



Parrenthorn High School

Respect Aspire Believe Achieve

Parrenthorn High School

Risk Assessment

Covid 19 Operational Risk Assessment for school re-opening post lockdown phase including the Latest Lockdown announced 4th Jan 2021.

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COVID-19: Operational risk assessment for school reopening & operation in lockdown

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education initially published on 2nd July 2020 and frequently updated as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	Nicola Woo Chris Bell	Job title:	Deputy Headteacher Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	11 th August 2020	Review interval:	16 th October 2020	Date of next review:	23 rd November 2020
Date of next review:	3 rd January 2021	Date of next review:		Date of next review:	

Related documents	
Local Authority documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Guidance for full opening: schools - GOV.UK (www.gov.uk)</p>

Purpose

This risk assessment has been carried out to identify significant hazards that are present (a hazard is something that has the potential to cause harm or ill health,) to assess what has been done to reduce the risk of someone being harmed to an acceptable level and where necessary undertake further control measures. Risk ratings (high, medium, low) prior to action are included along with a residual risk rating (high, medium, low) following control measures and further actions being implemented.

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 prevention steps are employed – minimising contact between pupils and maintaining social distancing wherever possible	H	<ul style="list-style-type: none"> Year group bubbles 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"> KS3 and KS4 pupils staggered start and finish times KS3 and KS4 pupils have different break and lunchtimes. Year groups identified outside space Pupils remain in the same classroom as much as possible to minimise pupil movement between classrooms and on corridors 	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow for minimal contact to be implemented	H	<ul style="list-style-type: none"> Classrooms cleared of any excess furniture Pupils are kept in class bubbles for most lessons and within year group bubbles for all lessons Teacher area is taped off in each classroom at a 2m distance from pupils Small adaptations in the classroom to support social distancing where possible. Large gatherings prohibited unless within strict controlled conditions. 	Yes	<ul style="list-style-type: none"> Pupils to remain in same classroom in same 'zone' of school for majority of lessons (Year 8 and 11 – A corridor, year 9 and 10 – B corridor, year 7 – C corridor) Pupils seating is side by side and facing forward Limited assemblies may be held to support behaviour management, safeguarding and wellbeing for pupils and staff– These will be held within the Sports Hall with external doors open for ventilation (balanced with the weather conditions) pupils will be sat in year / class bubbles social distancing observed for all pupils and staff. To support wellbeing, teaching and learning and management of school, limited staff meetings will be held within the sports hall. Social distancing will be followed, with face masks being worn. Sports Hall to be ventilated (balanced with weather conditions) 	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)
1.3 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	H	<ul style="list-style-type: none"> The health status and availability of every member of staff known and is regularly updated so that deployment can be planned. Staff who are classed as clinically vulnerable are able to work in school as long as they maintain social distancing wherever possible. People who live with clinically extremely vulnerable or clinically vulnerable can return to school 	Yes	<ul style="list-style-type: none"> Staff should try to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. Staff should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Where pupils need close contact care (SEN) their educational and care support provided as normal. Separate risk assessments for staff supporting SEN pupils who require close contact. From 6th January – Only Vulnerable children or pupils who have a key worker parent will be in school. This is anticipated to be a much smaller number than would normally be on site. These pupils will be located within Year bubbles Staff will teach all lessons via remote systems such as MSTeams or SMHW 	L
Individual staff risk assessments will be carried out for at risk groups (BAME, pregnant)	M	<ul style="list-style-type: none"> Individual risk assessment and discussions will take place with all BAME/pregnant staff members and appropriate measures employed, 	Yes	<ul style="list-style-type: none"> Social distancing measures in place will minimise risk for all groups. No BAME staff members to be on first aid rota. Reduced number of pupils within school will reduce contact to very low levels as teaching staff will each be based within one room, with reduced interaction with other staff 	L
1.4 Prevention					
Learners are not placed in groupings that limit social distancing and therefore do not reduce overall coronavirus risks		<p>Prevention</p> <ul style="list-style-type: none"> Staff or pupils who are ill with coronavirus symptoms (persistent cough, high temperature, loss of taste or smell) told not to attend school. There is robust hand and respiratory hygiene There is good ventilation around classrooms with doors propped open (where possible and non-fire doors) to reduce the amount of physical contact 		<ul style="list-style-type: none"> Clear messaging provided to staff, parent and pupils about: <ul style="list-style-type: none"> - not attending if displaying Covid symptoms - hand and respiratory hygiene for all - wipes, tissues, anti-viral spray and pedal bins in all classrooms - track and test system - How to remove face coverings safely (after use on public/school transport) Staff area is marked out in all classrooms (2m away from pupils) 	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)
			<ul style="list-style-type: none"> Enhanced cleaning arrangements are in place throughout the day Active engagement with NHS Test and Trace Consideration has been given of how to reduce contacts and maximise distancing wherever possible and minimise potential for contamination as far as it is reasonably practical. Learners have been grouped together- year bubbles and contact between year groups is avoided where possible. Classrooms have forward facing desks Staff are encouraged to maintain distance from learners and other staff as much as possible. Pupils and staff wear face coverings if using public transport to get to and from school Covered bins available for disposal of face coverings Timetabling of lessons avoids unnecessary movement around site Frequently used equipment should ideally not be shared out but, if needed is cleaned regularly The school canteen is fully open with measures employed to reduce risk 		<ul style="list-style-type: none"> 2 staff bases to allow staff to socially distance Reduced movement on corridors Canteen is fully compliant with the guidance for food businesses on coronavirus (COVID-19) During current lockdown the number of pupils within school is reduced and they will remain within their allocated room all day. 	
1.5 The school day						
<p>The start and end of the school day create risks of breaching social distancing guidelines (1m+)</p> <p>Break and lunchtime creates risks of breaching social distancing guidelines</p>		H	<ul style="list-style-type: none"> Start and finish times are staggered Break and lunch times staggered and different times for KS3 and KS4. Each year group will enter school via different entrances Hand sanitiser will be used on entry to school when changing classrooms and regularly throughout the day Break times - identified playgrounds used to maintain year group bubbles. Staff and pupils are briefed, and signage provided Floor markings are visible where it is necessary to manage any queuing. 	Yes	<ul style="list-style-type: none"> Hand sanitiser dispenser outside every classroom, entry and exit and toilets Signage to remind staff and pupils to clean hands more often than usual and to promote good respiratory hygiene 'catch it, kill it, bin it' approach Floor markings/ signs in operation Staff on duty at entrance points to support pupil's use of sanitiser Separation of Year Bubbles will continue with current lockdown, including start and end of the school day 	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)
1.6 Planning movement around the school					
Movement around the school does not allow for social distancing	H	<ul style="list-style-type: none"> • Circulation plans reviewed and revised. • One-way systems are in place where possible. • Corridors divided where necessary. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms for most lessons and staff moving round. • Staggered start to school day • Different break and lunchtime for KS3 and KS4 pupils 	Yes	<ul style="list-style-type: none"> • Signage in place • Pupils briefed prior to start of term • Pupils remain in same room wherever possible • Year group bubbles remain in designated zone wherever possible • Staff to manage and support movement for break time. • The number of pupils in school during lockdown is limited and will reduce movement around site 	L
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning due to school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> • Gaps in learning assessed and addressed in teachers' planning. • Pupils will be encouraged to complete any missed work over the summer using SMHW • Phased return for all pupils in September to allow for pastoral care to be prioritised • Catch up curriculum to be planned for September 	Yes	<ul style="list-style-type: none"> • This phase to include pastoral element alongside Teaching and Learning • HOD to be briefed on planning a catch up curriculum • Remote learning Plan in operation prior to current lockdown 	L
Curriculum expectations are too low following lockdown	M	<ul style="list-style-type: none"> • The curriculum remains broad and ambitious: all learners taught a wide range of subjects, maintaining their choices for further study and employment. • There is a plan for home and remote education, where needed, which is high quality and aligns as closely as possible with provider provision • The aim is to return to the provision's normal curriculum in all subjects by summer term 2021 • Modification to the curriculum is planned for at the start of the year, addressing significant gaps in learners' knowledge with the aim of returning to the provision's normal curriculum content by no later than summer term 2021 	Yes	<ul style="list-style-type: none"> • Updated curriculum plan • Remote/home learning policy now in place • Webcams provided in each teaching room • All pupils now set up on MS Teams for remote learning • Use of MS teams will continue during current lockdown 	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)
Pupil attendance is lower than pre-lockdown		M	<ul style="list-style-type: none"> All pupils expected to return to school fulltime. Pupils classed as extremely clinically vulnerable should seek advice from their health practitioner about safe return to school. 	Yes	<ul style="list-style-type: none"> Social distancing measures and year group bubbles reduce overall infection risk. Parents and pupils reassured through risk assessment and information sharing that school is safe. Attendance officer and pastoral staff to provide support to individual families as needed. Teaching staff to record attendance 	L
Mitigation measures are not applied to practical subjects resulting in addition infection risk		H	<p>Physical Education:</p> <ul style="list-style-type: none"> Learners kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and no full contact sports allowed. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between learners and paying scrupulous attention to cleaning and hygiene. External coaches, clubs and organisations allowed to be used for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Pupils will attend in their P.E kits on a P.E day so changing rooms are not used. <p>Technology/Food</p> <ul style="list-style-type: none"> Learners kept in consistent groups, equipment thoroughly cleaned between each use by different individual groups (if different year bubbles). Machines to be used one at a time Internal computer room only used by staff (CAD room) Practical food lessons adjusted to increase hygiene measures. 	Yes	<ul style="list-style-type: none"> Separate departmental risk assessments to be updated in light of Covid Pupils in school during lockdown will participate in MS Team Lessons and will not participate within practical activities 	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)
		<ul style="list-style-type: none"> Sharing equipment should be avoided where possible, where it is not possible equipment should be cleaned regularly <p>Music</p> <ul style="list-style-type: none"> Singing can only take place outside No instruments will be used at KS3 <p>Drama</p> <ul style="list-style-type: none"> Learners will be kept in consistent groups Theatre space to be used with doors open to allow for air circulation Social distancing (1m+) to be planned for as much as possible during practical activities <p>Science</p> <ul style="list-style-type: none"> Learners will be kept in consistent groups Modelling of experiments will take place as much as possible Where experiments take place equipment to be cleaned in between groups 			
1.8 Staff workspaces *see additional information document January 2021					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> Staff rooms and offices reviewed and appropriate configurations of furniture and workstations put in place to allow for social distancing. Staff briefed on the use of these rooms. 	Yes	<ul style="list-style-type: none"> Two staff rooms to be available (existing staff room and library) Plastic chairs to be used in staffroom areas Information will be provided to staff and Professional Associations Bespoke advice to specific rooms within school have been e-mailed to staff and are appended to this document 	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)
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions	H	<ul style="list-style-type: none"> Governing bodies are involved in key decisions on reopening. Governors briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> Regular communication with Governors Zoom meetings with Governors have taken place . Copies of all correspondence has been sent to Governors Full Governors and SubCommittee meetings continue to take place 	L
1.10 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	L	<ul style="list-style-type: none"> Relevant polices have been updated accordingly Staff, pupils, parents and governors briefed accordingly. 	Yes	<ul style="list-style-type: none"> Fire Evacuation plan still valid Information issued. Lockdown plan still valid Safeguarding policy revised Advice on social distancing and timetable/rooming changes will be provided as part of briefing. 	L
1.11 Communication with stakeholders					

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)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communications for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Local authority Professional associations Other partners 	Yes	<ul style="list-style-type: none"> Regular communication includes e-mails, website, twitter and surveys Zoom meetings regularly held with LA/Head groups 	L
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> Aim to retain majority of operating procedure which staff are already familiar with and have participated in drills/ practice scenarios e.g. Fire evacuation and Lockdown Risk Assessment given to staff for consultation Staff given the opportunity to ask questions and clarify procedures prior to September. 	Yes	<ul style="list-style-type: none"> All operational building activities will continue to be relevant. PAT testing completed in June Detailed information provided to parents and pupils before returning to school. Staff fully briefed 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in school – prior to them starting. A staff handbook issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> All new staff will receive all relevant information prior to start 	
1.13 Risk assessments					
Risks not comprehensively assessed in every area of the school in light of COVID-19, leading to inadequate protective measures.	M	<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 	Yes	<ul style="list-style-type: none"> Different start, break, lunch times for KS3 and KS4 pupils Pupils groups to be minimised and retained in year group bubbles e.g. remain in same groups for core lessons and taught in designated zones Pupils will remain at same desk and use their own writing equipment Advice issued to pupils and staff prior to start of this phase Continual on-going assessment 	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)
				<ul style="list-style-type: none"> Practical lessons to be reviewed through individual department risk assessments – NB these will not take place during current lockdown 	
1.14 School transport					
<p>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start times</p>	H	<ul style="list-style-type: none"> All pupils encouraged to walk/cycle/get a lift to school where possible Bus service to start slightly earlier so all pupils can use the bus if needed Effective liaison with bus companies is used as a basis for planning staggered start time 		<ul style="list-style-type: none"> Expectation is for pupils to walk, cycle or get a lift to school Pupils and parents advised about effective social distancing on the way to and from school Pupils to sit in year group bubbles on school bus Pupils to wear face masks on the bus or public transport – to be removed on entering school School bus services will be suspended from 11th January 	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)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Increased cleaning capacity cannot be met	L	<ul style="list-style-type: none"> An enhanced cleaning plan agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> Deep cleaning completed over the summer Cleaning plan will work alongside the timetable Cleaning staff will be on site pre and post school day Cleaning and site staff to clean areas such as corridors, toilets and door handles on a regular basis during live school Cleaning materials and PPE available within each room – no expectation that teaching staff will clean the room. Staff to clean areas they have touched – mouse keyboard, and Touchscreen desk when finishing lesson. Cleaning programme will continue during lockdown to support staff and reduced number of pupils on site 	L
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	L	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers undertaken before the school reopens and additional supplies purchased so every classroom has hand sanitiser on the wall outside classrooms. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser maintained throughout the day. Government advice is that PPE does not need to be worn/used in school settings unless having direct contact with pupils for first aid. 	Yes	<ul style="list-style-type: none"> HSE advice that Hand driers can be used within toilet areas Each toilet block has hot water and soap dispenser Toilets to be cleaned on a regular basis throughout the day 	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)
Pupils forget to wash their hands regularly and frequently	L	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. 	Yes	<ul style="list-style-type: none"> Staff to promote good practice Access to washing facilities in toilets and sanitiser available outside all classrooms and entrance/exits Sanitiser available outside each toilet block in addition to washing facilities in toilet blocks 	L
2.3 Clothing/fabric					
Not wearing clean clothes may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Clothes and pupil uniform to be worn – this should be washed regularly as usual 	Yes	<ul style="list-style-type: none"> Pupils uniform and staff professional dress to be worn as usual Pupils in school during lockdown phase can wear their own clothes 	L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Take fabric chairs out of use. Where that is not possible then ensure chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> Staff rooms and offices have plastic chairs. Pupils chairs are plastic 	L
2.4 Response to any infection					
Track and test system is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> Staff and pupils to engage with track and test system Anyone displaying symptoms (staff and learners) must not arrive on site and must get a test. Any potential/confirmed cases from either staff or learners should be reported to school immediately Social distancing provisions are in place for rooms used for medical purposes Additional rooms designated for pupils with suspected COVID-19 whilst collection arranged. Procedures are in place for rooms cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Staff and parents have been provided with details of government/ Local Authority test, track and trace system Therapy room and inclusion room will be used as Covid area PPE is available for first aid staff BAME staff will not be used for first aid Testing programme in school will commence during January. Subject to staff and parental consent Testing kits have been delivered to school and testing area within Assembly Hall established 	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)
Contingency plans for an outbreak (including remote education) not considered.		<ul style="list-style-type: none"> Plans made to move to home learning (including remote learning) in the event of an outbreak where pupils have to self-isolate. 		<ul style="list-style-type: none"> Plans used during lockdown will be built on so remote and home learning can take place effectively MS Teams set up, staff trained in use 	
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<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. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. A record of any COVID-19 symptoms in staff or pupils reported to the local authority. 	Yes	<ul style="list-style-type: none"> Parents directed not to send pupils in if displaying symptoms or unwell Staff provided with information about suspected illness and reporting SLT to monitor attendance In school CovidTesting will commence in January alongside the close contact test programme 	L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and test, track and trace) should anyone display symptoms of COVID-19	H	<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 implementation in the school. This guidance explained to staff and pupils. Any updates or changes to this guidance communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Staff, parents and pupils have been informed prior to start of this phase of lockdown Consent sought from parents for mass and close contact testing included information about the process 	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	H	<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 implemented in the school. This guidance explained to staff and pupils as part of the induction process. Any updates or changes to this guidance communicated in a timely and effective way to all stakeholders. If school has to close at short notice communication procedures are in place for parents and all staff 	Yes	<ul style="list-style-type: none"> Staff, parents and pupils have been informed prior to start of this phase of school operation Schoolcomms/email and phone contact in the event of short notice closure 	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)
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	L	<ul style="list-style-type: none"> Number of staff are First Aid trained SLT support for safeguarding issues 	Yes	<ul style="list-style-type: none"> Additional staff have recently qualified as first aiders and will be included within a rota SLT will support as per DFE guidance DSL and DDSL (supported by Deputy Headteacher) to cover safeguarding Reduced number of pupils within school during lockdown phase will reduce risk. 	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> Social distancing provisions are in place for rooms used for medical purposes Additional rooms designated for pupils with suspected COVID-19 whilst collection arranged. Procedures are in place for rooms cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Inclusion and Therapy room will be used PPE is available for first aid staff BAME staff will not be used for first aid 	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents kept up to date with information, guidance and the school's expectations on a regular basis. 	Yes	<ul style="list-style-type: none"> Parents and pupils written to prior to start of this phase SchoolComms, Email, letters Twitter and website all used to support message 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance reinforced on a regular basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Parents and pupils written to prior to start of this phase SchoolComms, Email, Twitter and website all used to support message 	L
2.8 Personal Protective Equipment (PPE)					

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)
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is not recommended for schools, Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. 	Yes	<ul style="list-style-type: none"> Parents and pupils written to prior to start of this phase SchoolComms, Email, Twitter and website all used to support message PPE is available within school as appropriate Guidance has been provided on how to put on and remove PPE safely 	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					
There is an adverse effect on pupil behaviour due to lockdown and time spent away from school.	H	<ul style="list-style-type: none"> Behaviour expectations are clearly understood, and consistently supported, taking account of individual needs. Support/intervention put in place for learners who may struggle to reengage in school. Additional support put in place for learners who have experienced adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. External support will be utilised for vulnerable pupils as needed. 	Yes	<ul style="list-style-type: none"> Expectations and procedures are shared with pupils Behaviour policy review Pupil movement within school limited as much as possible SLT on call system Pupils start and leave at staggered times Staff on duty on Heywood Road Detention system reviewed and separate detention rooms for each year group within the year group zone so bubble do not mix. <p>Use of Form time via MS Teams and lessons learnt during the initial lockdown in March 20 have developed the remote learning policy. This includes Keeping in Touch and use of SIMS to record and identify pupils who do not access remote sessions</p>	L
3.2 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	H	<ul style="list-style-type: none"> • Circulation plans reviewed and amended. • Corridors divided where necessary. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks identified and managed accordingly. • The movement of pupils around school is minimised wherever possible. • Reduced lesson changeovers as pupils taught in same classroom wherever possible. • Appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> • Pupils will enter school through different entrances • Systems in place to manage movement at break and lunchtimes • Year groups allocated 'zones' in school where they will be taught in the same room wherever possible. • Staff move rooms, pupils remain in one room wherever possible. • Access to site controlled with staggered start and end times • Movement within school during this lockdown phase will be vastly reduced due to staff working on nominated classrooms and pupil number very limited 	L
3.3 Break/Lunch times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered to keep pupils in year group bubbles where possible • External areas designated for different groups. • Social distancing signage is in place around the school and in key areas. 	Yes	<ul style="list-style-type: none"> • Separate areas of external spaces allocated to each group • Social distance markers used on corridors • Movement of pupils is limited within school • Pupils not able to play contact sports • Wet weather plan devised 	L
3.4 Toilets					
Toilets and handwashing present an infection risk	M	<ul style="list-style-type: none"> • Year 7 have designated toilets to use • The staff and pupil toilets cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins emptied regularly. 	Yes	<ul style="list-style-type: none"> • Site staff to clean toilets on a regular basis during day in addition to pre and post clean • Hand driers turned off and paper towels provided • SLT to monitor the use of toilets during lesson time 	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)
3.5 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines (1m+)	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance clearly displayed to protect reception staff (e.g. distance from person standing at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors in the vestibule area. 	Yes	<ul style="list-style-type: none"> Glass screen in place to protect reception staff Signage to remind visitors of respiratory and hand hygiene – sanitiser at entrance 	L
3.6 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms designated for pupils with suspected COVID-19 whilst collection arranged. Procedures are in place for medical rooms cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Inclusion and Therapy room to be used as medical room PPE provided for first aid staff Parents to be called to collect any ill pupils 	L
3.7 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish time are staggered Social distancing guidelines reinforced at entrances and exits through signage and floor/ground markings. 	Yes	<ul style="list-style-type: none"> Parents of older pupils tend not to collect pupils and if they do will stay in their cars School start and end times are different for all year groups. Parents reminded to remain in cars if dropping off/picking up. 	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)
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	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance Parents asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance acted on. The school and parents are clear about the definitions and associated mitigating strategies relation to people classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	<ul style="list-style-type: none"> Parents written to informing them of not sending pupils to school if unwell Risk assessment of any pupils with an EHCP linked to care plan 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<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 kept and regularly updated. Members of staff with underlying health conditions 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 classed as clinically vulnerable and clinically extremely vulnerable. Current government guidance is being applied where clinically vulnerable staff and pupils are able to work in school 	Yes	<ul style="list-style-type: none"> Individual risk assessments for BAME /pregnant staff Government advice to be followed in respect of staff with underlying health conditions 	L
5. Enhancing mental health support for pupils and staff					

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)
5.1 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	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. (Including staff who have completed Youth Mental Health First Aider course) There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Resources/websites to support the mental health of pupils provided. Pastoral provision will support the rebuilding of friendships and social engagement Pastoral support will address and equip learners to respond to issues linked to coronavirus (COVID-19) and support learners with approaches to improve their physical and mental wellbeing Provide more focused pastoral support where identified that individual learners may need help with, drawing on external support where necessary and possible. Consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable. 	Yes	<ul style="list-style-type: none"> Regular contact with vulnerable pupils by staff Advice on support for issues such as mental health made available to pupils and staff. The first week of the phased return will focus on pastoral elements During the first week, all pupils will be given a self-help document signposting pupils to support DSL to complete safety plans for pupils significantly affected & liaise with relevant agencies. New school counsellor to offer support to identified pupils following pastoral appointments Form time and PSHE recovery to focus on wellbeing and mental health Mental health and wellbeing policy has been shared with staff Information from external providers has been shared with staff – eg SAS wellbeing services 	L
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	H	<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 have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> Regular contact made with staff Head teacher emails Website, twitter and schoolcomms Advice and guidance made available to staff e.g. mindfulness course and Staff Absence scheme Regular check-in with staff School advisory service available resource for staff 	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)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement support. Support requested from other organisations when necessary. Bereavement policy has been shared with staff 	Yes	<ul style="list-style-type: none"> Advice provided DSL involved with any known issues Head of Year supporting pupils HOYs and pastoral staff have completed bereavement training New school counsellor to offer support. Bereavement training & Kooth training During the first week, all pupils will be given a self-help document signposting pupils to support New school counsellor to offer support for pupils 	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	L	<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 briefed on any new evacuation procedures. Incident controller and fire marshals trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> Evacuation process is same as previous system which staff have participated in practice drills and procedures Member of SLT on duty each day Staff present each day 	L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> Drills have taken place at the end of last term which includes the revised Muster points which offer enhanced social distancing measures This policy will continue during current lockdown phase 	
6.2 Managing premises on reopening after lengthy closure					

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)
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance implemented where appropriate. 	Yes	<ul style="list-style-type: none"> Systems were maintained as operational throughout lockdown as key worker children were in school 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<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. 	Yes	<ul style="list-style-type: none"> Water system checks were carried out during lockdown Annual check on firefighting equipment due to be completed in August Weekly Testing of fire alarms has continued during lockdown PAT testing of equipment completed in June Fire alarm system serviced in July 	L
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) designated as essential work by the government are set to continue. An assessment to be 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 considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils kept apart. Social distancing maintained throughout any such works where possible.. In addition to arrangements for COVID-19, normal contractor procedures applied and updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> No work programmed for September. Any contractors in school will be booked to attend regular service checks to address issues that requires fixing. All contractors who attend school are managed by the site staff. Access to site by outside contractors will continue to be limited during the current lockdown phase 	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. Finance					
7.1 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	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast produced. LA 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 has projected financial position shared with governors. 	Yes	<ul style="list-style-type: none"> An estimate of possible financial impact on school operation has been included within the Budget Resources have been made available to support FSM prior to the DFE scheme going live and to adapt school to support the post lockdown phase 	L
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas structured to ensure all statutory requirements discussed and school leaders held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> Regular communication with Governors Zoom meetings held of Resource committee and for Full Governors Regular contact with the LA 	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)
9 Support Staff					
Office with pupils, parents and Public during operational phase post lockdown. Working in shared work areas.	H	<ul style="list-style-type: none"> Staff who work within the school Office are protected by a glass partition which can be kept closed when dealing with visitors, pupils etc. Signage informs visitors that only one person at a time is to enter the reception area Separate Hand sanitizer is available for visitors and Office staff. Parcels left within the main reception rather than brought within the Office. Other staff are able to work within their own offices or staff areas (staff room and library) to reduce the need to share the office work area. Wipes, disposable cleaning items provided within the Office and other offices. Visitor signing in procedures have been adjusted to minimise contact 	Yes	<ul style="list-style-type: none"> All staff informed that access to the Office is limited and is not to be used as work area unless on rota All staff informed to e-mail Office for issues/support All staff informed that they must only use the two way radio allocated to them Plastic seating provided. However personal chairs may be used if clearly marked and other staff do not use them Staff to ensure that they clear their work space at the end of the day Staff to wipe down their desk, keyboard, Telephone, printer at the end of the day Cleaning staff provided with disposable items that will be changed when cleaning each room 	L

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

UPDATED GUIDANCE TO STAFF TO SUPPORT RISK ASSESSMENT – updated January 4th 2021

This is mainly a reminder of some of the points on the additional, continuously updated risk assessment, but there are a few additional measures, such as maximum numbers of adults which staff must comply with given the current situation.

Area/Room(s)	Maximum adult capacity	Ventilation	Social Distancing staff:staff	Extra protective measures
Head of Year Office	5	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> No pupils to be in the office No meetings to be held in the office
Parent Meeting Room	2 (plus 1 pupil)	Keep door open	Yes – by furniture layout Masks to be worn	

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)
C3 / C4			Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Rooms NOT to be looked due to pupils queuing outside and staff having to walk past to unlock 	
ALL teaching rooms	1 teacher Plus 1 other adult	At least 1 window to be open at all times Doors to be kept open for the vast majority of times (teachers to be considerate to neighbours about the volume on pc)	Yes – by furniture layout, teacher to remain at the front of the room at all times within the cordoned-off area and to distribute/collect materials from the front	<ul style="list-style-type: none"> Cleaning trays to be for cleaning materials only Equipment trays to be for pens, pencils and paper only Rooms to be kept clear of rubbish Desks to be kept clear of everything EXCEPT cleaning tray All desks, chair, PC and remote to be wiped down appropriately before/after use 	
Staffroom	8 in seating area 2 on pcs 1 at photocopier 1 in the kitchenette	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Staff may visit staffroom briefly to check pigeon holes or to pass through to toilet/corridor 	
Learning Support Base - Office	4	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn		
Learning Support Base - Classroom	5	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Consider layout of classroom carefully when teaching pupils in this area 	
English/Maths Office A corridor	4	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn		
Staff Workroom B corridor	3 on pcs 1 at photocopier	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn		
Science Prep Room	7 in work area 2 in admin area	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn		
Copy Room	2 1 in/out to collect materials	Door to be kept open when staff present	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Staff to email copying requests to CC/DM wherever possible to minimise movement 	
Music Office	3	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Furniture needs to be moved to allow for 2m social distancing 	

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)
Music Practice Rooms	Rooms 1-4 – 2 Ensemble Room – 3 adults (plus 1 child) Studio – 2 adults (plus 1 child)	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> As these are often used as meeting rooms, person leading the meeting must ensure that chairs are set out appropriately to allow for social distancing between ‘bubbles’ 	
Boardroom	7	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> 	
Site Team Office	4	Door to be kept open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> 	
PE Office	2	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> 	
Main Office	4 Plus 1 SLT standing	At least 1 window to be open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Only SLT to go into admin offices as necessary, communication to be down via phone/email wherever possible 	
SLT Offices	2	At least 1 window to be open if more than 1 staff	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Pupils to sit outside office on chair with door open if necessary 	
Head teacher Office	4	At least 1 window to be open if more than 1 staff	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> 1 pupil max if necessary 	
Library	10 spread out	All windows open at all times	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Social distancing to be adhered to by staff within the room 	
Connexions Library (mezzanine level)	5	N/A	Yes – by furniture layout Masks to be worn	<ul style="list-style-type: none"> Social distancing to be adhered to by staff within the room 	