



**Park High School**  
Raising Aspirations



**Safe Full School Reopening Plan  
Operational Risk Assessment**

## COVID-19: Operational risk assessment for secondary school education

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

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

<b>Assessment conducted by:</b>	Catherine Eulert	<b>Job title:</b>	Headteacher	<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	20 August 2020				<b>Review interval:</b>	1 Month				<b>Date of next review:</b>	Monthly (see below)					
<b>Review dates:</b>	20.09.20	X	20.10.20	X	20.11.20	X	20.12.20	X	20.01.21	X	20.02.21	X	20.03.21	X	20.04.21	X
	20.05.21	X	20.06.21	X	20.07.21	X	20.08.21	X	20.09.21		20.10.21		20.11.21		20.12.21	

Related documents	
<b>Trust/Local Authority documents:</b>	<p><b>Government guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a></p> <p><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p>

**Risk matrix**

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence			
		Probable	Possible	Remote	
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H	
	Severe: Causes physical injury or illness requiring first aid.	H	M	L	
	Minor: Causes physical or emotional discomfort.	M	L	L	
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process for full opening in secondary schools</b>					
<b>1.1 Organisation of 'bubbles' in full year groups</b>					
Unintended mixing between year groups will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> <li>It is no longer recommended that it is necessary to keep children in consistent groups (bubbles)</li> <li>There is full compliance with the 4 control measures set out in the latest government guidance.</li> <li>Contingency plans / Outbreak Management plans cover the possibility of the reintroduction of bubbles</li> </ul>	Y		L
			Y		
			Y		
<b>1.2 Organisation of teaching spaces</b>					
Teaching pupils in full classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> <li>There is full compliance with the 4 control measures set out in the latest government guidance.</li> <li>Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach.</li> <li>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place.</li> <li>Windows and doors will be open where appropriate to provide adequate ventilation.</li> <li>The school will identify any poorly ventilated areas and take steps to improve air flow.</li> <li>Increased cleaning capacity secured</li> </ul>	Y		L
			Y		
			Y		
			Y		
			Y		
			Y		
The use of shared spaces and specialist classrooms increases the risk of infection between year groups		<ul style="list-style-type: none"> <li>It is no longer recommended that it is necessary to keep children in consistent groups (bubbles)</li> </ul>	Y		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)
<b>1.3 Staffing</b>					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	H	<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>The updated guidance states that individuals are not required to self isolate if they are close contact if any of the following apply: they are fully vaccinated; they are below the age of 18 and 6 months; they are part of a covid trial; they cannot be vaccinated for medical reasons.</li> <li>Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19).</li> <li>Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work.</li> <li>Individual Risk Assessments carried out and revisited</li> </ul>	Y Y Y Y Y		M
<b>1.4 The school day</b>					
The start and end of the school day create risks of contact between separate year groups	H	<ul style="list-style-type: none"> <li>It is no longer recommended that it is necessary to keep children in consistent groups (bubbles)</li> </ul>	Y		L
<b>1.5 Planning movement around the school</b>					
Movement around the school risks contact between separate year groups	H	<ul style="list-style-type: none"> <li>It is no longer recommended that it is necessary to keep children in consistent groups (bubbles)</li> </ul>	Y		L
<b>1.6 Curriculum organisation</b>					

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)
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	H	<ul style="list-style-type: none"> <li>Schemes of Work have been revised</li> <li>Extra capacity in English and Math</li> <li>NTP</li> <li>RISE time</li> <li>Microsoft Teams</li> <li>Catch up subject plans</li> <li>Summer school programme</li> <li>Intervention Programmes</li> <li>Extra capacity in attendance</li> <li>Extra mental health practitioner</li> </ul>	Y Y Y Y Y Y Y Y		M
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	H	<ul style="list-style-type: none"> <li>The restrictions around these activities have now been eased</li> <li>Department Risk assessments undertaken and revised accordingly</li> </ul>	Y Y		L
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> <li>All school visits are considered on a case by case basis.</li> <li>A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit.</li> </ul>	Y Y		L
<b>1.7 Staff workspaces</b>					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> <li>In line with Step 4 social distancing is no longer required</li> </ul>	Y		L
<b>1.8 Managing the school lifecycle</b>					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> <li>School calendar for 2021-22 finalised within the context of the latest guidance.</li> <li>Senior Leadership Team (SLT) and staff workplans informed by latest guidance.</li> <li>Staff recruitment for September 2021 completed.</li> <li>Calendar finalised</li> </ul>	Y Y Y Y		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"> <li>Parents evening remote package bought, trialled and embedded</li> <li>Contingency plans include alternative activities for calendared events if required.</li> </ul>	Y Y		
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b>	H	<ul style="list-style-type: none"> <li>A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>Virtual tours of the school are available for parents and pupils.</li> <li>Online induction days for pupils and parents have taken place.</li> <li>Support measures offered and in place</li> <li>Transition courses offered by the college</li> </ul>	Y Y Y Y Y Y		L
<b>1.9 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions about reopening</b>	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed.</li> <li>Online governors meetings have been held throughout the lockdown period</li> <li>P@P bulletin sent to governors weekly</li> </ul>	Y Y Y Y Y		L
<b>1.10 Policy review</b>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	H	<ul style="list-style-type: none"> <li>Amendments made in response to changing government advice</li> </ul>	Y		L
<b>1.11 Communication strategy</b>					

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)
<b>Key stakeholders are not fully informed about the plans for opening and their implications</b>	H	<ul style="list-style-type: none"> <li>• Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Governors/Trustees</li> <li>• Local authority</li> <li>• Regional Schools Commissioner</li> <li>• Professional associations</li> <li>• Other partners</li> </ul> </li> </ul> <p>Communication through a range of channels continues as further guidance is released</p>	Y		L
<b>An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements</b>	H	<ul style="list-style-type: none"> <li>• Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding.</li> <li>• A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period.</li> <li>• Contact records for pupils, parents and staff are kept up to date.</li> <li>• All data sheets updated</li> <li>• Microsoft Teams</li> </ul>	Y Y Y Y		L
<b>1.12 Pupil attendance</b>					
<b>Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection</b>	H	<ul style="list-style-type: none"> <li>• Communications with parents reassure them about the safety of full opening under the latest government guidance.</li> <li>• Dialogue is held with parents who have concerns.</li> <li>• Additional staffing in this area to reduce PA figure</li> </ul>	Y Y Y		M
<b>1.13 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>	H	<ul style="list-style-type: none"> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>• The 4 control measures set out in the latest government guidance</li> <li>• Updates to current guidance</li> </ul> </li> </ul>	Y Y Y		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)
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	H	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff</li> <li>• The revised staff planner/handbook is issued to all new staff prior to them starting.</li> <li>• Additional separate induction day and training schedule throughout the first term</li> <li>• Training for changing circumstances eg involvement in lateral flow testing</li> <li>• Risk Assessments and Guides published to staff before opening</li> </ul>	Y Y Y Y		L
<b>1.14 Free school meals</b>					
<b>Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period</b>	L	<ul style="list-style-type: none"> <li>• A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school.</li> </ul>	Y		L
<b>1.15 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>	M	<ul style="list-style-type: none"> <li>• Risk assessments are regularly updated mitigation strategies are put in place and communicated</li> </ul>	Y		L
<b>1.16 School transport</b>					
<b>Conditions and arrangements on dedicated school transport pose risks to infection control</b>	H	<p>Schools agree with the operators of dedicated school transport the following measures where possible:</p> <ul style="list-style-type: none"> <li>• organised queuing and boarding where possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> <li>• Registers taken daily for school transport travellers</li> </ul>	Y Y Y		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)
Changes to public bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with start and departure times	M	<ul style="list-style-type: none"> <li>Effective liaison with bus companies is used as a basis for planning start and departure times.</li> </ul>	Y		L
<b>1.17 Responding to cases of COVID-19 and local lockdowns</b>					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> <li>There is full compliance with the 4 control measures set out in the latest government guidance.</li> <li>The DfE's Helpline/local health protection team is contacted for advice where necessary..</li> <li>Appropriate action is taken as per the guidance or once advised by the DfE Coronavirus Helpline/local health protection team</li> <li>Arrangements are in place for home and remote learning for pupils who are required to self-isolate.</li> <li>Staff are identified as 'designated experts' in keeping up to date on current guidance</li> <li>Contingency plans / Outbreak management plans in place</li> </ul>	Y Y Y Y Y		L
The school is unprepared for a local lockdown should the rate of infection rise in the area	H	<ul style="list-style-type: none"> <li>There is full compliance with the 4 control measures set out in the latest government guidance.</li> <li>A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents.</li> <li>There is regular communication through the educational settings status form to monitor rates</li> </ul>	Y Y Y		L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Public Health England system control measures</b>					

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)
	H	<ul style="list-style-type: none"> <li>• Current government guidance is being applied, and specifically the 4 control measures set out in the latest government guidance are in place as follows:</li> <li>• <b>ENSURE GOOD HYGIENE FOR EVERYONE</b></li> <li>• <b>Clean hands thoroughly more often than usual</b></li> <li>• Handwashing / sanitising is scheduled into the school day. It takes place <b>as a minimum</b>: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</li> <li>• Handwashing routines are re-taught to pupils and clear signposting in place</li> <li>• Checks are scheduled and recorded during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</li> <li>• <b>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></li> <li>• Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points.</li> <li>• The location of bins around the school is checked on, and more are ordered if necessary.</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>• Pupils using public transport are reminded of the need to wear face coverings/masks.</li> <li>• A stock of masks is maintained and made available for staff who they are required to provide first aid / intimate care to pupils with COVID-19 symptoms and for pupils who do not have a mask for use on public transport.</li> <li>• <b>MAINTAIN APPROPRIATE CLEANING REGIMES USING STANDARD PRODUCTS SUCH AS DETERGENTS</b></li> <li>• <b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></li> <li>• The school’s business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		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"> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.</li> <li>• Stock checks and stock control are maintained.</li> <li>• Staff provided with envelopes to collect confiscated items. Reception organise collection from home base</li> <li>• Fogging machine in DT</li>   <li>• <b>Where necessary, wear appropriate personal protective equipment (PPE)</b></li> <li>• The school continues to maintain and monitor stocks of PPE and has access to supplier lists.</li> <li>• Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 and for the provision of routine intimate care to pupils that involves the use of PPE.</li> <li>• Gloves and aprons are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.</li> <li>• Stocks of PPE are regularly monitored and replenished</li> <li>• When involved in LFT PPE is required as per the guidance in the risk assessment and guidance posters in the test centre</li>   <li>• <b>Engage with the NHS Test and Trace process</b></li> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members.</li> <li>• Staff induction for return to school includes information about the NHS Test and Trace process.</li> <li>• Track and trace sign-in for visitors at reception</li> <li>• Staff training on NHS track and trace app</li> <li>• Registration of LFT and self test kits</li>   <li>• <b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></li> <li>• Contact details for local Public Health England team and local authority health and safety team are readily to hand.</li> </ul>	<p style="text-align: center; padding-top: 50px;">Y</p> <p style="text-align: center; padding-top: 100px;">Y</p> <p style="text-align: center; padding-top: 100px;">Y</p>		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• A clear process is in place for notifying the local health protection team and the local authority</li> <li>• A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> <li>• Leaders are clear of the thresholds for extra action as detailed in Contingency framework; education and childcare settings.</li> <li>• <b>Contain any outbreak by following local health protection team advice</b></li> <li>• Advice provided by the local health protection team is acted on immediately.</li> <li>• Contingency plans / Outbreak management plans in place.</li> <li>• Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</li> </ul>	Y		
<b>2.2 Cleaning</b>					

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)
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	M	<ul style="list-style-type: none"> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> <li>Cleaners brought in-house and increased cleaning hours</li> <li>Monitoring sheets</li> </ul>	Y Y Y Y		L
<b>2.3 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	M	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Sanitising stations in each classroom</li> <li>Monitoring sheets</li> </ul>	Y Y Y Y		L
<b>Pupils forget to wash their hands regularly and frequently</b>	M	<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> <li>Posters and communication reinforce effective hygiene measures</li> </ul>	Y Y Y Y		L
<b>2.4 Clothing/fabric</b>					
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Fabric chairs are taken out of use where possible.</li> <li>Where that is not possible, chairs are limited to single person use.</li> <li>Staff room chairs and LMR chairs have been recovered</li> </ul>	Y Y Y		L
<b>2.5 Testing and managing symptoms</b>					
<b>NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction.</li> <li>Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms.</li> <li>Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test</li> </ul>	Y Y Y		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)
		positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. <ul style="list-style-type: none"> <li>• Communication to parents</li> <li>• Training</li> </ul>	Y Y		
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance</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 most recent government guidance.</li> <li>• Parent communication</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> <li>• LFT to identify asymptomatic cases</li> </ul>	Y Y Y Y Y		
<b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b>	H	<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> <li>• . Parents@Park weekly communication</li> <li>• Assemblies</li> </ul>	Y Y Y Y		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)
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y Y Y		L
<b>2.6 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>Clear signposting of first aiders in each area</li> <li>Clear identification of SG lead and deputies</li> </ul>	Y Y Y Y Y		L
<b>2.7 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> <li>Social distancing provisions remain 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> <li>Additional room for symptomatic individuals in addition to designated washroom and cleaning regime</li> </ul>	Y Y Y Y		M
<b>2.8 Communication with parents</b>					
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"> <li>As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> </ul>	Y		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"> <li>A COVID-19 section on the school website is created and updated.</li> <li>Communication strategy</li> </ul>	Y Y		
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> <li>Communication strategy</li> </ul>	Y Y		L
<b>2.9 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y Y Y		L
<b>3. Adopting the new organisational model of separate year group 'bubbles'</b>					
<ul style="list-style-type: none"> <li>It is no longer recommended that it is necessary to keep children in consistent groups (bubbles)</li> </ul>					
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					



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)
<b>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so</b>	M	<ul style="list-style-type: none"> <li>Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school.</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 in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</li> <li>The register of pupils with underlying health conditions is regularly updated.</li> <li>Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments.</li> <li>Vulnerable list identified and monitored</li> </ul>	Y Y Y Y Y		L
<b>4.2 Staff with underlying health issues</b>					
<b>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</b>	M	<ul style="list-style-type: none"> <li>Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work.</li> <li>All members of staff with underlying health issues, those within vulnerable groups or who are classed as shielders 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>Leaders are aware of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments.</li> <li>Current government guidance is being applied.</li> <li>Individual Risk Assessments completed and revisited</li> </ul>	Y Y Y Y Y		L
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					

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)
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings.</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> <li>• Additional Mental Health Support from BFC Link alongside existing wellbeing team</li> <li>• Mental Health First Aid Training and part of CPD programme</li> </ul>	Y Y Y Y Y		M
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff have been signposted to useful websites and resources.</li> <li>• Staff counsellor TFI</li> <li>• Referral to OH and external counselling where needed</li> </ul>	Y Y Y Y Y		M
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> <li>• Rainbows facilitators</li> </ul>	Y Y Y		M
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<ul style="list-style-type: none"> <li>• Fire procedures have reverted to original procedures and arrangements.</li> <li>• Staff and pupils have been briefed on original procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y Y Y		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)
<b>6.2 Managing premises during COVID</b>					
All systems may not be operational	M	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> <li>All compliancy checks up to date</li> </ul>	Y Y Y		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<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> <li>All compliancy checks up to date</li> </ul>	Y Y Y		L
<b>6.3 Contractors working on the school site</b>					
Contractors on-site whilst school is in operation may pose a risk to infection control	H	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</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>	Y Y Y		L
<b>7. Finance</b>					
<b>7.1 Costs of the school's response to COVID-19</b>					

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)
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	H	<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>Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with governors and LA or trust.</li> <li>Support from charities for electronic equipment for children</li> </ul>	Y Y Y Y Y Y		M
<b>8. Governance</b>					
<b>8.1 Oversight of the governing body</b>					
<b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>	M	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteachers report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> <li>Remote governor meeting with full updates have continued through lockdown and will continue into the new academic year</li> <li>P@P forwarded weekly to Governors</li> </ul>	Y Y Y Y Y Y		L
<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>					
Delta variant is more transmissible and may spread quicker	H	<ul style="list-style-type: none"> <li>Communication of strict adherence to all measures in the above risk mitigation categories</li> </ul>	Y		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Lack of preparation to quickly react to the need to step up control measures	H	<ul style="list-style-type: none"> <li>• Contingency plans / Outbreak management plans in place</li> <li>• Leaders have undertaken training on the content of Contingency Framework: education and childcare settings</li> </ul>	Y Y		L
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		•		•	