

Model COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at 18th May 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk, which you can use or change. Please add additional Activity (risks) as deemed necessary and delete any activity that does not apply to your school. The table is designed to enable you to re-order risks/priorities as required.

- [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](#)
- [Covid-19-decontamination-in-non-healthcare-settings](#)
- [staying at home and away from others \(social distancing\)](#)
- [Health and safety risk checklist for classrooms](#)
- [E-bug posters](#)

Assessment conducted by:		Job title:		Covered by this assessment:
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Date of assessment:		Review interval:		Date of next review:
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Risk matrix

Risk rating	Likelihood of occurrence		
High (H) Medium (M) Low (L)	High (very likely)	Medium (possible)	Low (rare)

High (H), Medium (M), Low (L)

High (very likely)

Medium (possible)

Low (rare)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls
1.1 Establishing if the building is safe following an extended closure				
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	L	Health and safety audit conducted by nominated staff and Governor	Yes	The Headteacher and nominated LGB governor will conduct a site inspection prior to pupils and staff starting back at school. All FPMAT schools have been open since March 2020 and so H&S and maintenance routines/inspections have been maintained. Staff will receive training communications prior to returning to school and the first day of the week that we return to school will be a designated Training Day across all MAT schools to facilitate preparation and familiarisation with RAMS NEU/GMB/Unison/Unite refp6-8
		Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms	Yes	
		Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering:	Yes	
		Different areas of the school	Yes	
		Procedures for when pupils and staff enter and leave school	Yes	
		Planned movement around the school during lesson, break and lunch times	Yes	
		Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used	Yes	
		All statutory compliance is up to date.	Yes	School systems have been maintained during lockdown as all FPMAT schools have remained

Statutory compliance has not been completed due to the availability of contractors during lockdown	L	Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Yes	open. However certain routines will be completed to ensure parts of buildings that have received less use meet statutory compliance. E.g. Chlorination & flushing by specialist contractors has been approved for action
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1.2 First Aid/Designated Safeguarding Leads

The lack of availability of designated First Aiders and Designated Safeguarding Leads may put children's safety at risk	L	First Aid certificates have been extended for three months by Gov't	Yes	Online training has been identified to support individuals who need training updates or who wish to become accredited for Paediatric First Aid. E.g. https://email.sja.org.uk/sja_marketing/lz.aspx?p1=MILDU4NzYxOTFTMjIzOjE4QkY0NDgwRDICMUZCQzIzRjRERTM0OTFEOTExRDdD-&CC=&p=0 All schools will have trained First Aiders and Designated Safeguarding Leaders on site – support for individuals available on request from MAT/LA
		A programme for training additional staff is in place, using on-line training.	Yes	
		Collaborative arrangements for sharing specialist staff with other schools in the locality have been agreed through the LA	Yes	
		Potential deployment of LA central staff available	Yes	

2. Determining the number of pupils that can be accommodated within the school infrastructure

2.1 Organisation of teaching spaces and communal areas

		Classroom size capacity audit undertaken using social distancing measure of 2m – maximum number of people (children and adults) determined	Yes	
		Timetables and staffing model determined to secure curriculum delivery for class-group size	Yes	

Classroom sizes will not allow adequate social distancing

H

Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. Any surplus furniture including 'spare' chairs are removed if possible and area de-cluttered	Yes	Ensure all learning spaces to be used have windows that can be opened to maximise air flow around the room. Larger classrooms on ground floor are only being used.
Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters	Yes	
Ensure class groups and staff stay together consistently and do not mix or blend with other groups. One teacher will be allocated to each group. Staff will only be used for one social bubble.	Yes	
Where possible, outdoor areas will be used for teaching purposes	Yes	
Classrooms will be selected for use that reduce movement around school.	Yes	
Where a teacher is not available, a teaching assistant under the direction of a teacher will be allocated to a year group.	Yes	
Teachers to plan what lessons or activities are to be delivered, taking account of current measures as part of a dynamic risk assessment.	Yes	
No books, IT equipment or other equipment to be shared and to be removed from classrooms and other areas for secure storage; lessons to be planned so that interactive whiteboards or other forms of teaching can be used that do not require any equipment that a pupil is not reasonably expected to own.	Yes	

H

<p>Secondary level – Where attendance at school for face to face supplemental learning is required, form groups to be provided with a single classroom and teacher for that session. Teachers will not mix in any other bubble. All rooms will be cleaned when the sessions have ended in those rooms ready for the next day. Where practical lessons form part of the curriculum, theoretical lessons should take place in lieu of these until such time as practical lessons can be managed, taking into consideration cleaning regime, close supervision required when using machinery, etc.</p>	<p>Yes</p>
<p>Secondary level - CLEAPSS guidance (GL343 – CLEAPSS Guide to doing practical work in a partially reopened school – Science – Ver. 1.0 – 10th May 2020) to be implemented and followed but only if there is an essential requirement for practical lessons to take place.</p>	<p>Yes</p>
<p>PE to take place outside, without the need for equipment, i.e. running, jumping and other forms of exercise that do not require balls, racquets, etc</p>	<p>Yes</p>
<p><i>Staff and pupils to keep to the 2m social distancing wherever possible. Where this is not possible, the following further measures will be taken: The exposure time of staff located within the 2m distance will be kept as brief as possible The number of staff involved in these tasks will be minimised Teachers to work side by side or facing away from pupils, rather than face to face Where face to face working is essential, this is kept to 15 minutes or less where possible.</i></p>	<p>Yes</p>

<i>Common touchpoints will be regularly cleaned; doors, buttons, handles, tools, equipment etc.</i>	Yes
<ul style="list-style-type: none"> ▪ Ventilation in enclosed spaces will be increased through the use of doors and windows; staff must ensure that fire doors are closed at the end of the day and during the day when the area will not be used for 	Yes
Staff and pupils will be reminded to wash their hands before and after using any necessary equipment	Yes
<ul style="list-style-type: none"> ▪ PPE will be provided, where required, for all staff who wish to use it 	Yes
Single use PPE will be disposed of so that it cannot be reused in appropriate bins; these will be signed appropriately	Yes
<ul style="list-style-type: none"> ▪ Senior management/leadership will monitor to ensure rules are being strictly adhered to. 	Yes
Areas used during the day are cleaned frequently; handles and areas of doors which can be touched will be sterile wiped on a regular basis	Yes
Staff are reminded through use of posters and pupils reminded frequently about the importance of hygiene (hand washing, etc.), and there is an alcohol gel dispenser in the main areas being used and at each entrance	Yes
<ul style="list-style-type: none"> ▪ All persons are instructed to wash their hands for 20 seconds using soap and water or use hand sanitiser when entering and leaving the site. 	Yes
Soft furnishings, soft toys and other hard to clean toys will be removed from classrooms.	Yes

Large spaces that need to be used as classrooms	L	Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size..	Yes
		Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring	Yes
		Design layout and arrangements in place to enable social distancing.	Yes
		Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.	Yes
		Staff are discouraged from congregating in communal	The current

<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>H</p>	<p>spaces and are encouraged to eat observing social distance alone or with their designated team ☑Office staff are allocated their own workstation; no hot-desking. If equipment e.g. a phone, is to be shared then a cleaning routine must be followed.</p> <p>☑Telephones (incl. mobiles), keyboards and mouse are cleaned with alcohol wipes at the end of each day.</p> <p>☑No IT equipment, telephones or other equipment to be shared; where this is necessary, such as printers, these will be wiped down after use.</p> <p>☑Visiting staff or contractors bring their own laptop, mouse and keyboard, if needed.</p> <p>☑Tools and equipment that are shared will be cleaned regularly.</p> <p>☑Staff keep to the 2m social distancing wherever possible. Where this is not possible, the following further measures will be taken:</p> <p>☑The exposure time of staff located within the 2m distance will be kept as brief as possible</p> <p>☑The number of staff involved in these tasks will be minimised</p> <p>☑Staff to work side by side or facing away from others, rather than face to face. Where face to face working is essential, this is kept to 15 minutes or less where possible.</p> <p>☑Common touchpoints will be regularly cleaned; doors, buttons, handles, tools, equipment etc.</p>	<p>time table discourages this</p>	<p>Plans in place to mitigate risks of staff coming into contact with each other ‘by accident’ – for example ensuring staffroom has entrance and exit doors clearly marked to support one-way flow; providing additional staff rest spaces to ensure social distancing can be maintained at all times. Staff rooms not to be used due to small size will be cordoned off using yellow and black tape on the door handles. The Venue will be used and staff will leave a post it note on the desk if they have used it so cleaning can take place.</p>
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2.2 Availability of staff and class sizes

		<p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. This includes BAME staff, pregnant staff, clinically extremely vulnerable, shielding and those self-isolating.</p>	<p>Yes</p>	
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The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school	H	Any staff member who is identified as clinically extremely vulnerable is not permitted onto school premises. Staff members who are clinically vulnerable are strongly advised to stay at home.	Yes	Staff training will remind colleagues of Gov UK guidelines in relation to self-isolating and seeking COVID -19 testing if necessary. Test requests are co-ordinated by the MAT each day.
		Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic	Yes	
		All staff are aware of the testing procedure and report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset.	Yes	
		Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	Yes	
		Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required	Yes	
		A blended model of home learning and attendance at school is utilised until staffing levels improve.	Yes	
		An appropriate hierarchy of deputization is in place should a senior leader be unavailable. This might include external leadership capacity	Yes	

2.3 Testing and managing symptoms

Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff	Yes	All staff in FPMAT have received guidance on what actions to take if they feel a COVID-19 test may be needed. Requests are sent to MAT Central staff who liaise with Coventry CC over advice and guidance re testing
		Staff share the outcome of the test with their employer	Yes	

Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	L	Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display 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.	Yes	Staff, parents and pupils are frequently reminded of Government guidance and specific documents are referenced on MAT & school websites and in letters to parents. E.g. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-
		Robust collection and monitoring of absence data, including tracking return to school dates, is in place	Yes	
		Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning.	Yes	
		A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health	Yes	
		Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display <u>symptoms of COVID-19 and how this will be implemented</u>	Yes	
		This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding	Yes	
		<i>There are sufficient number of first aiders on the premise</i>	Yes	
		<i>There are sufficient number of first aid boxes available on site with contents being checked regularly.</i>	Yes	

<p>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</p>	<p>M</p>	<p><i>First aiders will be given the following advice Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.</i></p> <p><i>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.</i></p> <p><i>This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding</i></p> <p><i>Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners</i></p> <p><i>There are sufficient number of first aiders on the premise, paediatric first aiders on the premises; where refresher training is required, online theoretical training will be undertaken and the practical element completed once courses are available to run safely.</i></p> <p><i>There are sufficient number of first aid boxes available on site with contents being checked regularly.</i></p> <p><i>First aiders will be given the following advice:</i> <i>Recognise cardiac arrest by looking for the absence of</i></p>	<p>Yes</p>	<p>Staff meeting, LM meetings and emails. Re-set training to be used to inform staff.</p>
		<p>Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners</p>	<p>Yes</p>	

Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	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.	Yes	Letters to be sent to parents
		This guidance has been explained to staff and pupils as part of the induction process.	No	

2.4 Prioritising provision: determining which children will be in school, taking not account social distancing requirements and staffing

The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	Plans are in place to meet the learning needs of the children who are outside of the main cohorts (Year 10 and Year 12) attending school.	Yes	Initially lower numbers of Year 10 and Year 12 pupils are expected and therefore capacity is available to maintain social bubbles for vulnerable pupils and those of key workers. After time, our models will allow some of these pupils to join social bubbles of the appropriate year group
		Pastoral and SEND support is deployed wherever possible to support prioritised pupils.	Yes	
		Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.	Yes	
		A plan is in place for the phasing in of the other cohorts at phase 2	No	
		Ongoing risk assessments are in place to identify children whose circumstances may have changed when initial decisions were made	Yes	
Children who most need to be in school, may not be identified through the age categorisation or parental	M	Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance)	Yes	Check and review EHCP risk assessments for key pupils with staff and parents to ensure new routines are 'built in' and risks are mitigated wherever possible. Some pupils may not return to school in the first 1-2 weeks, until provision is in place to safeguard all. Detailed procedures are in place to
		Children who need to develop learning skills, are experiencing emotional withdrawal or anxiety are identified	Yes	
		Children with significant underlying health conditions that place them at risk and those who are shielding are not in school	Yes	

<p>categorisation of parental decision</p>		<p>Children where a household member is identified as clinically vulnerable or clinically extremely vulnerable are not in school</p>	<p>Yes</p>	<p>Detailed procedures are in place to maintain regular contact with those who most need to be in school, regardless of year group. More of these pupils are attending school as lockdown restrictions are eased.</p>
<p>If attendance rates of children in Year 10 and Year 12 are high; and numbers of vulnerable/Key Worker children increases, there is a risk that capacity will not support social distancing to accommodation and staffing restrictions</p>	<p>M</p>	<p>Attendance will be closely monitored by the Headteacher and other senior leaders. An initial audit of parents will provide some indication of the numbers of children in nominated year groups who are intending to return to school. Numbers of vulnerable/Key Worker children are already known and any additional requests for places for Key Worker children will be assessed against government guidelines to ensure they meet the criteria. Any parent that does not meet the criteria will not have a place for their child at school during this phase or re-opening</p>	<p>Yes</p>	<p>Re-opening arrangements will follow a phased introduction model and some pupils will initially not attend school for the whole week. This will ensure schools maintain their ability to action social distancing</p>

3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene

3.1 Staff induction and CPD

<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>L</p>	<p>A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes:</p> <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	<p>Yes</p>	<p>Any staff who wish to visit the school site to familiarise themselves with physical environments and implementation of new routines will be able to do so by requesting this from their line manager in the first instance.</p>
<p>New staff are not aware of policies and procedures</p>	<p>M</p>	<p>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</p>	<p>Yes</p>	<p>New staff will visit the school site, following social distancing</p>

prior to starting at the school when it reopens	VI	The revised staff handbook is issued to all new staff prior to them starting.	NO	Following social distancing guidelines, prior to re-opening
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3.2 Communication strategy

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	Communications strategies for the following groups are in place:		Letters and other communications will be ready to go out to all stakeholders once a definitive return date has been announced by the government. Multiple methods of communications are being used to ensure all parents receive updates.
		Staff	Yes	
		Pupils	Yes	
		Parents	Yes	
		Governors/Trustees	Yes	
		Local authority	Yes	
		Professional associations including Trade Unions	Yes	
		Other partners including peripatetic staff and health professionals	Yes	
There is a lack of clarity and understanding in maintaining social distancing and good hygiene	L	Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting the 2-metre rule, good handwashing and 'catch it bin it' rules.	Yes	Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been agreed that 'not following social distancing rules' will be escalated to senior leaders in the school immediately. Floor feet to be used in common areas. Toilets will be blocked off apart from B and C block and The Venue
		Clear floor markings identify 2 metre spaces and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures.	Yes	
		All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.	Yes	
Parents and carers are not fully informed of the health and safety requirements for the	M	As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.	No	
		A COVID-19 section on the school website is created and updated.	No	

reopening of the school		Parent and pupil handbooks/information leaflets are created.	No	
Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19	H	Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	No	School websites contain detailed information and links to guidance around COVID-19. Key information is emphasised in letters to parents from the Headteacher and other senior staff

4 Planning movement around the school

Movement around the school risks breaching social distancing guidelines	H	Circulation plans have been reviewed and revised.	Yes	Signage and transit routes clearly identified. Students work in 'social bubbles' and staff supervise maximum of 10 students.
		One-way systems are in place where possible.	Yes	
		Corridors are divided where feasible.	Yes	
		Appropriate signage is in place to clarify circulation routes.	Yes	
		Pinch points and bottle necks are identified and managed accordingly.	Yes	
		Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available	Yes	
		Pupils are regularly briefed regarding observing social distancing guidance.	Yes	
		Appropriate levels of supervision and guidance are in place	Yes	

4.1 Management of social distancing in the reception area

		No visitors are allowed on the premises without a pre-arranged appointment	Yes	Protective glass panelling is in place in all school reception areas to support staff and visitor protection
		Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit	Yes	

Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor	Yes	Parents will not be able to visit the school site without prior appointment unless there is an emergency. In such cases, specific measures are in place to ensure social distancing practices will be maintained and PPE is available for all staff should they need/wish to wear it
		Social distancing points are clearly set out, using floor markings, continuing outside where necessary.	Yes	
		Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).	Yes	
		Non-essential deliveries and visitors to school are minimised.	Yes	
		Arrangements are in place for segregation of visitors.		

4.2 Management of Aggress and Egress – arrival and departure

The start and end of the school day create risks of breaching social distancing guidelines	H	Start and departure times are staggered to reduce pinch points and risk of breach.	Yes	Pupils will wait in their 'social bubbles' in holding areas before being escorted into the school building, through pre-determined entrances, by an adult. 60 students maximum walking to and from school at any one time. Traffic management scheme not required due to majority of students walk to school.
		A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place	No	
		All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents	Yes	
		Segregation of groups is considered wherever practicable	Yes	
		Floor markings are visible where it is necessary to manage any queuing.		
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	Start and finish times are staggered.	Yes	
		The use of available entrances and exits is maximised.	Yes	
		Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.	Yes	

4.3 Management of classrooms and teaching spaces

		Home base arrangements are in place.	Yes	
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The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	M	Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance	Yes	School leaders will not allow more pupils into school than can be effectively managed in accordance with social distancing guidelines. Timetable and school day structures have been reviewed to ensure there is capacity to do this – E.g. Pupils will not attend school for a full week in the first phase of return. Classrooms will not be used for more than one session.
		All furniture not in use has been removed from classrooms and teaching spaces into safe storage	Yes	
		Arrangements are reviewed regularly.	Yes	

4.4 Management of movement in corridors

Social distancing guidance is breached when pupils circulate in corridors	H	Circulation plans have been reviewed and amended.	Yes	There are clear routines in place to support pupil toileting at key points. Individual pupils will be escorted by an adult outside of these times.
		One-way systems are in operation where feasible.	Yes	
		Corridors are divided where feasible.	Yes	
		Circulation routes are clearly marked with appropriate signage.	Yes	
		Any pinch points/bottle necks are identified and managed accordingly.	Yes	
		The movement of pupils around school is minimised as much as possible.	Yes	
		Where possible, pupils and staff stay in classrooms or in designated external areas	Yes	
		Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage	Yes	
		Appropriate supervision levels are in place.	Yes	

4.5 Management of social distancing at break times

Pupils may not observe social distancing at break	H	Break times are staggered.	N/A
		External areas are designated for different groups.	N/A
		Pupils are reminded about social distancing as break times begin.	N/A

times		Social distancing signage is in place around the school and in key areas.	N/A
		Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	N/A

4.6 Management of social distancing at lunch times

Pupils may not observe social distancing at lunch times	H	Pupils are reminded about social distancing as lunch times begin.	N/A	Where communal dining spaces are not suitable to support social distancing, pupils will eat their food within their 'home base' area / food will be brought to them in their 'home base' area
		Pupils wash their hands using the 20 second routine, before and after eating.	N/A	
		Dining area layouts have been configured to ensure social distancing.	N/A	
		Tables and chairs have been cordoned off where this is not possible.	N/A	
		Floor markings are used to manage queues and enable social distancing.	N/A	
		Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.	N/A	
		Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).	N/A	
		Eating areas are cleaned after lunch.	N/A	

4.7 Management of social distancing and hygiene in the toilets

Queues for toilets and handwashing risk non-compliance with social distancing measures	H	Queuing zones for toilets and hand washing have been established and are monitored.	Yes	Bubbles to share specific toilets and timing rota in place as to when each bubble will be escorted to the toilet during the day / escorted individually if outside of these times. Footprints on the floor keep students 2m apart. Every other tap
		Floor markings are in place to enable social distancing.	Yes	
		Pupils know that they can only use the toilet one at a time.	Yes	
		Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	Yes	
		The toilets are cleaned frequently.	Yes	
		Monitoring ensures a constant supply of soap and paper towels.	Yes	

		Bins are emptied regularly.	Yes	to be cordoned off.
		Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place	Yes	

4.8 Safety arrangements for the use of medical rooms

The configuration of medical rooms may compromise social distancing measures	H	Social distancing provisions are in place for medical rooms.	Yes	Pupils will be sent home at the first signs of illness regardless of symptoms
		Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.	Yes	
		Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes	
		Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff	Ordered	

5. Securing and sustaining robust hygiene systems and procedures

5.1 Cleaning

Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.	Yes	Copy regime from Union guidance in here – communicated with cleaning staff
		Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day	Changed hours	
		Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space	Yes	

5.2 Hygiene and handwashing

Inadequate supplies of soap and hand sanitiser		An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered	Yes	
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mean that pupils and staff do not wash their hands with sufficient frequency	M	Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Yes	
Pupils forget to wash their hands regularly and frequently	H	Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.	Yes	
		Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.	Yes	
		School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Yes	
		Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person	Yes	

5.3 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.	Yes	Sufficient PPE has been ordered for all schools in FPMAT as a means of supporting staff confidence in returning to work. Staff will be issued with government guidance relating to PPE use and effectiveness but individuals will be able to make their own decision. Supplies have been estimated to last for an initial 8 weeks. Use will be reviewed and more stock ordered if this is required by staff.
		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).	Yes	
		Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Yes	

6. Curriculum organisation

		Consideration should be given on planning what to teach, and how, taking into account the temporary disapplication of the curriculum	Yes	FPMAT primary schools have an agreed approach to curriculum
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Children may need to re-socialise and familiarise with new routines	H	The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading.	Yes	content for returning pupils. PSHE, mental health and their well-being are key drivers during the first phase of return. Materials are shared in the FROG portal between schools in the MAT to reduce workload where possible.
Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	M	Gaps in learning are assessed and addressed in teachers' planning.	Yes	
		Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality	Yes	
		Plans for intervention are in place for those pupils who have fallen behind in their learning.	Yes	
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	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.	Yes	
		Virtual tours of the school are available for parents and pupils.	Yes	
		Online induction days for pupils and parents are planned.	Yes	

7. Enhancing mental health support for pupils and staff

7.1 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	M	There are sufficient numbers of trained staff available to support pupils with mental health issues.	Yes	
		There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	Yes	
		Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).	Yes	
		Resources/websites to support the mental health of pupils are provided.	Yes	

7.2 Mental health concerns – staff

The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	Staff are encouraged to focus on their wellbeing.	Yes	Several counsellors are employed by the MAT and are available to staff from all schools to support any mental health and well-being issues.
		Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.	Yes	
		Meetings will either be online or maintain social distancing where this is on site	Yes	
		Staff briefings and training have included content on wellbeing.	Yes	
		Staff briefings/training on wellbeing are provided.	Yes	
		Staff have been signposted to useful websites and resources.	Yes	
Working from home can adversely affect mental health	M	Staff working from home due to self-isolation have regular catch-ups with line managers.	Yes	
		Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.	Yes	
		Appropriate work plans have been agreed with support provided where necessary.	Yes	
		Staff working from home may help provide remote learning for any pupils who need to stay at home.	Yes	

7.3 Bereavement support

Pupils and staff are grieving because of loss of friends or family	H	The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team	Yes	
		Support is requested from other organisations when necessary.	Yes	

8 Governance and policy

8.1 The role of Governors

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	The governing body continues to meet regularly via online platforms.	Yes	A wide variety of communications are used to ensure governors remain up to date with COVID-19 developments in education and are well placed to understand the actions taken and required by individual schools. Headteachers regularly share newsletters and examples of school activity to ensure governors have examples of good practice MAT newsletters for staff and parents are shared with governors every half-term.
		The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.	Yes	
		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.	Yes	
		Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.	Yes	
		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.	Yes	
Governors are not fully informed or involved in making key decisions	L	Online meetings are held regularly with governors.	Yes	
		Governing bodies are involved in key decisions on reopening.	Yes	
		Governors are briefed regularly on the latest government guidance and its implications for the school.	Yes	

8.2 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	M	All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.	Yes	
		Staff, pupils, parents and governors have been briefed accordingly.	Yes	
		Governors have approved revisions	Yes	

9. Other operational issues

9.1 Review of fire procedures

Fire procedures are not appropriate to cover new arrangements	L	Fire procedures have been reviewed and revised where required, due to:	Yes	Fire Evacuation remains the same the muster point will be the tennis courts. Room numbers will be displayed to indicate where a particular room will meet, staff will have a paper register.
		Reduced numbers of pupils/staff	Yes	
		Possible absence of fire marshals	Yes	
		Social distancing rules during evacuation and at muster points	Yes	
		Possible need for additional muster point(s) to enable social distancing where possible	Yes	
		Staff and pupils have been briefed on any new evacuation procedures.	Yes	
		Incident controller and fire marshals have been trained and briefed appropriately.	Yes	
Fire evacuation drills - unable to apply social distancing effectively	M	Plans for fire evacuation drills are in place which are in line with social distancing measures.	Yes	
Fire marshals absent due to self-isolation	M	An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes	

9.2 Free school meals

Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	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.	Yes	Sam O'Hagan
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9.3 Contractors working on the school site

		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.	Yes	
		An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.	Yes	

Staff, pupils,
contractors,
visitors,
volunteers

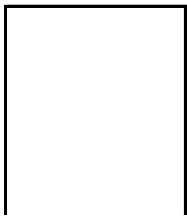
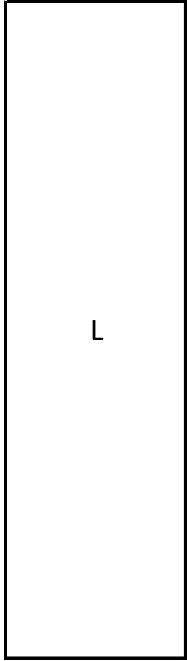
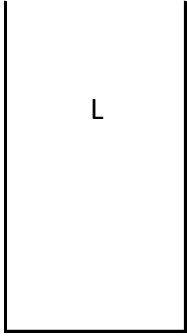


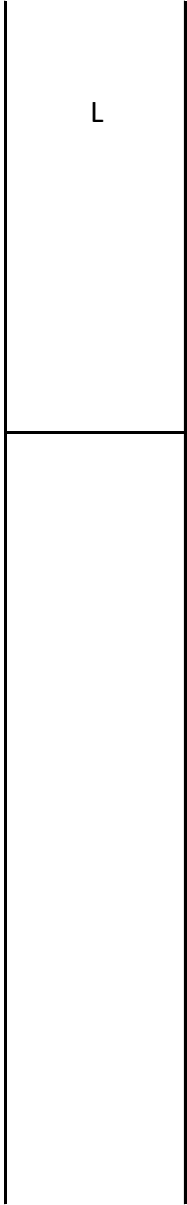
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Residual risk
rating
(H/M/L)

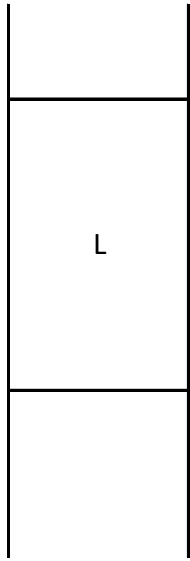
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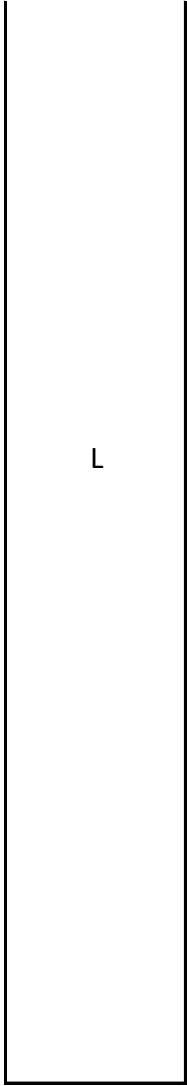




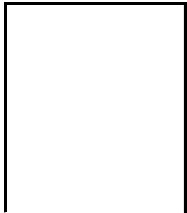


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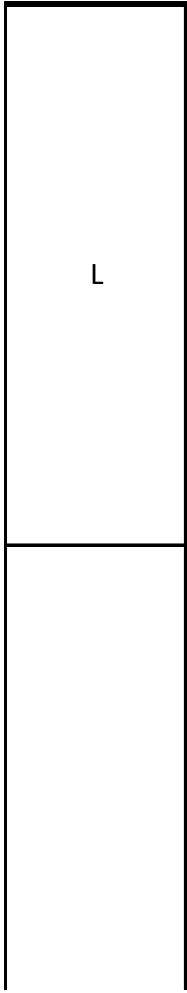
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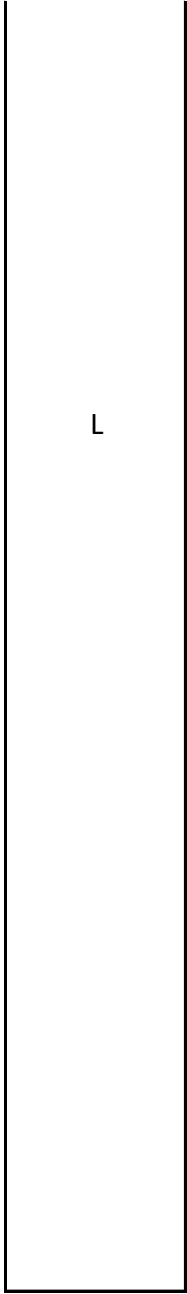


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All staff in FPMAT have received guidance on what actions to take if they feel a COVID-19 test may be needed. Requests are sent to MAT Central staff who li





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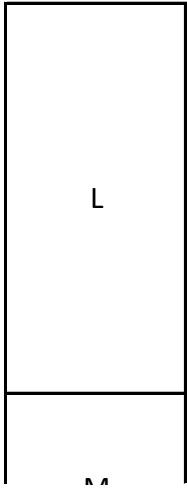
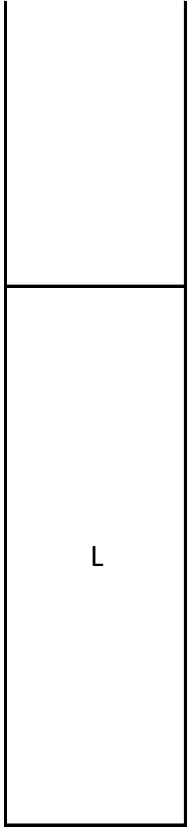
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Check and review EHCP risk assessments for key pupils with staff and parents to ensure new routines are 'built in' and risks are mitigated wherever possible. Some pupils ma

Detailed procedures are in place to maintain regular contact with those who most need to be in school, regardless of year group. More

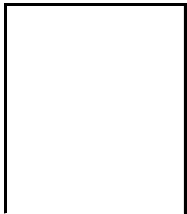
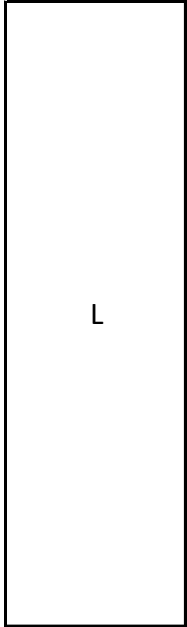
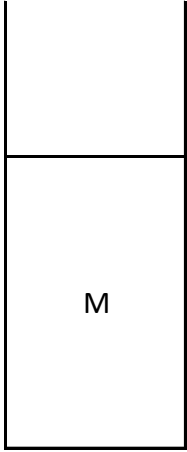


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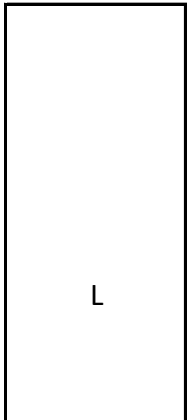
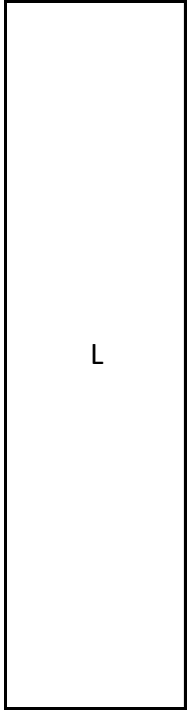
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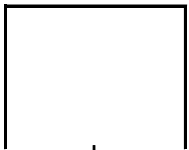
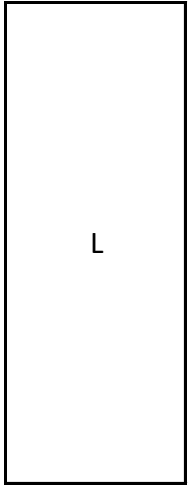
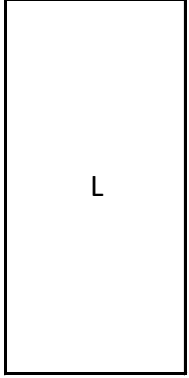
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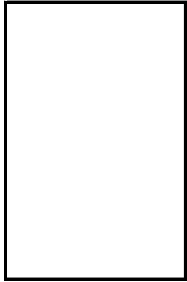
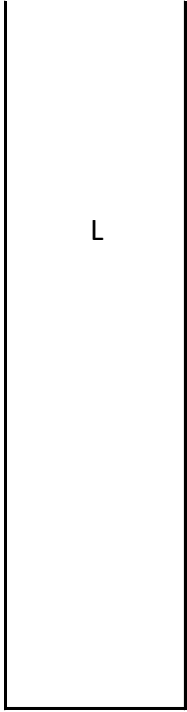
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y not return to school in the first 1-2 weeks, until provision is in place to safeguard all

of these pupils are attending school as lockdown restrictions are eased.