



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

# COVID-19: Operational risk assessment for school reopening

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## COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	Primary Leadership Teams	Job title:		Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	23.2.21	Review interval:		Date of next review:	30.3.21
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Related documents	
<p><b>Trust/Local Authority documents:</b></p>	<p><b>Government guidance:</b></p> <p><a href="#">Full opening of schools from the start of the autumn term</a></p> <p><a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a></p> <p><a href="#">What parents and carers need to know about early years providers, schools and colleges in the autumn term</a></p> <p><a href="#">latest guidance and video on handwashing</a></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <p><a href="#">Schools coronavirus operational guidance</a></p> <p><a href="#">2020208 actions for early years and childcare providers</a></p>

### Risk matrix

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	Probable	Possible	Remote
<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H

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Likely impact	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied		<ul style="list-style-type: none"> <li>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Capacity for full re opening in March appears manageable</li> <li>Guidance does not require SD but year group bubbles will apply.</li> </ul>	
<b>1.2 Organisation of teaching spaces</b>					
Compliance with guidance		<ul style="list-style-type: none"> <li>Classrooms re-modelled, with chairs and desks in place to allow for forward facing layout.</li> <li>Year groups stay together with their teachers/support staff (where ever possible) and do not mix with other pupils..</li> </ul>	Yes		
<b>1.3 Availability of staff and class sizes</b>					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning		<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place if needed.</li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>At present the numbers shielding are not adversely affecting each school's ability to be "fully staffed". There is capacity to cover for any shielding colleagues.</li> </ul>	
<b>1.4 The school day</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of children on arrival to avoid groups congregating.</li> <li>Floor markings are used (where it is necessary) to manage any queuing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The adherence of parents to the measures in place is the unknown, however, regular comms/reminders to be used.</li> </ul>	
<b>1.5 Planning movement around the school</b>					
<b>Movement around the school risks breaching guidelines</b>		<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Lunches will be eaten in classrooms.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms.</li> <li>Break and lunch are staggered to avoid overcrowding.</li> <li>Pupils are regularly briefed regarding observing guidance measures.</li> <li>Appropriate duty rota and levels of supervision are in place for breaks and lunches.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Timetables are in place to be able to manage movement around school.</li> <li>Change over period at break-time and lunchtime built in.</li> </ul>	
<b>1.6 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>		<ul style="list-style-type: none"> <li>Curriculum delivery revised to allow teaching of previous summer term curriculum during autumn term a.</li> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home work will support and reinforce class teaching.</li> <li>Plans for intervention will be in place for those pupils who have fallen behind in their learning.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Third lockdown has affected children's learning profoundly and this will need to be reassessed when all children return to school.</li> </ul>	
<b>1.7 Staff workspaces</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to maximise social distancing.</li> <li>Staggered break and lunchtimes will be in place.</li> <li>Staff have been briefed on the use of these rooms.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staffroom can only be used to access food/drink. There is to be no communal/recreational use.</li> <li>Face masks to be worn in the staffroom.</li> </ul>	
Office has high volume of "traffic"		<ul style="list-style-type: none"> <li>Staff must go the office window first.</li> <li>Only staff working in the main office area should enter.</li> <li>Photocopier will not be used by teaching staff. Three others are available outside of the office area.</li> <li>If staff have an appointment or agreed meeting/contact then they will enter the office as needed to speak to staff located there</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff advised of protocol</li> </ul>	
<b>1.8 Managing the school lifecycle</b>					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> <li>School calendar for 2020-21 published.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Curriculum and timetable for September agreed across the three primary schools.</li> </ul>	
<b>1.9 Governance and policy</b>					
Trustees are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> <li>Online meetings held with Trustees</li> <li>Trust boards are informed regarding process of key decision and risk assessment on reopening.</li> <li>Trustees are well briefed on government guidance and its implications for Trust schools.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Weekly calls to chair throughout lockdown</li> </ul>	
<b>1.10 Policy review</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of current government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and Trustees have been briefed accordingly.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Where practice needs to change as a consequence of social distancing these matters are discussed and agreed by Trustees</li> <li>Trust Leadership mtg on 15.1.21 reviewed this and adjustment made in this revised RA.</li> </ul>	
<b>1.11 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>Communication has been well managed throughout and parents have been briefed in detail. Communication is on going.</li> </ul>	
<b>1.12 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> <li>Whole staff training on 1<sup>st</sup> and 2<sup>nd</sup> of September prior to all children returning to school and include:                             <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding                                     <ul style="list-style-type: none"> <li>Risk management</li> </ul> </li> </ul> </li> <li>A revised staff handbook is issued to all staff prior to reopening.</li> <li>Induction and CPD programmes are planned for all staff on going as advice changes.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Detailed plans in place</li> <li>Revised/reminder training document to be issued to staff by wb. 1<sup>st</sup> March</li> </ul>	

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>		<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting on 1<sup>st</sup> September.</li> <li>The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All staff appointed.</li> <li>For staff joining in during this current term 2021, induction has been completed.</li> </ul>	
<b>1.13 Risk assessments</b>					
<b>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.</b>		<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:                             <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>Comprehensive plans in place</li> <li>Pupils' mobile phones will not be allowed in school as they need to be collected and stored in class group boxes and the risk of infection is too great.</li> </ul>	
<b>1.14 School transport</b>					
<b>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</b>		<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Thurrock LA have been contacted by all schools re school transport.</li> </ul>	
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					



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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that summer deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> <li>A summer deep-clean has been agreed with cleaners/contracting agencies during July and August 2020.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> <li>Shared toilets cleaned after each break time.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Contract companies advised and in-house teams following a plan</li> </ul>	
<b>2.2 Hygiene and handwashing</b>					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> <li>Additional supplies have been purchased as necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Staff know how to request replenishments.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Orders are placed and suppliers confident of continued delivery.</li> <li>There have been no issues to date.</li> </ul>	
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Primary pupils are instructed to wash hands at agreed times of the day and are monitored.</li> </ul>	
<b>2.3 Clothing/fabric</b>					
Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> <li>Expectations and guidance have been communicated to parents.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Reminders given by teachers</li> </ul>	
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Low number of fabric chairs other than in staffrooms</li> <li>Staffrooms now not in communal use.</li> </ul>	
<b>2.4 Testing and managing symptoms</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Yellow	<ul style="list-style-type: none"> <li>Guidance on how to access tests has been published to both staff and parents.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the school's health provider.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Pupils and staff with symptoms will be sent home and advised to be tested.</li> <li>Test will be given to families/staff who could not otherwise access a test.</li> <li>Staff advised to access weekly community testing (PCR) and to carry out a weekly LFT also.</li> </ul>	Green
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Red	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority – Public Health Thurrock.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Situation monitored daily by school leaders</li> </ul>	Green
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	Yellow	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Regular communication to parents.</li> </ul>	Green
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Yellow	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Advice available on the school websites and sent every two weeks</li> </ul>	Green

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		<ul style="list-style-type: none"> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>			
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> <li>A programme for training additional staff is in scheduled.</li> <li>Staffing levels indicate there is no shortage of first aid trained colleagues.</li> <li>There are three level three CP trained teachers in each of the primary schools. The EHT also works across all three and is level three trained.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>First Aid training completed on the 1<sup>st</sup>/2<sup>nd</sup> of September 2020.</li> </ul>	
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>PPE available in accordance with Government guidelines</li> <li>Available in main office and nursery</li> </ul>	
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the September opening of the school		<ul style="list-style-type: none"> <li>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.</li> <li>All parents have been informed and a detailed briefing document provided.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Information available on the school websites and sent every two weeks</li> </ul>	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a fortnightly basis via email, text and the school's website.</li> </ul>	Yes		
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in		<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Training to all staff has covered the use of PPE.</li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
line with government guidelines		<ul style="list-style-type: none"> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries) 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.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>		<ul style="list-style-type: none"> <li>Office and nursery staff are confident.</li> </ul>	
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
Pupils' behaviour on return to school does not comply with guidance		<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for bubbles 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.</li> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings are avoided.</li> <li>Break times and lunch times are structured to support bubbles distancing and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with bubbles distancing and this has been communicated to staff, pupils and parents.</li> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of behaviour compliance.</li> <li>Arrangements for management of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>These measures are all reflected in schools' planning</li> <li>Appendix reflecting current arrangements for full opening is on website.</li> </ul>	
<b>3.2 Classrooms and teaching spaces</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>		<ul style="list-style-type: none"> <li>• Bubble arrangements in place.</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Schools site has been reconfigured.</li> </ul>	
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>		<ul style="list-style-type: none"> <li>• Pupils will not circulate around school except for:                             <ul style="list-style-type: none"> <li>· Break time</li> <li>· Lunch time</li> <li>· When moving WITHIN their bubble to different groups</li> </ul>                             And will be supervised during these transition times,                         </li> <li>• Circulation plans have been reviewed and amended.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Movement kept to a minimum.</li> </ul>	
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>		<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• Bubbles will not be able to mix because of this.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about bubble distancing as break times begin.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Pupil interactions will be as limited as possible</li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>		<ul style="list-style-type: none"> <li>Lunch is timetabled to ensure that bubbles remain separate.</li> <li>Pupils wash their hands before and after eating.</li> <li>Dining halls are not to be used (except CSM) with one bubble using it only.</li> <li>Arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>Eating areas are cleaned after lunch.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Any persistent infringement of rules will be dealt with firmly. Clearly communicated to parents and pupils alongside revised behaviour policy.</li> </ul>	
<b>3.6 Toilets</b>					
<b>Use of toilets and handwashing risk non-compliance with social distancing measures</b>		<ul style="list-style-type: none"> <li>Toilets are designated to a year group bubble where this is possible.</li> <li>Children will use the toilets at key times under supervision.</li> <li>The toilets are cleaned frequently and after each break time.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staggered break and lunchtime will mitigate risk further</li> </ul>	
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>		<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>PPE available in accordance with Government guidelines in both office and nursery.</li> <li>If a child does appear unwell – temperature, cough, sore throat, stuffy nose, diarrhoea, appears generally unwell, please bring them straight to the office and place them in the small meeting room next to the office kitchen. THEN inform Hannah, Amy, Lauren or</li> </ul>	

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
				Phoebe who will alert JL, FB or JF.. <ul style="list-style-type: none"> <li>This room is not to be used by anyone at all for any other reason.</li> <li>Additional isolation rooms will be (to be used in this order if needed) meeting room adjacent to main reception, CP's office, and BSB.</li> <li>Parents will be asked to collect their child immediately and to self-isolate and seek a COVID test. A member of SLT will attend to the unwell child.</li> </ul>	
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Parents have been asked to call or email and the school gates to remain locked.</li> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Arrangements are in place for segregation of visitors.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Parents must only visit the school by appointment other than for drop-off and pick-up.</li> <li>Exceptions would only be emergencies and in such circumstances parents should ordinarily phone ahead.</li> <li>Parents not allowed into reception initially other than to collect pupil with suspected Covid symptoms</li> <li>Visitors do not have access to the main site.</li> </ul>	
<b>3.9 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>		<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Fortnightly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Reminders also given to older children in primary phase</li> <li>Arrangements clearly outlined in communication with parents</li> </ul>	

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		<ul style="list-style-type: none"> <li>Thermal thermometers available for use if deemed necessary in guidance.</li> </ul>			
<b>3.10 Transport</b>					
The use of public and school transport by pupils poses risks in terms of social distancing		<ul style="list-style-type: none"> <li>Discussions have been held with LA school transport and arrangements confirmed.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Low numbers travel by bus to school</li> </ul>	
<b>3.11 Staff areas</b>					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices where needed and possible to the school opening to allow for social distancing between staff.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staffroom no longer to be used for communal, social purposes.</li> <li>Minimise shared resources, fridges only used for essential storage with those bringing their own food and drinks on site using cool bags and their own water bottles.</li> <li>Microwaves to be used wearing gloves and wiped using wipes provided.</li> </ul>	
<b>4. Continuing enhanced protection for children and staff with underlying health conditions and/or BAME</b>					
<b>4.1 Pupils with underlying health issues and/or BAME</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<p><b>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</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	<p>Yes</p>		<p>M</p>
<p><b>Black, Asian and Minority Ethnic (BAME) pupils at greater risk</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>The school is especially sensitive to the needs and worries of BAME pupils.</li> <li>Risk assessment is shared with parents.</li> <li>Health and well-being support for BAME pupils provided by the school throughout pandemic and beyond.</li> </ul>	<p>Yes</p>		<p>M</p>
<p><b>4.2 Staff with underlying health issues and/or BAME</b></p>					
<p><b>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</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>All members of staff to advise if their medical circumstances change from that disclosed on their Covid-19 employee declaration form</li> </ul>	<p>H</p>

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		<ul style="list-style-type: none"> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. If the guidance changes, the appropriate arrangements will be made.</li> <li>Current government guidance is being applied.</li> </ul>			
<b>Black, Asian and Minority Ethnic (BAME) staff at greater risk</b>		<ul style="list-style-type: none"> <li>The Trust is especially sensitive to the needs and worries of BAME staff.</li> <li>Risk assessment is shared with staff and unions.</li> <li>Health and wellbeing support for BAME staff is available from the Trust's employee assistance programme throughout pandemic and beyond.</li> </ul>	Yes		
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Well-being/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Pastoral newsletter will signpost parents to support.</li> </ul>	
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources including the Trust's employee assistance programme (EAP).</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Line managers to continue to monitor staff wellbeing and remind staff of the EAP where there are any concerns.</li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<b>Working from home can adversely affect mental health</b>		<ul style="list-style-type: none"> <li>Any staff working from home in September onwards due to shielding have regular contact with line managers.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Line managers to maintain control measures and monitor employee wellbeing, reminding staff of the EAP where there are any concerns.</li> </ul>	
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>		<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Access to Education Support Partnership available and LA provision.</li> </ul>	
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>		<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff and students will be briefed on revised fire evacuation procedures and a carefully managed drills will take place in each year group to reduce contact.</li> </ul>	

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<b>Fire evacuation drills - unable to apply social distancing effectively</b>		<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Drills will take place in year groups to reduce contact</li> </ul>	
<b>Fire marshals absent due to shielding or self isolation</b>		<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Yes		
<b>6.2 Managing premises on reopening after lengthy partial closure</b>					
<b>All systems may not be operational</b>		<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Logged and recorded by site team members</li> </ul>	
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Achieved</li> </ul>	
<b>6.3 Contractors working on the school site</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>		<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• 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.</li> <li>• Temperature checks are carried out on arrival and before entering the school building.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• PPE is required to be worn by contractors.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Schools are familiar with working with contractors out of hours and have established procedures in place</li> </ul>	
<p><b>7. Finance</b></p>					
<p><b>7.1 Costs of the school's response to COVID-19</b></p>					
<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b></p>		<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Budgets in line with predicted with minimal savings and additional grant will be accessed</li> </ul>	
<p><b>8. Governance</b></p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	School Specific Comments	Residual risk rating (H/M/L)
<b>8.1 Oversight of the Trust Board</b>					
Lack of Trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<ul style="list-style-type: none"> <li>The Trust Board continues to meet regularly via online platforms.</li> <li>The Trust Board agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Chief Executive Officer's report to Trustees includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Trustees and those governors with designated responsibilities is in place.</li> <li>Minutes of Trust Board meetings are reviewed to ensure that they accurately record Trustees' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Trustees are well informed</li> </ul>	
<b>9. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Induction sessions in nursery and reception require parents to attend		<ul style="list-style-type: none"> <li>Parents are briefed on social distancing, hand washing and other measures in place in the classroom.</li> <li>Parents sign in so that a record is kept.</li> <li>Group size is limited to no more than 10 adults.</li> </ul>	Yes		
MDAs and other staff having contact with multiple bubbles		<ul style="list-style-type: none"> <li>MDA rotas will allocate staff to single bubble wherever possible when inside the building ie wet lunch.</li> <li>Outside supervision will not require direct, close contact with others.</li> <li>MDAs will not provide first aid.</li> <li>Peripatetic music tutors will teach 1-2-1 only, year group bubbles and be socially distanced.</li> </ul>	Yes		
Volunteers and visitors coming in to school and working with pupils to support learning		<ul style="list-style-type: none"> <li>Volunteers and visitors are briefed on social distancing, hand washing and other measures in place in the classroom before entry.</li> <li>Volunteers and visitors are asked whether they have displayed symptoms, been in contact with anyone who has displayed symptoms or had a positive test result for Covid-19 in the last 14 days. If the answer to any of the above questions is 'yes', they will be asked to return home.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All regular visitors or those planned to be working with a child (eg. Eps) will be offered to complete a LFT.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Volunteers and visitors are requested to read the risk assessment before entering the school</li> <li>Volunteers and visitors will work with individual pupils for a maximum of 10 minutes</li> <li>Volunteers and visitors will work with pupils in 1 year group and remain in that part of the building/site</li> </ul>			
Use of BSB		<ul style="list-style-type: none"> <li>Max 3 children in the base at any one time</li> <li>Children socially distanced</li> <li>Clear record kept of any child accessing the base.</li> </ul>		<ul style="list-style-type: none"> <li>Management plans in place for all children with high needs.</li> </ul>	
Staff working with small groups of children outside the main classrooms		<ul style="list-style-type: none"> <li>A record is kept of which children work with each adult</li> <li>The tables are sanitised before and after use in each area</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Small groups are located in year group bubble areas or large spaces only.</li> </ul>	