff rooms and offices makes compliance with social distancing measures problematic	Probable	<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. 	Y	<ul style="list-style-type: none"> 2 office staff have their own offices. Communal spaces for teachers and staff to be designated: staff room and computer room (no more than 6 staff, socially distanced in each space. 	Possible
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	Probable	<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"> School have been informed of one child in Year 4 who has been told to shield. He will not be returning to school until government advice says that this is safe. Parents are asked to make school aware of any health conditions their child may have. All parents with children with any underlying health condition have filled in care plans to inform school of conditions and treatments if necessary. School has detailed records regarding children with health conditions and this is regularly updated. Children with asthma or allergies have health plans in place. Staff will ensure that children with medical conditions are monitored and that they keep to social distancing rules. 	Possible
4.2 Staff with underlying health issues					

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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 with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	Probable	<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. All staff have had a copy of the individual risk assessments and accompanying notes. Staff are asked to consider if they have any additional characteristics or health issues that need risk assessing. The Headteacher will complete with the staff member if necessary and ensure any additional control measures or adjustments are in place. 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. 	Y	<ul style="list-style-type: none"> Members of staff identified as at increased risk or have shielding letters/ family member shielding identified and recorded by HT and will not return to school. Staff that can will work from home will continue supporting home learning. Regular contact with these staff members maintained with HT via email or phone calls 	Remote
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Probable	<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. 	Y	<ul style="list-style-type: none"> Staff to complete wellbeing webinars (certificates provided) Following guidance / resources from Ed Psychologists from Emotionally Friendly Schools Ria Heald our family worker to support pupils if needed. 	Possible
5.2 Mental health concerns – staff					

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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 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	Probable	<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. 	Y	<ul style="list-style-type: none"> Ria Heald our family worker is available for staff to talk to if needed. NHS approved Every Mind Matters support and info shared with staff 	Possible
Working from home can adversely affect mental health	Probable	<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. 	Y	<ul style="list-style-type: none"> Staff wellbeing group set up for support, communication and updates on wellbeing info. NHS approved Every Mind Matters support and info shared with staff 	Possible
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	Probable	<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. 	Y	<ul style="list-style-type: none"> Greater Manchester Bereavement service shared with staff and families. Ria Heald our family worker to support families if needed R. Whittaker SEND Leader attended recent online LA Bereavement Training. 	Possible
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

Template operational risk assessment for school reopening

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)
Educational provision must still be maintained for priority children when the school reopens	Probable	<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. 	Y	<ul style="list-style-type: none"> Places for children of Key workers/vulnerable families. will be available for full and part time provision up to 30 children in the school hall, 1 bubble of 15 currently being utilised, separated by a large partition if needed, staffed by 1 Teacher and 2 TAs. This provision to move to Y3 classrooms as other classes reopen . Kitchen area is zoned off to ensure kitchen staff and exit/enter kitchen with hot food. Government guidance can be followed providing staff to pupil ratios remain unaffected by virus. Children from R/Y1/Y6 may now be taught in their year group bubble in consultation with parents (where siblings have been together, separation anxiety may occur.) Library entrance is used and 2 metre distancing for parent drop off is now well established. Hygiene routines on entry/exit and throughout day are well established. Hygiene station is set up in each bubble with any required medicine and pupils details for contacting parents. Medial room fully stocked to include PPE items. Each class bubble to have own additional cleaning materials in the case of 	Possible

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				<p>cough or sneeze onto a surface. Antibacterial wipes/ disposable clothes and antibacterial spray.</p> <ul style="list-style-type: none"> • Tissues available in all rooms • Bins with lids • Timetabling of facilities will be modified to facilitate rise in numbers of children in school and to minimise movement/congestion/mixing etc and ensure regular hygiene guidance takes place. • Regular liaison with Key Workers and vulnerable families takes place by telephone and email and regular updates are sent out by Headteacher. • Provision is extended beyond the school day from 8:30 until 3.30pm currently. To ensure parity for staff working in school childcare provision from 08/06/20: 8.30- 3pm • Register is taken daily and updated weekly to ensure adequate staffing and provision is in place. Children are supported at their level, with home learning (in line with their peers.) Additional physical exercise outdoor takes place. • All parents are contacted and consulted in advance regarding holiday periods and government guidance is carried out when and where there is need for provision. 	

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. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	Probable	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. New arrangements are tested and amended if necessary 	Y	<ul style="list-style-type: none"> All children/ staff to exit through classroom doors and meet on school playground EYFS and Y6 new playground Y1 and childcare main playground.- children to line up apart from each other while roll call completed. Staff attendance to be added to class register which is printed in the office and will be taken onto the playground by office staff. AB/ CE to continue usual roles in evacuation procedures New procedures shared during staff training 08/06 Lining up procedures practised at the end of playtimes when returning to school building in preparation for a fire drill. 	Possible
Fire evacuation drills - unable to apply social distancing effectively	Probable	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	<ul style="list-style-type: none"> Fire procedures updated in Staff handbook. Fire drills carried out half termly in line with school guidance. 	Possible
Fire marshals absent due to self-isolation	Probable	<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"> SLT members briefed on AB/ CE roles and responsibilities and delegated to in their absence. Office staff to cover each other. Class teachers responsible for class bubbles. If class teacher is absent for prolonged period bubble will not be in school. 	Possible

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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)
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	Probable	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	<ul style="list-style-type: none"> Management of property supported by Casserly and monitored by SBM Mrs Palmer who updates HT and GB. All buildings and systems checks are up to date to include water, fire, emergency lightening and legionella checks. 	Possible
Statutory compliance has not been completed due to the availability of contractors during lockdown	Probable	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	<ul style="list-style-type: none"> Up to date PAT Testing due in June. Annual testing is not statutory but good practice. SBM to organise for a Friday afternoon during Summer Term or wait until Summer holidays. 	Possible
7.3 Contractors working on the school site					

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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)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Probable	<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. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> No planned contractors on site while children attending except in an emergency. No planned building works during Summer term. 	Possible
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	Probable	<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. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. 	Y	<ul style="list-style-type: none"> Breakfast and After School Club employees who are on separate contracts and financed from external income (parents payments) have been furloughed from 23/03/20 to date. 80% sought from Government scheme school to fund from reserves to 100%. Additional cost of FSM food Vouchers funded from DFE Increased hours (20hrs per week) for daytime school cleaner funded through school budget currently to be 	Possible

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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)
				added to financial management plan 2020-21	
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	Probable	<ul style="list-style-type: none"> The governing body continues to meet when key decisions need to be made via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal'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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y	<ul style="list-style-type: none"> Head teacher in regular communication with Chair / parish priest and Governors. Risk Assessment/ reopening planning shared with GB for consideration and approval. Weekly update letters shared. Summer term GB meeting to be arranged. 20-21 Budget to be approved. If unable to meet virtually COG to approve essential/ statutory business via email conformation. Documents uploaded to Governor hub for consolation for all Governors. 	Possible
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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Approved by (Head Teacher/ Chair of Governors)	Annemarie Bell Eugene Connolly	Date of Approval	Click here to enter a date.
Date Provided to Unions	Click here to enter a date.	Date of Review	01/06/2020

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