



## COVID-19: Operational risk assessment for school reopening in Autumn 2021

<b>Assessment conducted by:</b>	Cheryl Campbell	<b>Job title:</b>	Business Director	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	3 September 2021	<b>Review interval:</b>	Half termly	<b>Date of next review:</b>	October 2021
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Related documents	
<b>Local Authority documents:</b>	<p><b>Government guidance:</b></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>

### Risk matrix

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

<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process for full re-opening</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	L	<ul style="list-style-type: none"> <li>Social distancing is no longer recommended as a control measure</li> </ul>	Y	<ul style="list-style-type: none"> <li>In the case of an outbreak the school may reintroduce distancing as necessary in line with Public Health advice</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	L	<ul style="list-style-type: none"> <li>Social distancing is no longer recommended as a control measure</li> </ul>	Y		L
<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	H	<ul style="list-style-type: none"> <li>All staff offered the opportunity to be vaccinated therefore fewer will need to isolate due to being a contact of a positive case</li> <li>CEV staff are attending work as per govt guidance</li> <li>Staff will be provided with testing kits to allow them to carry a test twice a week at home, until the end of September</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staffing has been reviewed and is adequate to provide in school support safely</li> </ul>	L
<b>1.4 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)
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	H	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Y		M
<b>1.5 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	L	<ul style="list-style-type: none"> <li>Social distancing is no longer recommended as a control measure</li> <li>Staff can wear face coverings at their own discretion</li> </ul>	Y		L
<b>1.6 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	H	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Face to face meetings are possible, if needed</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.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Governors have a virtual meeting policy and use Teams for virtual meetings if physical meetings are not possible</li> </ul>	L
<b>1.7 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>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors will be briefed accordingly.</li> <li>Behaviour planning clearly to reinforce lost routine and impose high expectations are under consideration</li> </ul>	Y	<ul style="list-style-type: none"> <li>Policies have been seen by governors and circulated to staff</li> </ul>	L
<b>1.8 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)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	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</li> <li>Local authority</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Regular communication via website, social media, letters and emails</li> </ul>	L
<b>1.9 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>Detailed system of controls in place outlining hygiene and ventilation measures</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, 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</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff are updated regularly throughout the planning process</li> </ul>	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<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.</li> <li>H&amp;S induction is now centralised instead of carried out in departments</li> </ul>	Y	<ul style="list-style-type: none"> <li>Induction processes have continued</li> </ul>	L
<b>1.10 Risk assessments</b>					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of hygiene guidance.	H	<ul style="list-style-type: none"> <li>Risk assessments are updated and mitigation strategies are put in place and communicated to staff covering:</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	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>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Hygiene and handwashing</b>					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> <li>Adequate handwashing facilities and sanitiser dispensers are in place</li> <li>Monitoring arrangements are in place to ensure that supplies of soap and sanitiser are maintained throughout the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>External site team (G4S) are responsible for this</li> <li>Dedicated sanitising stations at six locations throughout the site</li> <li>Dispensing bottles around the site and in all classrooms</li> </ul>	L
Pupils forget to wash their hands regularly and frequently	H	<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 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>	Y	<ul style="list-style-type: none"> <li>Pupils will also sanitise when entering and leaving each lesson</li> </ul>	L
<b>2.2 Clothing/fabric</b>					
Staff and pupils are confused about the need for PPE		<ul style="list-style-type: none"> <li>Teachers may wear face coverings/visors so long as this does not prevent effective teaching</li> <li>Gloves are an infection risk and may not be worn in school</li> <li>Handwashing and sanitising will mitigate the risk of infection</li> <li>PPE is issued to staff dealing with <b>First Aid</b> or interventions with students showing CV19 symptoms.</li> </ul>		<ul style="list-style-type: none"> <li>Face coverings are no longer recommended by the DfE for pupils however in the context of our school they are still encouraged for those in years 12 and 13</li> </ul>	
<b>2.3 Testing and managing symptoms</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	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 <b>new school year</b> process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Returning pupils have a briefing session on first attendance back in school</li> </ul>	L

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		<ul style="list-style-type: none"> <li>Website has detailed information on reporting absence, testing and isolation.</li> </ul>			
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<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	<ul style="list-style-type: none"> <li>Reiteration of the importance of engaging with Test and Trace service to reduce chances of transmission</li> </ul>	L
<b>2.4 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>Reception manned daily with a First Aider</li> <li>A DSL is always on site or contactable by phone</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>2.5 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	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> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text, newsletter and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Attendance expectations clearly communicated</li> </ul>	L
<b>3. Continuing enhanced protection for children and staff with underlying health conditions</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>3.1 Pupils with underlying health issues</b>					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> <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> <li>CEV pupils are back onsite and learning with their peers</li> </ul>	Y	<ul style="list-style-type: none"> <li>School maintains awareness of CEV pupils</li> </ul>	L
<b>3.2 Staff with underlying health issues</b>					
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups 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> <li>All staff have returned to work in line with current government guidance</li> <li>All concerned staff are offered a personal risk discussion with HR</li> <li>BAME staff are invited to a personal risk discussion with HR</li> <li>Pregnant staff are individually risk assessed and supported</li> </ul>	Y	<ul style="list-style-type: none"> <li>Ongoing review process</li> </ul>	L
<b>4. Enhancing mental health support for pupils and staff</b>					
<b>4.1 Mental health concerns – pupils</b>					
Pupils' mental health has been adversely affected	M	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	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)
by the COVID-19 crisis in general		<ul style="list-style-type: none"> <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 (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>			
<b>4.2 Mental health concerns – staff</b>					
The mental health of staff has been adversely affected by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> <li>Staff are encouraged to consider 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 briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Staff have access to a trained mental health first aider</li> <li>BAME staff are invited to personal discussions with HR</li> </ul>	Y	•	L
<b>4.3 Bereavement support</b>					
Pupils and staff are grieving because of loss of friends or family	M	<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>Bereavement and Loss Policy sets out expectations and procedures.</li> </ul>	Y	•	L
<b>5. Operational issues</b>					
<b>5.1 Managing premises on reopening after lengthy closure</b>					
All systems may not be operational	H	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	• Building remained open continuously	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>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	H	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Water systems have been maintained throughout lockdown.</li> <li>PE changing rooms remain closed. Water systems in those areas to be fully flushed before being put back in use.</li> </ul>	Y	•	L
<b>5.2 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to infection control</b>	H	<ul style="list-style-type: none"> <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 distancing is maintained at all times.</li> </ul>	Y		M
<b>6. Finance</b>					
<b>6.1 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 places the school in financial difficulties</b>	H	<ul style="list-style-type: none"> <li>Budget holders directed to include any CV-19 measures within their budget bid therefore</li> <li>Additional cost pressures due to CV-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with governors and LA</li> </ul>	Y	<ul style="list-style-type: none"> <li>Ongoing process</li> </ul>	L
<b>7. Governance</b>					
<b>7.1 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>	H	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms if it is not possible to meet physically</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 Head Teacher'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.</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> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>8. Additional site-specific issues and risks</b>					
<b>8.1 Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Lack of communication with external site team (G4S)	H	<ul style="list-style-type: none"> <li>Regular premises meetings in place to ensure site team are aware of requirements to support the school in meeting requirements.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L