Covid 19 operational risk assessment for school reopening.

September 2021

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 in August 2021 as follows:

Assessment conducted by:	BHFCAT HT's Deirdre Monaghan	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	1st September 2021	Review interval:	31st October 2021	Date of next review:	

Related documents

Trust documents:	Government guidance: DFE/ GOV.UK
Guidance on estates and facilities management Checks and balances: responding to COVID-19 Guidance on supporting children in EYFS Checks and balances: respond to COVID - 19	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 Gov.UK Planning guide for primary schools Harrow Council – EYFS update

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)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	• Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home.	√ √ √		M
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	• Classroom size and numbers reviewed. • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) • Classrooms re-modelled, to teachers' preference • Spare chairs removed from desks so they cannot be used.	√ √ √ √ √ √ √		M
Use of Large spaces	H	• Limits set for large spaces (e.g. hall, sports hall, dining hall) for eating, exercise. • Design layout and arrangements in place to enable social distancing.	√ √ √	•	M
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	• The health status and availability of every member of staff is known and is 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 plan and provide HL . • Flexible and responsive use of teaching assistants to supervise classes is in place if required. • Cleaning agency on standby if needed. • Liaise with Chair of Governors re-closing classes if school does not have staff capacity	√ √ √ √ √	• Staff advised re-Gov Testing for key workers & vaccination programme	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)
		• Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised until staffing levels improve.	√ √		
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	H	• Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.	√ √ √ √	• HL Packs • Check no of EHCP Pupils and 1-1 support needed	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	• Home times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided 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. • Attendance patterns have been optimised to ensure maximum safety.	√ √ √ √ √ √ √ √		M
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	H	• Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place.	√ √ √ √ √ √ √ √	Circulation plan. entrances/exits doors to playgrounds	M
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	• Gaps in learning are and addressed in teacher's planning through the teaching of key skills. • Home and remote learning is continuing and is calibrated to complement in-school learning • Plans for intervention are in place for those pupils who have fallen behind in their learning.	√ √ √	Key skills in Lit + Maths - overlearning	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms.	√ √	Office Rota Staff Room procedures/ floor markings	M
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	H	• Curriculum and timetable for September 2021 planned.	√ √ √ √ √	Senior Leadership Team (SLT)	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	• A plan is in place for key staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the High Schools to assist with pupils' transition. • Communications with the parents of incoming pupils are in place, including letters, newsletters. • Video tours of the school are available for parents and pupils.	√ √ √ √	Arrangements for parent meetings	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	H	• 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.	√ √ √	• Plan for Governors to be in school this academic year	L
1.11 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	H	• 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 have been briefed accordingly.	√ √	•	L
1.12 Communication strategy					

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	• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors/Trust Board
		  • Local authority
			√
			√
			√
			√
			√
			√
				•	L

1.13 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health	H	• staff handbook is issued to all staff prior to reopening.
		• Induction and CPD are in operation for all staff prior to reopening, and include:
		  • Infection control
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
		  • Risk assessment distributed to staff.
			√
			
			√
			√
			√
			√
			√
			√
				• Infection control
				• Fire safety and evacuation procedures
				• Constructive behaviour management – Review Policy
				• Safeguarding
				• Risk management
				• Staff meeting
					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 • The staff handbook is issued to all new staff prior to them starting.	√ √	• HA	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	• A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.	√	• MP	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)
1.15 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	√ √ √ √ √ √	•	L
1.16 School transport + Travel to and from school					
Risks associated with public transport are not comprehensively assessed.	H	• Communication with parents regarding travel – Gov guidance travel to and from school. Encourage more walking / cycling • Staff and students to travel on foot, bicycle, motorcycle or own car as far as possible. • Social distancing rules to be followed by staff who use public transport.	√ √ √ √ √	• Speak to staff who use public transport about their safety	M
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 prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.	√ √ √	• Consider agency cleaners should staff become ill.	M
2.2 Hygiene and handwashing – Guideline for cleaning GOV. UK					

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. • Daily monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Cleaning stations with resources available to staff.	√ √ √	•	L
Pupils forget to wash their hands regularly and frequently	H	• Staff need to remind pupils of the need to wash their hands regularly and frequently. • Posters and explicit teaching videos 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. • Handwashing & sanitising children - Built into daily routine/ Posters • Handwashing & sanitising – adults - posters	√ √ √ √ √	•	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	• Expectations 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.	√ √	• Inform parents wherever possible pupils wear freshly laundered clothes each day.	M
The use of fabric chairs may increase the risk of the virus spreading	H	• Deep cleaning of fabric chairs. • Limit use of fabric chairs. • Daily cleaning of staff room seating area.	√ √ √	• 2 chairs in lobby – 2 metres apart.	M
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	• Guidance on getting tested has been published. • The guidance has been disseminated to staff	√ √	•	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)
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. Staff and pupils. • 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 symptoms in staff or pupils is reported to the trust or local authority. • Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation • ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene • No attendance for pupils if symptoms in household. • All parents to take children's temperature each morning before coming to school.	√ √ √ √ √ √ √ √	• Medical Room Procedures • Clear procedures for parents	
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. pupils and parents as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	√ √ √		
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		• 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.	√ √ √	• Plans are in place all stakeholders	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	• First Aid risk assessment.	√ √	• MP check list. • Check 1st Aid Training register. • Peadtric First Aid and EYFS	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. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • PPE available in medical rooms.	√ √ √ √	• Gloves, Mask Apron	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	• As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations as each new group/pupils come on rota using a range of communication tools. • A COVID-19 section on the school website is created and updated.	√ √	•	M
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 to parents via letters, text and the school's website.	√	•	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required when to wear PPE (e.g. SEND, intimate care, medication receiving/handling deliveries; cleaning staff) have been instructed and advised to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing.	√ √ √	•	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)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	• The movement of pupils around the school is minimised. • Break times and lunch times are structured to support social distancing and are closely supervised. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. •	√ √ √ √ √ √ √ √ √	• Review behaviour policy	H
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly.	√ √ √ √	• EYFS + Yr 1 Names on tables • Individual packs for children – own resources	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)
3.3 Movement in corridors					
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. • Appropriate supervision levels are in place. • Explicitly teach children why face coverings are necessary in the wider community- that it may become a feature of life – that it is positive for society and helping others.	√ √ √ √ √ √ √ √ √ √	• Walking using outside of buildings.	M
3.4 Break times					
Pupils may not observe social distancing at break times	H	• Break times are staggered. • 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 especially with younger pupils, to support social distancing.	√ √ √ √ √	• Zones in playground. • Demarcate with cones.	H
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. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.	√ √ √ √ √ √ √	• Site walk with Site Manager to cordon off areas.	H

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)
		• Eating areas are cleaned after lunch.	√ √		
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	• 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. • Daily monitoring ensures a constant supply of soap and paper towels. • Bins are emptied daily. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	√ √ √ √ √ √ √	• Toilets 2 x per day cleaning. • Site Manager + 1 x cleaner.	M
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	• Social distancing provisions are in place for medical room. • Segregated area designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be closed then cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	√ √ √	•	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	• Parent's are encouraged not to come in with minor enquires and to telephone with queries.	√ √ √ √ √		M
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	H	• 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.	√ √ √ √	•	M
3.10 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.	√	• Office staff on rota/working from home.	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	• 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.	√ √ √ √	• Letter to parents.	M
4.2 Staff 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)
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 with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied.	√ √ √ √ √	• 1-1 Conversations with some staff regarding individual circumstances. • Letter to staff approved by HR. • Share with BHFCAT Heads.	M
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 and by the COVID-19 crisis in general	H	• There are sufficient numbers of 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. • Wellbeing/mental health is discussed regularly in PSHE/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.	√ √ √ √	• Vulnerable list shared with teachers • SG team ensure key information is shared • Staff to be aware of signs of new vulnerable children due to current situation.	L
5.2 Mental health concerns – staff					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources.	√ √ √ √ √	•	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.	√ √ √ √	•	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	• The school can signpost staff to bereavement counselling and support. • Support is requested from other organisations when necessary. • School community support is provided for staff.	√ √	•	M
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

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)
Educational provision must still be maintained for priority children when the school reopens	L	• Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time).	√ √ √ √	•	L
7. Operational issues					
7.1 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:
		  • Reduced numbers of pupils/staff
		  • Possible absence of fire marshals
		  • Social distancing rules during evacuation and at muster points
		  • Possible need for additional muster point(s) to enable social distancing where possible
		• Incident controller and fire marshals have been trained and briefed appropriately.
			√
			
			√
			√
			√
			√
			
			√
			
			√
				• Staff on site
				• Fire Marshals
				• Fire Drill practice
				• Social distancing
					LL

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. • Staff ensure children adhere to guidelines.	√	•	L
Fire marshals absent due to self-isolation	H	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	√	• DHT/Site Manager	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.2 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.	√ √	• Additional "Star" Guidance Estates Management	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	• All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	√ √	• Stat log	L
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		• 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 attending the have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social 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).	√ √ √ √ √ √	• Site Manager to ensure that contractors present own risk assessments.	L
8. Finance					
8.1 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		• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust 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 or trust. • Additional cost to staffing if cover for sickness/ staff availability required	√ √ √ √ √ √	• The impact on the school budget of additional measures for Covid -19 has been discussed with Governors.	M

9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	• The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities and BHFCAT trust board 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.	√ √ √ √ √	•	L

Monitoring + Review: Weekly Review – oversight check by Headteacher.