



Consilium  
Academies

# TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING

RESPONDING TO COVID-19

ARMTHORPE ACADEMY – Updated January 2022

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

<b>Assessment conducted by:</b>	Claire Robbins Alison Whiteley	<b>Job title:</b>	Headteacher Business Support Officer	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	01.01.22	<b>Review interval:</b>	Daily	<b>Date of next review:</b>	Dictated by government guidelines. Anticipated review: End of January
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Related documents	
<b>Trust documents:</b>	<p><b>Government guidance:</b></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p>

### Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> <li>As per government guidelines, social distancing measures are no longer necessary from September.</li> <li>Year group areas meeting will remain in place however in a morning and break and lunch times will be staggered to reduce the number of students in social communal areas at any one time.</li> <li>An allocated room in the academy will remain where stakeholders can socially distance should COVID symptoms arise during the day, thus parental collection required.</li> </ul>	N	Year group indoor areas: Year 7: Main Canteen Year 8: Sportshall – Side A Year 9: Sportshall – Side B Year 10: South Hall Year 11: Performing Arts	L
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> <li>Teaching rooms realigned to ensure that pupils face forwards, to reduce lateral transmission, with teaching desk and teaching position 2 metres from pupils. 101 (computer room) the only exception.</li> <li>Students allocated a specific desk through seating plans and additional equipment (such as individual whiteboards) purchased for each classroom to reduce sharing and movement of equipment.</li> <li>Meet and greet and supervision policy will ensure corridors are well staffed to assist sensible and orderly movement around corridors.</li> <li>One way system on every corridor to minimise congestion.</li> </ul>	Y		L

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Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> <li>Not necessary as all teaching rooms are now in operation</li> <li>The open space in the main canteen can now be used for walking talking mocks or larger activities involving double groups.</li> <li>Assemblies will resume in the PA Hall as per government guidance – at times when local infection rates are high remote assemblies will be planned and delivered in Values groups (implemented from Nov 1<sup>st</sup> following guidance from the LA/local public health and continued into Jan 2022)</li> <li>Sportshall set up for external exams – desks two metres apart. Venue can be used to double up classes, if necessary, in the event of staff absence.</li> </ul>	Y	External exams scheduled to take place during January and February.	L
<b>1.3 Availability of staff and class sizes</b>					
The number of staff who are available is lower than that required to offset the required provision in school and operate effective home learning	M	<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>95% of staff have been double vaccinated as of September 2021.</li> <li>Staff are aware of the remote learning policy, should they be well enough to teach from home. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online, prepare work for students to complete at home or to complete the weekly phone calls to students</li> <li>Asymptomatic testing facilities available in school to test staff daily if required. All staff issued with LFT testing kits weekly.</li> <li>If for any reason staff:student ratios are deemed unsafe, appropriate year groups will work remotely from home using the online learning system.</li> </ul>	Y		L
<b>1.4 Prioritising provision</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	L	<ul style="list-style-type: none"> <li>All vulnerable students are now back in school but where necessary and appropriate all students have a care plan which is regularly reviewed by the Deputy SENCO.</li> <li>An enrolment day was being held on September 3<sup>rd</sup> with all individual families to enable any medical changes information to be disseminated prior to the full return to school.</li> <li>Haven provision will be in place from September as a smaller nurturing provision for any vulnerable students who cannot access mainstream lessons or need a phased reintegration due to medical reasons.</li> </ul>	Y		L
<b>1.5 The school day</b>					
The start and end of the school day create risks of breaching social distancing guidelines	L	<ul style="list-style-type: none"> <li>Staggered starts and entrances are no longer necessary or in use. The academy will revert to a central meet and greet policy at the student entrance as of September with supervised indoor areas for each year group.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing</li> </ul>			L
<b>1.6 Planning movement around the school</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Movement around the school risks breaching social distancing guidelines</b>	L	<ul style="list-style-type: none"> <li>Semi-bubble arrangements will remain where possible to ease congestion in school.</li> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place in all blocks where possible.</li> <li>Corridors are divided where feasible</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly</li> <li>Staggered break and lunch in operation to ensure distancing in the canteen. Stairwells are one way. Increased staff presence to manage flow. Staggered exit from classrooms</li> <li>Appropriate duty rota and levels of supervision are in place with duty points planned with staff well-being in mind (following survey in January 2022).</li> </ul>			L
<b>1.7 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	M	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>COVID T&amp;L expectations explained and disseminated to all staff. A heightened focus on AFL and summative assessment; all lessons begin with a retrieval starter to inform subsequent planning. Curriculum adaptations constantly being made in light of engagement in remote learning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Curriculum plans have been adapted to ensure blended learning is in place; a mixture of retention and retrieval activities and new content.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning</li> <li>Full curriculum review in place on the students' return to school. Trust policy to focus on the identification of curriculum sequencing, interleaving and summative assessment.</li> </ul>	Y		M
<b>1.8 Staff workspaces</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	L	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to still facilitate social distancing if preferred. Small work spaces/offices state the number of people safely permitted in the space – staff should adhere to expectations.</li> </ul>	Y		L
<b>1.9 Managing the school lifecycle</b>					
<b>Limited progress with the school's autumn term calendar and workplan because of COVID-19 measures</b>	L	<ul style="list-style-type: none"> <li>Timetable completely finalised and fully staffed</li> <li>Key events and dates all communicated to parents on enrolment day. Activities planned so they can be adapted to be remote if necessary.</li> <li>Open evening filming taking place with Engage Education in case a virtual event needs to be held.</li> </ul>	Y	Parents' evening from the Autumn term need to be re-arranged. Plans in place to for socially distanced events or remote sessions to take place.	L
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b>	L	<ul style="list-style-type: none"> <li>There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, and universities, apprenticeship providers) to assist with pupils' transition. The Class of 2022 have already all had taster sessions at a visit to the local college and providers have been into school.</li> <li>Year 7 transition continued as normal. Plans will be made once places are finalised for transition this year.</li> <li>Regular communication with the parents of incoming pupils are in place, including letters, newsletters and enrolment day</li> </ul>	Y	The leadership team have a tracker of all Year 11 college applications. 75% of applications have been made; outstanding applications will be picked up during half term 3.	
<b>1.10 Governance and policy</b>					
<b>LAB members are not fully informed or involved in making key decisions</b>	L	<ul style="list-style-type: none"> <li>LAB meetings scheduled and taking place as per trust calendar</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y		L

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<b>1.11 Policy review</b>					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance.</li> <li>Procedures to be implemented in the event of a fire have been clarified and staff briefed accordingly.</li> <li>Expectations regarding attendance and COVID guidelines disseminated to parents at enrolment day.</li> <li>Fire practices held the week beginning 06.09.21 and staff all fully briefed.</li> </ul>	Y		L
<b>1.12 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> <li>Staff receive a daily briefing via email</li> <li>Student videos created to disseminate key information to students, weekly call for all, plus the 'chat' function to now communicate hourly with staff.</li> <li>Parent email addresses now obtained to allow direct contact through forms and email.</li> <li>School messaging service and the website used to communicate to the wider community.</li> <li>Safeguarding calls directly immediately to DSL and DDSL email.</li> </ul>	Y	<p>Enrolment day to be used to disseminate SIMS in touch to parents.</p> <p>New email addresses in light of the migration also to be disseminated.</p> <p>SIMS in touch now live!</p>	L
<b>1.13 Staff induction and CPD</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff are not trained in new procedures, leading to risks to health	L	<ul style="list-style-type: none"> <li>Staff fully briefed on INSET days.</li> <li>Fire plan now included in the staff handbook.</li> <li>Appropriate specific training to be booked for key stakeholders e.g EVAC as per normal calendar.</li> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>The revised staff handbook issued to all staff in September.</li> </ul>	Y	Staff induction necessary for staff starting at the school in January.	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens					L
<b>1.14 Free school meals</b>					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	L	<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	LDR has responsibility	
<b>1.15 Risk assessments</b>					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	A one page updated summary provided to staff, students and parents in January 2022.	L
<b>1.16 School transport</b>					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and	L		Y		L

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punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening. The Academy now holds information about how all students commute from the school site, as part of our evacuation plan.</li> </ul>	N	There are no school buses and only a handful of students use service buses.	
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required and shared equipment in classrooms presents a risk to students	H	<ul style="list-style-type: none"> <li>Cleaning contract updated for daily clean in all areas of school used.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection (for example tables, door handles and walls etc)</li> <li>Working hours for cleaning staff are increased if required.</li> <li>At least one staff member will be on site each day to provide additional cleaning with daily routines built into the working day of site staff too, particularly with regard to sanitiser stations.</li> </ul>	Y		L
<b>2.2 Hygiene and handwashing</b>					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Hand sanitiser units are available in every classroom and entrance and exits to the building and staff and students are to be encouraged to use them regularly. Students use on entry to and exit from each classroom and entry to the dining hall.</li> </ul>	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Y	All students to sanitise hands at the start and end of each lesson and in the dining hall. Signage will be displayed. Staff and student induction will include a reminder for hand washing.	L
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	Staff are expected to wear business dress and students will wear uniform. PE changing rooms have been clearly marked with a seating plan, so changing can occur. All communicated to parents and staff.	Y		L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Mainly plastic chairs in all blocks so no concerns.</li> <li>Fabric chairs in PA means that students can't access the banked seating in this area.</li> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y		L
<b>2.4 Testing and managing symptoms</b>					

<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<p>• The Academy is following all guidance with regard to lateral flow testing – see testing RA issued to all staff and March re-integration plan. All students encouraged and given the opportunity to take two lateral flow tests before returning to school. Schedule detailed below.</p> <p><b>September</b></p> <table border="1" data-bbox="622 459 1305 874"> <thead> <tr> <th>Date</th> <th>Year Group</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td><b>Wednesday 1<sup>st</sup> September</b></td> <td>7 – Test 1</td> <td><b>4:00 – 6:00 pm</b> The leadership team will run this session after the staff training.</td> </tr> <tr> <td rowspan="4"><b>Thursday 2<sup>nd</sup> September</b> It is not necessary for students to wear school uniform for test one.</td> <td>11 – Test 1</td> <td><b>8:30 – 10:00 am</b></td> </tr> <tr> <td>10 – Test 1</td> <td><b>10:30 – 12:00 am</b></td> </tr> <tr> <td>9 – Test 1</td> <td><b>12:30 – 2:00 pm</b></td> </tr> <tr> <td>8 – Test 1</td> <td><b>2:30 – 4:00 pm</b></td> </tr> <tr> <td><b>Friday 3<sup>rd</sup> September</b> All students will need to wear school uniform.</td> <td>Enrolment Day as planned for all students.</td> <td>Individual family appointment to be emailed.</td> </tr> </tbody> </table> <p>Desks will be socially distanced to enable one parent/carer to attend with each child. We recommend Parents/Carers complete a LFT at home prior to arrival. Students will attend their 30 minute appointment as planned and then go home.</p> <p>The following week, we will need to slightly stagger start times until second tests have been completed:</p> <ul style="list-style-type: none"> <li>• <b>Year 7</b> will return to school as planned on <b>Monday 6<sup>th</sup> September at 8:30am</b>. The second test will be completed immediately and then students will begin to follow their timetable. Attendance from this point onwards is compulsory.</li> <li>• <b>Year 11</b> will return on <b>Monday 6<sup>th</sup> September at 11:00am</b>. Testing will be completed and then students will return to lessons, unless obviously a positive result is returned in which case parents/carers will be contacted immediately.</li> <li>• <b>Year 10</b> will return on <b>Tuesday 7<sup>th</sup> September at 8:30am</b>. Testing will be completed and then students will return to lessons.</li> <li>• <b>Year 9</b> will return on <b>Tuesday 7<sup>th</sup> September at 11:00am</b>. Testing will be completed and then students will return to lessons.</li> <li>• <b>Year 8</b> will return on <b>Tuesday 7<sup>th</sup> September at 1:30pm</b>. Testing will be completed and then students will be ready to return to school on Wednesday.</li> </ul>	Date	Year Group	Time	<b>Wednesday 1<sup>st</sup> September</b>	7 – Test 1	<b>4:00 – 6:00 pm</b> The leadership team will run this session after the staff training.	<b>Thursday 2<sup>nd</sup> September</b> It is not necessary for students to wear school uniform for test one.	11 – Test 1	<b>8:30 – 10:00 am</b>	10 – Test 1	<b>10:30 – 12:00 am</b>	9 – Test 1	<b>12:30 – 2:00 pm</b>	8 – Test 1	<b>2:30 – 4:00 pm</b>	<b>Friday 3<sup>rd</sup> September</b> All students will need to wear school uniform.	Enrolment Day as planned for all students.	Individual family appointment to be emailed.	<p>Y</p>	<p>L</p>
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		L - Z	11:30 am																																													

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Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Home testing kits issued as a preventative measure.</li> <li>An isolation guide on the school website and simple flowchart distributed to all families at enrolment day and updated with new info Jan 2022.</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. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the local authority.</li> </ul>	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	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y		L
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> <li>First Aid certificates extended and further training planned for new staff.</li> <li>Arrangements in place for support to be provided by another DSL within the Trust should the School's DSL be unavailable.</li> <li>A significant number of staff trained in First Aid in School. Capacity within the trust to provide DSL support if required.</li> </ul>	N/A		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>Appropriate PPE available to staff for medical / first aid incidents</li> <li>Allocated room directly to the side of the medical room, away from the main body of the school to minimise the spread of any potential infection. Testing kits in school to identify issues.</li> </ul>	Y		L
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> <li>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 on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Weekly newsletter now sent by email to all parents as well as uploaded on the website.</li> </ul>	Y		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y		L
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. 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.</li> </ul>	Y	All stakeholders are required to wear face covering in classrooms when 2 metre social distancing cannot be maintained in classrooms and around school.	L
			Y		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>Hand sanitiser in all rooms to encourage and remind staff that frequent hand washing/sanitiser is one of the best mediums of prevention of infection.</li> <li>Full training particularly for the staff involved in LFT.</li> <li>Disposable face coverings will be provided for all staff/students if necessary at all entrance points. Although now not mandatory, students and staff will still be given the option to wear coverings if it helps them feel safer. Staff can teach in either a visor or without a face covering if 2 metre social distancing can be maintained.</li> </ul>	Y		
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>Social distancing measures no longer necessary in school, but a clear behaviour policy in place to help maintain congestion measures. This has been clearly communicated to students and parents/carers.</li> <li>All staffed asked to role model expectations.</li> <li>Any deliberate breaches will be dealt with via the Choices system and appropriate sanctions applied.</li> </ul>	Y		L
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>No longer applicable under current government guidelines</li> </ul>	N/A		
<b>3.3 Movement in corridors</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Social distancing guidance is breached when pupils circulate in corridors	H	No longer applicable under current government guidelines	N/A		
<b>3.4 Break times</b>					
Pupils may not observe social distancing at break times	H	No longer applicable under current government guidelines	N/A		L
<b>3.5 Lunch times</b>					
Pupils may not observe social distancing at lunch times	H	No longer applicable under current government guidelines	N/A		L
<b>3.6 Toilets</b>					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• A one in one out policy in operation through close supervision at break and lunchtime.</li> </ul>	Y	<p>Staggered breaks mean individual year groups have their own allocated toilets at social times</p> <p>Cleaning staff in school throughout the day. Wipes in staff toilets should they wish to self-clean prior to using toilets.</p> <p>Monitored and implemented by the site staff</p> <ul style="list-style-type: none"> <li>• Monitored and implemented by the site staff</li> <li>• Signage in appropriate areas</li> </ul>	L
<b>3.7 Medical Rooms</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>The configuration of medical rooms may compromise social distancing measures</b>	H	<ul style="list-style-type: none"> <li>Social distancing provisions 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> <li>Appropriate PPE available to staff for medical / first aid incidents</li> </ul>	Y	There will be a Covid-19 designated area. PPE available in medical room if required. An allocated room next to the medical room which is isolated away from the main school building. Additional cleaning capacity in school, particularly during COVID LFT	L
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Arrangements are in place for segregation of visitors; glass shield in place.</li> </ul>	Y		L
<b>3.9 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	H	No longer applicable under current government guidelines	N/A		L
<b>3.10 Transport</b>					
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>	H	<ul style="list-style-type: none"> <li>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 if pupils are travelling on public transport.</li> </ul>	Y		L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>4.1 Pupils with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <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 guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable and clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Y Y Y Y	Guidance on clinically vulnerable and extremely clinically vulnerable has changed. Staff and students with symptoms will be encouraged to test and isolate until result received.	L
<b>4.2 Staff with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP with regard to shielding prior to a vaccination. Individual arrangements are in place with identified staff,</li> <li>Pregnant staff under 28 weeks will have a maternity assessment completed. Pregnant staff will also be referred to the Occupational Health provider.</li> <li>A well-being questionnaire conducted to support all staff, but particularly staff returning to work following COVID.</li> <li>Risk assessments with reasonable adjustments in place for staff identified with long COVID.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable and clinically extremely vulnerable</b>.</li> </ul>	Y	Spreadsheet updated every time new staff are appointed to the Academy. Guidance is disseminated to staff as it is updated by the government. Staff living with members of their family who are shielded are spoken to, and arrangements discussed individually.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</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>	H	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health</li> <li>• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings.</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<p>Website to be updated and Pastoral team to be contact if support required. Form period extended to 20 mins for to give students the opportunity each day to have contact with their form tutor.</p> <p>Values sessions introduced from March 2021 to enable discussion of key topics each day.</p> <p>Assemblies to be re-introduced ASAP.</p>	L
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> </ul>	Y	<p>Regular staff voice surveys/feedback used to ensure the mental health of staff is not adversely affected by COVID.</p> <p>A staff well-being group initiated which contains a representative from each faculty.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups 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	<p>Meetings continuing as per normal cycle via online platforms.</p> <p>Weekly departmental meetings facilitated. Staff given the opportunity to work in the school building if lonely or there are mental health barriers associated with working at home.</p> <p>Adaptations made and agreed with staff either pregnant or on phased re-integrations.</p> <ul style="list-style-type: none"> <li>Staff using live or pre-recorded to sessions to communicate with students from home.</li> </ul>	
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	<p>Procedures in place to identify students who have suffered a bereavement during the pandemic. AMO to oversee and lead on provision and support, through either staff specifically trained in-house or external support services.</p> <p>Time to be set aside in 'Values' as part of our 'communicating with kindness' strand to discuss empathy and the impact of the pandemic on a wider scale in terms of loss.</p>	L
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children when the school reopens</b>	H	<ul style="list-style-type: none"> <li>School fully re-open to all pupils now, when partial closure is required due to diminished staffing levels, remote learning is used to allow students to continue with curriculum journey at home. Closure is minimised to prevent disruption (e.g one day a week for each year group on a pre-planned rotation so parents are aware),</li> </ul>	N		
<b>7. Operational issues</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible.</li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> </ul> </li> </ul>	Y	The fire procedure has been adapted and whilst fire evacuation supersedes social distancing, the organisation has been adapted to ensure year group bubbles are further apart.	L
<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<p>A meeting to be held the WC 08.03.21 – guidance has Plan now includes deputies for each allocated role. DMC to cross reference against staff absence each day to ensure staff are aware of responsibilities in the even of absence.</p> <p><b>Updated plan with responsibilities to be issued by AWH in January 2022 following staffing changes.</b></p>	
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	H	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	All systems have been serviced and continue to be operational. Site staff have been in school daily since January to ensure standard weekly checks have been maintained.	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	H	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y	Water systems have been maintained through lockdown.	L
<b>7.3 Contractors working on the school site</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <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) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<p>Y</p>	<p>All contractors are informed about social distancing, they are asked to keep numbers to a minimum and follow academy guidelines on hand sanitising and wearing face coverings.</p>	<p>L</p>
<p><b>8. Finance</b></p>					
<p><b>8.1 Costs of the school's response to COVID-19</b></p>					
<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Risk managed and discussed with the central team at the trust.</li> <li>• Additional government funding utilised, monitored and reviewed as effectively as possible.</li> <li>• Cost saving bulk purchasing made where possible on cleaning products and educational materials.</li> <li>• COVID recovery plan available to view on the school website.</li> </ul>	<p>Y</p>		<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>9. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Lettings after school		<ul style="list-style-type: none"> <li>• Consultation with Edu-lettings to ensure any risks associated to COVID after the end of the school day are managed effectively together. For example, consultation in the event of an outbreak management plan.</li> <li>• Indoor lettings have been suspended throughout the month of November/December</li> </ul>		•	
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