COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Assessment conducted by:	Cheryl Campbell	Job title:	Business Director	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	8 September 2020	Review interval:	Half termly	Date of next review:	16 October 2020

Related documents	
Local Authority documents:	**Government guidance:**
	Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
	Coronavirus (COVID-19) Collection: guidance for schools and other educational settings
	Actions for schools during the coronavirus outbreak
	Coronavirus (COVID-19): implementing social distancing in education and childcare settings
	Coronavirus (COVID-19): guidance for educational settings
	COVID-19: cleaning in non-healthcare settings

Risk matrix

Risk rating		Likelihood of occurrence		
High (H), Medium (M), Low (L)		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)
1. Establishing a systematic process for full re-opening					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	• Social distancing cannot be applied when school is at full capacity, this is in line with government guidance	Y	• The full school will be in use from the Autumn term 2020	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	• Social distancing cannot be applied when school is at full capacity, this is in line with government guidance	Y	• Desks and furniture will be arranged to face in one direction where possible • Teacher desks placed minimum of 1m from student desks. Where not possible staff are provided with a visor	L
Large spaces need to be used as classrooms	M	• Use of larger spaces will be for year gatherings only • Whole school gatherings prohibited	Y	• No current plans for need to use large spaces	L
1.3 Availability of staff and class sizes					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	• The health status and availability of every member of staff is audited and regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Staff are given guidance and advice by HR on procedures to access Covid-19 testing • A blended model of home learning and attendance at school is utilised until staffing levels improve. • In line with govt guidance, supply staff can be used	Y	• Staffing has been reviewed and is adequate to provide in school support safely • Shielding staff will be clear to return to school in the Autumn term 2020	L
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	• This is only a consideration during lockdown periods. • All pupils will be taught within their year groups only • Where intensive interventions and additional support are required to keep particular children safe, accommodation and provision will be adjusted. LSU will be zoned to accommodate delivery and cross year psychodynamic counselling postponed	Y		L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	• Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Staff and pupils are briefed to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety.	Y	• Year groups have assigned gates to minimise crossover • Arrival and departure times have been staggered to avoid crossover	L
1.6 Planning movement around the school					

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)
Movement around the school risks breaching social distancing guidelines		• Circulation plans have been reviewed and revised. • One-way systems on stairwells are in place where possible • Pinch points and bottle necks are identified and managed accordingly. • Classes are guided by class teacher between lessons • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Appropriate duty rota and levels of supervision are in place.	Y	Each class is led out to their muster point between lessons. Class teacher makes a judgement about when to lead the class in for the next lesson, taking traffic into account	L
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		• Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is ready to be implemented if a further lockdown is necessary • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Subjects requiring shared equipment have plans in place from CLs to mitigate risk, PPE equipment provided where appropriate and safe.		• We expect national guidance on this regarding qualifications. there will need to be a 'Covid Cohort' group of students who did not engage at all, whom we track.	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for appropriate distancing. • Staff will be briefed on the use of these rooms. • Staff will need to eat in classrooms, with restrictions on nuts and other allergenics.		• Staff room furniture will be rearranged to allow appropriate distancing in communal areas	L
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions		• Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school.		• Governors have a virtual meeting policy and use Teams for virtual meetings if physical meetings are not possible	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors will be briefed accordingly. • Behaviour planning clearly to reinforce lost routine and impose high expectations are under consideration		• Policies have been seen by governors and circulated to staff	L
1.11 Communication strategy					

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors
		  • Local authority
		  • Professional associations
		  • Other partners
			Y	• Regular communication via website, letters and emails	L

1.12 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health	H	• Induction and CPD programmes are in operation for all staff prior to reopening, and include:
		  • Infection control
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
			Y	• Staff are updated regularly throughout the planning process
				• Fire drill practice in first week of term
					L

New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	Y	• Induction processes have continued seamlessly	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.13 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used	Y	•	L
1.14 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	H	• We do not have our own buses • SEND transport is being adjusted • The details of how pupils will travel to and from school are known prior to opening. • Pupils are reminded about the need for social distancing on the journey to and from school	Y	• Attendance has been 90% so far. Bus travel has had no negative effect • This will be monitored when school re-opens fully.	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. • Sanitising spray available in classrooms for use by staff as required during the day	Y	• Ongoing dialogue with G4S, who are under improved leadership • G4S have increased their staffing compliment and have an improved regime in place	L
2.2 Hygiene and handwashing					

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)
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap and sanitiser are maintained throughout the day.	Y	• External site team (G4S) are responsible for this • Dedicated sanitising stations at six locations throughout the site • Dispensing bottles around the site and in all classrooms	M
Pupils forget to wash their hands regularly and frequently	H	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Y	• Pupils will also sanitise when entering and leaving each lesson	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents.	Y	•	M
The use of fabric chairs may increase the risk of the virus spreading	M	• Take fabric chairs out of use where possible.	Y		L
Staff and pupils are confused about the need for PPE		▪ Facemasks recommended for pupils and all staff in communal areas and corridors ▪ Teachers may wear facemasks/visors so long as this does not prevent effective teaching ▪ Gloves are an infection risk and may not be worn in school ▪ Frequent handwashing, sanitising and appropriate distancing will mitigate the risk of infection • PPE is issued to staff dealing with cleaning or interventions with students showing CV19 symptoms.		• To be reviewed in line with DfE advice	
2.4 Testing and managing symptoms					

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)
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	• Guidance on getting tested has been published. • The guidance will be explained to staff as part of the induction process. • Post-testing support is available for staff through the school's EAP	Y	• We will follow current guidance and adapt as necessary if it changes	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	• Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.** • A record of any COVID-19 cases in staff or pupils is reported to the local authority.	Y	•	L
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	• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	• Returning pupils have a briefing session on first attendance back in school	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	•	L
2.5 First Aid/Designated Safeguarding Leads					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	• Reception manned daily with a First Aider • A DSL is always on site or contactable by phone	Y	•	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	• Social distancing provisions are in place for medical rooms. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Y	• Suspected cases will be kept in isolation in the nurse's offfice. Both the office and the medical room will be deep cleaned after a suspected case	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	• 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. • A COVID-19 section on the school website is created and updated.	Y	•	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	• Key messages in line with government guidance are reinforced on a weekly basis via email, text, newsletter and the school's website.	Y	•	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; 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. • Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Y	• PPE available for first aiders to use where contact is unavoidable	L
3. Maximising social distancing measures					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model appropriate distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of school children have been agreed and staff are clear on expectations.		• Tallis-designed signage ordered to reinforce the message in a recognisable style	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	• Social distancing cannot be applied when school is at full capacity, this is in line with government guidance • Desks configured to minimise transmission risks	Y	•	L
3.3 Movement in corridors					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Social distancing guidance is breached when pupils circulate in corridors	H	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place.	Y	▪ Tallis-designed signage in place to reinforce the message in a recognisable style	L
3.4 Break times					
Pupils may not observe social distancing at break times	H	• External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	Y		L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	• Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times and designated year group entrances to the canteen • Eating areas are cleaned after lunch.	Y		L
3.6 Toilets					

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)
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	• Toilets zoned by year groups • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	Y		L
Students need to visit the toilets during lesson time, congregating and risking cross-infection	M	Students use toilets before and after lessons, not during Students needing toilets during lessons in the judgement of the teacher, will be escorted by other colleagues	Y	•	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	• Social distancing provisions are in place for medical rooms. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Y	•	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	• Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors.	In progress	•	L
3.9 Arrival and departure from school					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	• Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for appropriate distancing at arrival and departure times.	Y	•	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	M	• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings on all forms of public transport • Pupils advised to walk to school where possible	Y	•	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	• Reconfiguration of staff rooms and offices to be undertaken prior to the school fully opening to allow for social distancing between staff where possible.	Y	• Staff will initially use the main canteen for breaks where distancing is more easily achieved. • Staff to use empty classrooms for work in NCT where possible	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • Schools have a regularly updated register of pupils with underlying health conditions.	Y	•	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	• 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. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • All staff will return to work, where possible, in line with current government guidance • All concerned staff are offered a personal risk discussion with HR • BAME staff are invited to a personal risk discussion with HR	Y	• Ongoing review process	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed	M	• There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	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)
and by the COVID-19 crisis in general		• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided.			
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	• Staff are encouraged to consider their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • HR support is available and used. • Staff have access to a trained mental health first aider • BAME staff are invited to personal discussions with HR	Y	•	L
Working from home can adversely affect mental health	M	• Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home.	Y	•	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Bereavement and Loss Policy sets out expectations and procedures.	Y	•	L
6. Operational issues					

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)
6.1 Review of fire procedures					

Fire procedures are not appropriate to cover new arrangements	H	• Fire procedures have been reviewed and revised where required, due to:
		  • Possible absence of fire marshals
		  • Social distancing rules during evacuation and at muster points
		  • Possible need for additional muster point(s) to enable social distancing where possible
		• Staff and pupils have been briefed on any new evacuation procedures.
		• Incident controller and fire marshals have been trained and briefed appropriately.
			Y	•	L

Fire evacuation drills - unable to apply social distancing effectively	H	• Plans for fire evacuation drills are in place which are in line with social distancing measures.	Y	• Fire safety takes precedence over distancing however procedures are under review	L
Fire marshals absent due to self-isolation	M	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	• G4S to under marshal duties	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	Y	• Building remained open continuously	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	• All statutory compliance is up to date. • Water systems have been maintained throughout lockdown.	Y	•	L
6.3 Contractors working on the school site					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective distancing is maintained at all times. • A different entrance will be used for contractors and so that contractors and staff/pupils are kept apart. • Appropriate distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	Y	• Scheduled works have been brought forward to be completed during partial opening and summer holiday periods.	M

7. Finance

7.1 Costs of the school's response to COVID-19

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA and school finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA	Y	• Ongoing process	M

8. Governance

8.1 Oversight of the governing body

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 governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	• The governing body continues to meet regularly via online platforms if it is not possible to meet physically • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • 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. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Y	•	L
9. Additional site-specific issues and risks					
9.1 Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Lack of communication with external site team (G4S)	H	• Regular premises meetings reinstated to ensure site team are aware of requirements to support the school in meeting requirements.	Y	•	L

CR/CC 14.09.20