



**COVID-19  
OPERATIONAL RISK  
ASSESSMENT**

**SCHOOL OPENING JANUARY 2022**

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

Please note: this risk assessment should be undertaken in conjunction with the guidance for schools Step 4 issued by the Department for Education (July 2021) as follows: [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

Assessment conducted by:	Mr Pridden	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	22 <sup>nd</sup> July 2021	Review interval:	Half Termly	Date of next review:	27 <sup>th</sup> August 2021 ✓ updated 27 <sup>th</sup> September 2021 ✓ updated 22 <sup>nd</sup> October 2021 ✓ updated 17 <sup>th</sup> December 2021 ✓ updated 24 <sup>th</sup> January 2022 ✓ updated 17 <sup>th</sup> February 2022

### Related documents

**Government guidance: This advice remains subject to change as the situation develops.**

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance) updated 17/8/2021

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)

[Actions for early years and childcare providers during the COVID-19 pandemic](#)

[early years and childcare settings](#)

[Special schools and other specialist settings: coronavirus \(COVID-19\)](#)

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)

<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>

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>1. Stepping measures up and down</b>					
<b>1.1 Risk assessment</b>					
<b>Risks are not comprehensively assessed in the school to minimise and manage the risk from COVID-19,</b>		<ul style="list-style-type: none"> <li>Comply with health and safety law and put in place proportionate control measures.</li> <li>Regularly review and update the risk assessments - treating them as 'living documents', as the circumstances in school and the public health advice changes.</li> <li>Monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.</li> <li>Share the results of their risk assessment with workforce.</li> <li>Risk assessment to be published on website</li> </ul>	Y Y Y Y Y		L
<b>Outbreak in school / area becomes an area of enhanced concern</b>		<ul style="list-style-type: none"> <li>Put in place an outbreak management plans outlining how school would operate if there were an outbreak in school or local area.</li> <li>The outbreak management plan is communicated with and understood by stakeholders.</li> <li>When required, work with Salford Public Health to implement the outbreak management plan.</li> <li>In an outbreak school should contact 0800 952 1000 to gain Salford Public health advice on any additional action that is required, such as implementing elements of your outbreak management plan., NB A DfE helpline is also available 0800 046 8687 and selecting option 1</li> <li>Refer to the contingency framework.</li> </ul>	Y Y Y Y Y		L
<b>Infection transmissions within school rise</b>		<p>The outbreak management plans should include:</p> <ul style="list-style-type: none"> <li>The reintroduction of 'bubbles' for a temporary period, to reduce mixing between groups. Face coverings should temporarily be worn in communal areas or classrooms (by secondary pupils, staff and visitors – unless exempt).</li> <li>If reintroducing 'bubbles', take account of the detrimental impact they can have on the delivery of education.</li> </ul>	Y Y Y		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
Tracing close contacts and isolation		<ul style="list-style-type: none"> <li>• Close contacts will be identified via NHS Test and Trace.</li> <li>• Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</li> <li>• Schools may be contacted in exceptional cases to help with identifying close contacts.</li> <li>• From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:               <ul style="list-style-type: none"> <li>▪ fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>▪ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons</li> <li>▪ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> <li>▪ Children under 5 years are do not need to take part in daily testing of close contacts</li> </ul> </li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<b>2. Control measures</b>					
<b>2.1 Ensure good hygiene for everyone</b>					
Pupils and staff forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after using the toilet, after breaks and after using any shared equipment.</li> <li>• Posters reinforce the need to wash hands regularly and frequently.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. - building these routines into school culture.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Frequent and thorough hand cleaning should now be regular practice.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>	Y Y Y		
<b>Pupils may not observe respiratory hygiene</b>		<ul style="list-style-type: none"> <li>Continue to promote the 'catch it, bin it, kill it' approach with all staff, pupils and parents.</li> <li>Continue to promote the e-Bug COVID-19 website. It contains free resources, including materials to encourage good hand and respiratory hygiene.</li> </ul>	Y Y		L
<b>Use of personal protective equipment PPE is unclear</b>		<ul style="list-style-type: none"> <li>Staff are clear that schools will not require PPE beyond what they would normally need for their work.</li> <li>Adhere to the guidance on the use of PPE in education, childcare and children's social care settings which provides more information on the use of PPE for COVID-19.</li> <li>Ensure the guidance is understood and communicated to relevant staff.</li> </ul>	Y Y Y		L
<b>Provision of PPE for staff where required is not in line with government guidelines</b>		<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 have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely.</li> <li>Staff are reminded that wearing gloves is not a substitute for good handwashing.</li> <li>Ensure that 3<sup>rd</sup> party employers (e.g., catering and cleaning companies) have shared risk assessments with the school.</li> </ul>	Y Y Y Y		L
<b>2.2 Maintain appropriate cleaning regimes, using standard products as detergents</b>					
<b>Cleaning capacity is reduced</b>		<ul style="list-style-type: none"> <li>An appropriate cleaning schedule is in place and maintained.</li> <li>Includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces, e.g: <ul style="list-style-type: none"> <li>Door Handles/ Access Buttons</li> <li>Kitchen areas and associated equipment</li> <li>Water dispensers/ coolers</li> <li>Printers/ Photocopiers</li> </ul> </li> </ul>	Y Y		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>- White Boards</li> <li>- Play Equipment</li> <li>- Shared resources</li> <li>• UKHSA guidance on the cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>) is understood and communicated.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all frequently touched surfaces and welfare areas.</li> <li>• More frequent cleaning of rooms that are used by different groups.</li> <li>• Working hours for cleaning staff are amended/increased if required.</li> <li>• Continue a culture of shared responsibility for keeping areas clean.</li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>		
<b>The use of water fountains increases the risk of transmission</b>		<ul style="list-style-type: none"> <li>• Water fountains to be sanitised/flushed regularly.</li> <li>• Signage to be put in place to prohibit face-to-tap drinking.</li> <li>• Water fountains are to be used ONLY to refill personal water bottles or containers.</li> </ul>	<p style="text-align: center;">NA</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">NA</p>		L
<b>Toilet areas are not kept clean and well stocked</b>		<ul style="list-style-type: none"> <li>• Pupils are reminded regularly on how the toilet facilities should be used and young children are supervised in doing so - building these routines into school culture.</li> <li>• The toilets and sinks are cleaned.</li> <li>• Monitoring ensures a constant supply of soap, paper towels and toilet tissue.</li> <li>• Bins are emptied daily.</li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>		L
<b>Resources and equipment may not be cleaned frequently enough</b>		<ul style="list-style-type: none"> <li>• Students and staff to have their own pens and pencils etc.</li> <li>• Classroom resources to be shared only within the class, as far as possible, and cleaned regularly.</li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>		L
<b>New and existing staff are not trained in new procedures, leading to risks to health</b>		<ul style="list-style-type: none"> <li>• An updated staff handbook is issued to all staff.</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 including hand hygiene, respiratory hygiene and enhanced cleaning regimes.</li> <li>- Changes to fire safety and evacuation procedures.</li> </ul> </li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>- Constructive behaviour management.</li> <li>- Safeguarding.</li> <li>- Risk management.</li> </ul>			
<b>2.3 Keep occupied spaces well-ventilated</b>					
Occupied spaces are not sufficiently ventilated		<ul style="list-style-type: none"> <li>• Increase natural ventilation to all enclosed classrooms and workspaces by fully or partially opening windows, air vents and doors.</li> <li>• Do not prop open fire doors unless fitted with magnetic locks or manned.</li> </ul> <p>Any poorly ventilated spaces to be identified and steps taken to improve fresh air flow in poorly ventilated areas by:</p> <ul style="list-style-type: none"> <li>• Opening external windows and internal doors where it is safe to do so and they are not fire doors.</li> <li>• The use of mechanical ventilation systems that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>• When holding events where visitors such as parents are on site, for example school plays use spaces that have adequate ventilation.</li> <li>• Purge / air room as frequently as possible by opening all doors and windows fully to maximise ventilation when the room is unoccupied and where possible between appointments</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example,</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		between classes, during break and lunch, when a room is unused) <ul style="list-style-type: none"> <li>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>			
<b>2.4. Follow public health advice on testing, self isolation and managing confirmed cases of COVID-19</b>					
An individual develops COVID-19 symptoms or has a positive test		<ul style="list-style-type: none"> <li>Ensure pupils, staff and other adults follow public health advice on when to self-isolate and what to do <a href="https://www.nhs.uk">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></li> <li>Ensure updated guidance is communicated to all stakeholders and understood.</li> <li>Pupils and staff do not come into school if they have symptoms (hoever mild) , have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19.</li> <li>Promote testing for staff and pupils who have symptoms in line with guidance.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school.</li> <li>Pupils and staff displaying symptoms should go home as soon as possible avoiding the use of public transport and, wherever possible, pupils will be collected by a member of their family or household.</li> <li>If a pupil is awaiting collection, they are left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found <a href="https://www.gov.uk">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) (applies until Step 4) - GOV.UK (www.gov.uk)</a> .</li> <li>Any rooms they use should be cleaned after they have left.</li> <li>The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> </ul>	Y  Y  Y  Y  Y  Y		L



Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>Staff, parents and pupils are not aware of the changes in self-isolation guidance for the positive case</b>		<ul style="list-style-type: none"> <li>The positive case may be able to end their self-isolation period before the end of the 10 full days. They can take an LFD test from 5 days after the day their symptoms started (or the day the test was taken if they did not have any symptoms), and another LFD test on the following day.</li> <li>The second LFD test should be taken at least 24 hours later.</li> <li>If both these test results are negative, and they do not have a high temperature, they may end their self-isolation after the second negative test result.</li> </ul>			
<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>		<ul style="list-style-type: none"> <li>Ensure updated guidance is communicated to all stakeholders and understood.</li> <li>Ensure staff and pupils know how to book a PCR test Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</li> <li>Ensure staff and pupils know to self-isolate in line with the guidance whilst awaiting the PCR result.</li> <li>Staff and pupils know If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>	Y  Y  Y		L
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>		<ul style="list-style-type: none"> <li>Social distancing provisions and PPE where needed for personal care are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	NA  NA  NA		L
<b>Asymptomatic testing for staff is not established.</b>		<ul style="list-style-type: none"> <li>The importance of asymptomatic testing is communicated and understood by all staff.</li> <li>Encourage staff to undertake twice weekly home tests in line with government guidance, when this will also be reviewed.</li> <li>Staff with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID -19.</li> <li>Close contacts will be identified via NHS Test and Trace.</li> </ul>	Y  Y  Y  Y		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<ul style="list-style-type: none"> <li>Collection and monitoring of absence data, including tracking return to school dates, is in place, working with NHS track and trace as appropriate.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms (no one with symptoms should attend a setting for any reason).</li> </ul>	Y  Y  Y		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		<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
The NHS Test and Trace guidance in the workplace isn't adhered to		<ul style="list-style-type: none"> <li>Share the <a href="#">NHS Test and Trace workplace guidance</a> document with staff and governors.</li> <li>Follow the <a href="#">NHS Test and Trace workplace guidance</a>. Call the Self-Isolation Service Hub on 020 3743 6715 as soon as school are made aware that any of their workers have tested positive.</li> <li>Provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts during the infectious period. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.</li> </ul>	Y  Y  Y		L
<b>3. Other considerations</b>					
<b>3.1 CEV children</b>					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> <li>CEV children and young people should attend their education setting unless they have been advised by their GP or clinician not to attend.</li> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate</li> </ul>	Y  Y  Y		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		<p>guidance has been acted upon.</p> <ul style="list-style-type: none"> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Y		
<b>3.2 Admitting children into school</b>					
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced and updated regularly via ParentApps.</li> </ul>	Y		L
A parent wants a symptomatic pupil to attend school		<ul style="list-style-type: none"> <li>Communicate to parents and carers, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> <li>Parents and carers are aware the decision would be carefully considered in light of all the circumstances and current public health advice.</li> </ul>	Y Y		L
<b>3.3 Attendance</b>					
Staff do not use the correct codes to record pupil absence		<ul style="list-style-type: none"> <li>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</li> <li>This is communicated and understood by parents and carers.</li> <li>Staff code absences appropriately. Further guidance about the use of codes is provided in the school attendance guidance. <a href="https://publishing.service.gov.uk">School attendance guidance (publishing.service.gov.uk)</a></li> </ul>	Y Y Y		L
<b>3.3A Vaccination</b>					
Parents think NHS COVID passes are required school events		<ul style="list-style-type: none"> <li>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds.</li> <li>Where applicable, schools should follow guidance on mandatory certification for events.</li> <li>Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.</li> <li>NHS COVID Pass should not be used as a condition of entry for education</li> </ul>	Y Y Y Y		

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.			
<b>3.4 Travel and quarantine</b>					
<b>Parents do not consider the possibility of quarantine when planning a holiday</b>		Travel legislation is communicated in a timely and effective way to parents and carers to help them understand that: <ul style="list-style-type: none"> <li>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice. <a href="#">The Health Protection (Coronavirus, International Travel and Operator Liability) (England) Regulations 2021 (legislation.gov.uk)</a></li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> </ul>	Y  Y		L
<b>3.4A Vulnerable Children</b>					
<b>Vulnerable children are isolating</b>		<ul style="list-style-type: none"> <li>Put systems in place to keep contact with them, particularly if they have a social worker.</li> <li>Seek to support any children who may have challenging circumstances at home but are not officially in statutory systems.</li> <li>Notify their social worker (if they have one) and, for looked-after children, the virtual school <a href="mailto:virtualschoolteam@salford.gov.uk">virtualschoolteam@salford.gov.uk</a></li> <li>Agree with the social worker the best way to maintain contact and offer support</li> <li>Have procedures in place to:               <ul style="list-style-type: none"> <li>check if a vulnerable pupil is able to access remote education support</li> <li>support them to access it (as far as possible)</li> <li>regularly check if they are accessing remote education</li> </ul> </li> <li>keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.</li> </ul>			
<b>3.5 Remote education</b>					

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>Staff and pupils cannot attend school as they have tested positive but are able to learn and work</b>		<ul style="list-style-type: none"> <li>• Support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</li> <li>• School understand their responsibilities set out in the remote education temporary continuity direction <a href="#">Remote Education Temporary Continuity Direction: explanatory note - GOV.UK (www.gov.uk)</a> and provide remote education as necessary.</li> <li>• Revisit and refresh remote learning policy as necessary.</li> <li>• Schools should maintain their capacity to deliver high quality remote education for next academic year in case it is needed.</li> <li>• The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</li> <li>• Work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		L
<b>3.6 Education recovery</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>		<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> <li>• Staff and pupils have their own pens and pencils and other such frequently used equipment.</li> <li>• Classroom based resources such as books and games can be used and shared within the group. These should be cleaned regularly.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		L
<b>3.7 Pupil wellbeing and support</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health is discussed in PSHE/virtual assemblies</li> <li>• Resources/websites and other sources of support to improve the mental</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		health of pupils are provided.			
<b>Pupils and staff are grieving because of loss of friends or family</b>		<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y Y		L
<b>3.8 School workforce</b>					
Staff in schools who are CEV should currently attend their place of work if they cannot work from home. DHSC will publish updated guidance before Step 4.					
<p>Employees with additional risk factors and measures have not been put in place to protect them.</p> <p>(Additional risk factors are BAME, smoking, high blood pressure, obesity, age, disability, pregnancy)</p>		<ul style="list-style-type: none"> <li>If staff were previously identified as CEV, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</li> <li>All members of staff with underlying health issues, those within vulnerable groups or those with extreme vulnerabilities have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.</li> <li>Staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</li> <li>Employees have had discussions with their line managers and provided with clear guidance specific for their needs based on their specialist or clinician advice..</li> <li>Employers will need to follow this specific guidance for pregnant employees. COVID-19 vaccination: a guide on pregnancy and breastfeeding - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>) contains further advice on vaccination.</li> <li>Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</li> <li>You should also consider the needs of pregnant pupils.</li> </ul>	Y  Y  Y  Y  Y  Y		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
Staff are reluctant to end social distancing measures in the workplace		<ul style="list-style-type: none"> <li>Managers should communicate that it is no longer necessary to instruct people to work from home.</li> <li>Employers should be able to explain the measures they have in place to keep CEV staff safe at work.</li> <li>Staff are encouraged to maintain social distancing where possible.</li> <li>The Health and Safety Executive (HSE) guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace, has been shared with staff.</a></li> </ul>	Y Y Y Y		L
Staff take up of the vaccine is low		<ul style="list-style-type: none"> <li>Managers are encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible.</li> </ul>	Y		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		<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 briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources. (e.g. Salford Wellbeing Programme)</li> </ul>	Y Y Y Y Y		L
Working from home can adversely affect mental health		<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catchups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Y Y Y Y		L
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning if needed		<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>Full use is made of those staff who are self-isolating but who are well enough to plan/prepare/teach lessons online.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>If any school has concerns about staffing capacity, then contact the LA</li> </ul>	Y Y Y Y Y		L

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y Y		L
<b>4. Operational issues</b>					
<b>4.1 Managing the school lifecycle</b>					
Making progress with the school's autumn term calendar and future work plan considering of COVID-19 measures		<ul style="list-style-type: none"> <li>School calendar for the autumn term is rationalised and is informed by DFE expectations of a broad curriculum from the start of the Autumn term.</li> <li>Schools continue to build capacity to educate pupils remotely where this is needed.</li> <li>School recruitment continues as usual.</li> </ul>	Y Y Y		L
Pupils joining the next phase in their education do not feel prepared for the transition		<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) 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>Induction days for pupils and parents are planned.</li> </ul>	Y Y Y Y		L
<b>4.2 Educational visits</b>					
Booked educational visits need to change or be cancelled with short notice		<ul style="list-style-type: none"> <li>Ensure that any new bookings have adequate financial protection in place.</li> <li>Visit coordinators are aware the travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</li> <li>Undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> <li>Follow the guidance <a href="https://www.gov.uk">Health and safety on educational visits - GOV.UK (www.gov.uk)</a></li> <li>Follow specialist advice from the Outdoor Education Advisory Panel (OEAP). <a href="https://oeapng.info">https://oeapng.info</a></li> <li>Visit coordinators communicate regularly with parents and carers to keep them informed</li> </ul>	Y Y Y Y Y		L



Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>4.3 Wraparound provision and extra-curricular activity</b>					
Providers do not adhere to guidance		<ul style="list-style-type: none"> <li>The information on planning extra-curricular provision for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, has been communicated and is followed <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4) - GOV.UK (www.gov.uk)</a></li> </ul>	Y		L
<b>4.4 Governance and policy</b>					
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> <li>Meetings (online or face-to-face) held with governors following the usual timetable</li> <li>Governing bodies are involved in key decisions</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> <li>Governors are briefed on the school's use of additional funding and approaches to catch up and the impact of these</li> <li>Governors are briefed on the school's decision making about the planned curriculum.</li> </ul>	Y Y Y Y		L
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<ul style="list-style-type: none"> <li>The governing body continues to meet when key decisions need to be made 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> </ul>	Y Y Y Y		L
<b>4.5 Policy review</b>					

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance, visits visitors 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 ( <a href="#">Schools COVID operational Guidance July 2021</a> ) Staff, pupils, parents and governors have been briefed accordingly. <ul style="list-style-type: none"> <li>Safeguarding Leads (and deputies) are designated extra time during the first few weeks of term to support staff and pupils regarding new safeguarding and welfare concerns</li> </ul>	Y		L
<b>4.6 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		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 including visitors</li> </ul>	Y Y Y Y Y Y Y		L
<b>4.7 First Aid/Designated Safeguarding Leads</b>					
The lack of capacity / availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> <li>Ensure staff First Aid training is booked and accessed if First Aid Certificate has expired.</li> <li>A programme for training additional staff is in place.</li> <li>All relevant staff are aware of all pupils in school with relevant health conditions</li> <li>Ensure good communication with school nurses.</li> </ul>	Y  Y Y Y		L
<b>4.8 Review of fire procedures</b>					

Areas for concern	All Risk ratings prior to action are HIGH	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: Possible absence of fire marshals No further need to maintain bubbles and follow social distancing measures during evacuation and at muster points</li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>New arrangements are tested and amended if necessary</li> </ul>	Y  Y Y Y		L
Fire evacuation drills - unable to stop applying social distancing		<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place for early in the autumn which are in line with removing the need for maintaining bubbles and social distancing measures.</li> </ul>	Y		L
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y		L
<b>4.9 Managing premises on reopening after closure during the school holidays</b>					
All systems may not be operational		<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y Y		L
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y NA		L
<b>4.10 Contractors working on the school site</b>					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free)</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</li> </ul>	Y  Y Y Y		L

Areas for concern	<u>All Risk ratings prior to action are HIGH</u>	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		induction).			
<b>4.11 Free school meals</b>					
<b>Pupils eligible for free school meals do not continue to receive their entitlement if they are unable to attend (e.g. due to self-isolation or following clinical advice)</b>		<ul style="list-style-type: none"> <li>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.</li> </ul>	Y		L

5. Additional site-specific issues and risks					
• Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
	•	•	•	•	
	•	•	•	•	
	•	•	•	•	

**School Leadership Use Only**

<b>Approved by (Head Teacher/ Chair of Governors)</b>		<b>Date of Approval</b>	Click here to enter a date.
---	--	-------------------------	-----------------------------