

# 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 18<sup>th</sup> 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:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:		Review interval:		Date of next review:	
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## Risk matrix

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

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
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### 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	No	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. Billingtons are also completing a full site audit and updating the FRA. 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	L
		Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms	No		
		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		
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	All statutory compliance is up to date.	Yes	School systems have been maintained during lockdown as all FPMAT schools have remained 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	L
		Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Yes		

### 1.2 First Aid/Designated Safeguarding Leads

		First Aid certificates have been extended for three months by Gov't	Yes	Online training has been identified to support individuals who need	
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The lack of availability of designated First Aiders and Designated Safeguarding Leads may put children's safety at risk	L	A programme for training additional staff is in place, using on-line training.	Yes	to support individuals who need training updates or who wish to become accredited for Paediatric First Aid. E.g. <a href="https://email.sja.org.uk/sja_marketing/lz.aspx?p1=MIIDU4NzYxOTFTMjIzOjE4QkY0NDgwRDICMUZCQzIzRjRERTM0OTFEOTEzRDdD-&amp;CC=&amp;p=0">https://email.sja.org.uk/sja_marketing/lz.aspx?p1=MIIDU4NzYxOTFTMjIzOjE4QkY0NDgwRDICMUZCQzIzRjRERTM0OTFEOTEzRDdD-&amp;CC=&amp;p=0</a> All schools will have trained First Aiders and Designated Safeguarding Leaders on site – support for individuals available on request from MAT/LA	L
		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 sizes will not allow adequate social distancing	H	Class sizes revert to 30 in recognition of Government advice that children are not at significant risk	Yes		L
		Timetables and staffing model determined to secure curriculum delivery for class-group size	Yes		
		Classrooms are re-modelled, with chairs and desks facing forwards where possible. Any surplus furniture including 'spare' chairs are removed if possible and area de-cluttered.	Yes		
		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 where possible. Students will be kept within their Year group bubble for 75% of lessons.	Yes		

	H	<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>	Yes		
		<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>	Yes		
		<p>Single use PPE will be disposed of so that it cannot be reused in appropriate bins; these will be signed appropriately</p>	Yes		
		<p>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</p>	Yes		
		<p>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 and classrooms.</p>	Yes		
		<p>Wipes are available in each room for teachers to use to wipe down desks</p>	Yes		
Large spaces that need to be used as classrooms	L	<p>Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size.</p>	Yes		L
		<p>Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring.</p>	Yes		
		<p>Design layout and arrangements in place to enable social distancing where required if students move out of their year group bubbles.</p>	Yes		

Staff rooms and offices do not allow for observation of social distancing guidelines	H	Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.	Yes	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. 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.	L
		Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team. Staff using a communal area do so at a 2m social distance where possible. The area is cleaned at the end of every day, sanitiser will be available in these areas. If group work is being completed in these areas then the area will be cleaned before the next group enters the room.	Yes		
School kitchens may not be able to serve whole school return	H	<a href="#">Government advice confirms that school kitchens can continue to operate, the kitchen will comply with guidance for food businesses on coronavirus (COVID-19)</a>	Yes	Government advice is followed along with the Food Hygiene Standards agency. Sam O'Hagan is updating the Kitchen specific Risk Assessments	L
		Reduced food menu following 'grab and go' style delivery to be used to reduce congestion times. One year group at a time will receive food in their own specific canteen area, using split, staggered lunches.			
Physical activity in school	H	Pupils to be kept in consistent groups	Yes	Year Group Bubbles to be used to deliver lessons.	L
		Sports equipment to be thoroughly cleaned in between each use by a different group	Yes	Cleaning equipment ordered	
		Avoid contact sports	Yes		
		Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene	Yes		

		External facilities are used in accordance with Government guidance on the phased return of sport and recreation and Sport England. Include activities such as active miles and active travel to promote exercise.	Yes		
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## 2.2 Availability of staff and class sizes

Rapid decisions cannot be made to isolate students and send them home	M	Either the Head or Deputy Head must always be in school. Only they can chair the 'COVID-19 rapid reaction team'. The only occasion for this not to be the case is if both are forced to self-isolate.	Yes		L
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	The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned	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.	L
		Staff who are identified as potentially at increased risk from coronavirus) because they have particular characteristics that comparatively increase their risk as set out in COVID-19: review of disparities in risks and outcomes report should be identified and be given the opportunity to undertake a vulnerable employee risk assessment (VERA). The school will use its reasonable endeavours to accommodate the risk	yes		
		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		
		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	L
		Staff share the outcome of the test with their employer	Yes		
		The school, staff and parents engage with the Test and Trace processes. Contact numbers for staff and students are correct on SIMS.	Yes		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	L	Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. Any household members within school will be sent home to self-isolate for 14 days or until the test result is known and is negative	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. <a href="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-childcare-settings">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-childcare-settings</a>	L
		Engage with the NHS Test and Trace process.	Yes		
		Contain any outbreak by following local public health protection advice contact: Public Health England health protection team	Yes		
		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		

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 advice is followed.	Yes
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.	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
There are sufficient number of first aiders on the premises	Yes
There are sufficient number of first aid boxes available on site with contents being checked regularly.	Yes

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

M

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.

Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.

This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding

Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners

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.

There are sufficient number of first aid boxes available on site with contents being checked regularly.

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

Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners

Yes

Yes

Staff meeting, LM meetings and emails. Re-set training to be used to inform staff.

L

Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school.	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	L
		This guidance has been explained to staff and pupils as part of the induction process.	Yes		

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

#### 3.1 Staff induction and CPD

Staff are not trained in new procedures, leading to risks to health	L	A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes:	Yes	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 during the summer holiday.	L
		Infection control			
		Fire safety and evacuation procedures			
		Constructive behaviour management			
		Safeguarding			
	Risk management				
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	Yes	New staff will visit the school site, following social distancing guidelines, prior to re-opening	L
		The revised staff handbook is issued to all new staff prior to them starting.			

#### 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	L
		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	receive updates.	
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 social distancing, good handwashing and 'catch it, kill 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 year group bubbles' will be escalated to senior leaders in the school immediately. Floor feet to be used in common areas.	L
		Clear floor markings identify 2 metre spaces (may reduce to 1 meter +) 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 reopening of the school	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 regular basis using a range of communication tools.	Yes		L
		A COVID-19 section on the school website is created and updated.	Yes		
		Parent and pupil information letters are created.	Yes		
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 regular basis via email, text and the school's website.	Yes	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	M

#### 4 Planning movement around the school

		Circulation plans have been reviewed and revised.	Yes		
		One-way systems are in place where possible.	Yes		

Movement around the school risks breaching social distancing guidelines	H	Corridors are divided where feasible using 'roadway' markings.	Yes	Signage and transit routes clearly identified. Students work in 'social year group bubbles'.	L
		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 bubble year group guidance.	Yes		
		Masks are to be worn in all areas around the site except when students are in lesson. Staff are to check that students have them on before leaving the class room.	Yes		
		Appropriate levels of supervision and guidance are in place. Teachers are to release students from lessons and check that sufficient space is available in the corridor before doing so.	Yes		

#### 4.1 Management of social distancing in the reception area

Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	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 Parents will not be able to visit the school site without prior appointment unless there is an	L
		A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures. Inventory to be updated to include contact information.	Yes		
		Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit	Yes		
		Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor	Yes		

Risks breaching social distancing guidelines		Social distancing points are clearly set out, using floor markings, continuing outside where necessary.	Yes	appointment unless there is an emergency. In such cases, specific measures are in place to ensure social distancing practices will be maintained.	
		Masks to be worn in this area	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	Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place	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.	L
		Start (08:50 and 09:05) and departure times (due to no bell) are staggered to reduce pinch points and risk of breach if this is possible without reducing the overall teaching time for pupils.	Yes		
		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.	Yes		
		Segregation of groups is considered wherever practicable			
		Floor markings are visible where it is necessary to manage any queuing.	Yes		
		All available safe exits are utilised to enter and leave the school building with year groups using designated exit points.	Yes		
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	Start and finish times are staggered.	Yes		L
		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		

Pupils use public transport and thereby increase risk of infection and transmission	H	Public transport is defined as transport used by the general public. If children use a public bus to come to school they will have to wear a face covering which they dispose of in designated bins upon arrival as necessary.	Yes		L
		Staff using public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container – staff are advised to carry a spare face covering.	Yes		
		School transport commissioned by the LA (excluding the use of public buses via a bus pass) are not available to the general public and therefore risk is reduced by the controls deployed by the LA and provider risk assessments	Yes		
		Parents and children will be discouraged for using public transport if there is another practical mode of getting to school including, walking, cycling (if safe) or family car.	Yes		
		Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most	Yes		
Pupils Usings School Minibus Transport therefore increasing the risk of infection and transmission	H	Pupils should be transported where possible within their year group bubble. Hand sanitiser will be stored on the vehicle and used when pupils embark and disembark the vehicle. The vehicle will be cleaned after each use. Organised queuing to be put in to place when boarding the vehicle where possible. Distancing measures to be adopted within the vehicle where possible. The use of face coverings where appropriate, for example if there are due to come in to contact with someone outside of their year group bubble.	Yes		
<b>4.3 Consideration of how to reduce contacts and maximise distancing between Year groups in school wherever possible and minimise potential for contamination as far as is reasonably practicable.</b>					

Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum	H	Group pupils together to reduce as far as possible the number of contacts between children and staff, to a size that balances the requirement to deliver a broad and balanced curriculum.	Yes	L
		Maintain as far as possible the consistency of Year group members.	Yes	
		Avoid contact between groups as far as possible using zones on the playground to distance Year groups from each other.	Yes	
		Staff to maintain distance from pupils and other staff as much as possible, using 2m as a guide.	Yes	
		Limit interaction, sharing of rooms and social spaces between groups as much as possible.	Yes	
		Where possible children may spend the majority of their time in their class groups, but will be allowed to mix into wider groups for specialist teaching and transport,	Yes	
		All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer.	Yes	
		If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Where this is not possible, PPE such as masks and visors are to be worn. These are available from first aid	Yes	
		Face to face contact will be avoided if possible and the time spent in close contact (within 1 metre of anyone) will be minimised	Yes	
		The provision for a child with complex needs who require close contact care can be delivered as normal	Yes	
The size and configuration of classrooms and teaching spaces		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	

or classrooms and teaching spaces does not support compliance with social distancing measures	H	Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class.	Yes		L
		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 classrooms and teaching spaces

The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	M	Where possible all pupil desks are forward facing and the teacher.	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.	L
		Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures (for the teacher) and in line with local and government guidance.	Yes		
		All furniture not in use has been removed from classrooms and teaching spaces into safe storage.	Yes		
		Arrangements are reviewed regularly.	Yes		

#### 4.5 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.	L
		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	
		Staff to check corridors before releasing students to avoid over crowding	Yes	

#### 4.5 Management of social distancing at break times

Pupils may not observe social distancing at break times	H	Pupils are in year group zoned areas at breaktimes.	Yes		L
		External areas are designated for different groups.	Yes		
		Pupils are reminded about social distancing as break times begin.	Yes		
		Social distancing signage is in place around the school and in key areas.	Yes		
		Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	Yes		
Pupils may not observe social distancing during a wet break time	H	Indoor zones to be identified for students to use during wet/cold break times. Maximum capacities for each indoor zone to be shared with duty staff. No more than the maximum number will be allowed in at any one time	Yes		
		Duty staff to be allocated an indoor zone to supervise	Yes		
		Students to go to their designated zone and sit on the mats provided, no more than 10 students per mat.	Yes		
		Disinfectant spray and wipes to be made available to students for them to wipe before and after use	Yes		
		Tennis court equipment will not be available	Yes		

#### 4.6 Management of social distancing at lunch times

Pupils may not observe social distancing at lunch	H	Pupils are reminded about social distancing as lunch times begin.	Yes		L
		Pupils wash their hands using the 20 second routine, before and after eating.	Yes		
		Dining area layouts have been configured to ensure social distancing (secondary) where possible	Yes		
		Staggered lunchtimes are used reduce congestion.	Yes		
		Floor markings are used to manage queues and enable social distancing.	Yes		

times		Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.	Yes		
		Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).	Yes		
		Eating areas are cleaned in-between group usage and after lunch has ended	Yes		
Pupils may not observe social distancing during a wet lunch time	H	Indoor zones to be identified for students to use during wet/cold lunch times. Maximum capacities for each indoor zone to be shared with duty staff. No more than the maximum number will be allowed in at any one time	Yes		
		Duty staff to be allocated an indoor zone to supervise	Yes		
		Duty staff member to monitor capacity, once the room is full no additional students can enter	Yes		
		Students must wipe their feet on the way in to the gym and sports hall.	Yes		
		Maximum number of 10 students per mat	Yes		
		Disinfectant spray and wipes to be made available to students for them to wipe before and after use	Yes		
		M block canteen will be fogged between lunches	Yes		
		Tennis court equipment will not be available	Yes		

#### 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. These do not have to be segregated for different groups, but should not be used by members of different groups at the same time	Yes	Bubbles to use specific Year group toilets. Footprints on the floor keep students apart.	L
		Floor markings are in place to enable social distancing.	Yes		
		Pupils know that they can only use the toilet one at a time if not in a Year group zone.	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		
		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 behind a closed door if possible	Yes	Pupils will be sent home at the first signs of illness regardless of symptoms	L
		Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. This to be an isolated room next to first aid, separated by two doors from any other room, with an external window.	Yes		
		Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. It is advised that household bleach is used after the room is vacated.	Yes		
		Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff	Yes		
		Any member of staff providing assistance to someone with symptoms and any pupils who have been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	Yes		

#### 5. Securing and sustaining robust hygiene systems and procedures

##### 5.1 Cleaning

Cleaning capacity is reduced so that an initial deep-clean and ongoing	M	An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.	Yes	Regime communicated with	I
		Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day.	Changed hours		

cleaning of surfaces are not undertaken to the standards required	VI	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 and this reflects increased demand in September when all pupils and staff return.	Yes	cleaning staff	L
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## 5.2 Hygiene and handwashing

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered.	Yes		L
		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		L
		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		
Equipment and resources	H	Individual and very frequently used equipment such as pencils and pens should not be shared	Yes		L
		Classroom based resources including books and games can be shared within the Year group bubble but must be cleaned regularly. The use of spray bottles can be used to spray keyboards etc regularly.	Yes		
		Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics)	Yes		
		Outdoor play equipment will be cleaned more frequently.	Yes		

		Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted.	Yes		
		Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided	Yes		

### 5.3 Personal Protective Equipment (PPE)

Provision of PPE for staff where required is not in line with government guidelines	H	Public Health England advise that face coverings can be worn in schools and that routine temperature checks should not be taken as they are intrusive and ineffective	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. Use will be reviewed and more stock ordered if this is required by staff.	M
		Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured for medical first aiders or staff delivering close one to one health care.	Yes		
		Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Yes		
		Face coverings are to be worn in communal areas and corridors in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport	Yes		
		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		

### 6. Curriculum organisation

Children may need to re-socialise and familiarise with new routines	H	Consideration should be given on planning what to teach, and how. The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in learning.	Yes		M
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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		L
		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		L
Resuming full support for pupils with SEND (SEND Support and EHC Plans)	M	All children with SEND will return full-time to school in September 2020 and receive their full entitlement to support	Yes		L
		Small children and children with complex needs will continue to be helped to wash their hands properly	Yes		
		Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the LA's vulnerable children risk assessment template.	Yes		
		<del>External specialists will resume direct contact in schools</del> for assessment, training, advice and support purposes observing the schools visitors policy and mirroring <del>expectations on staffing behaviours in terms of hygiene</del>	Yes		
Extra-curricular provision increases risk of transmission between year group bubbles.	H	Staff to submit a case for delivery of extra-curricular provision along with individual risk assessment. Students to follow 2m social distancing control measures.	Yes		L

Risk of infection from singing, chanting, playing wind or brass instruments and shouting.	H	Practical music lessons will be held outside when practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing, positioning children back-to-back or side-by-side (not face to face).	Yes		L
		Perpetetic tuition to continue under social distancing guidelines of 2m	Yes		
		Instruments will not be shared	Yes		
		Delay music groups/choirs for the first half term/full term to be reviewed at Christmas	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		L
		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/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.	L
		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		
		Staff working from home due to self-isolation have regular catch-ups with line managers.	Yes		

Working from home can adversely affect mental health	M	Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.	Yes		L
		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		M
		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.	L
		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	L	Online meetings are held regularly with governors.	Yes		L
		Governing bodies are involved in key decisions on reopening.	Yes		

making key decisions		Governors are briefed regularly on the latest government guidance and its implications for the school.	Yes		
<b>8.2 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	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		L
		Staff, pupils, parents and governors have been briefed accordingly.	Yes		
		Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support	Yes		
		Governors have approved revisions	Yes		
Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning	H	A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level.	Yes		L
		High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups.	Yes		
		Remote education is integrated into the school’s curriculum planning.	Yes		
		Printed resources will be available for those that cannot access the internet physically or cognitively.	Yes		

		The curriculum is planned to ensure that knowledge and skills are built incrementally and clear explanations of content are delivered by a teacher in school through high quality curriculum resources and/or videos with face to face virtual contact as appropriate – ideally daily.	Yes		
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**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. Horizontal Year mentor group numbers will be displayed to indicate where a particular room will meet, staff will have a paper register.	L
		Possible need for additional muster point(s) to enable social distancing where possible	Yes		
		Social distancing rules 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		L
Fire marshals absent due to self-isolation	M	An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes		L

**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. These will be organised outside of school hours wherever reasonably practicable	Yes	Contractors, staff and pupils are to	
		An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.	Yes		

Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	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.	Yes	be kept apart and not work in the same area where possible. Contractors are to have pre arranged appointments only so work can be planned effectively. All RAMS are to be sent to N.West to review. Contractors will receive an induction from SSO staff and sign in and out as per normal procedures	L
		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.	Yes		
		Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.	Yes		
		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).	Yes		

**10. Additional site-specific issues and risks**

Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme or alternative provision)	H	The school, working with the setting will ensure that all risk are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum.	Yes	Risk Assessment co-ordinated across external providers.	L
Associate staff who respond to manitance/ IT or any other situation where they are moving between bubbles will increase the risk of infection	H	Staff to make sure that they are responding to these issues when a room is not being used where possible. Staff to note down the date, time attened and time they vacaded the room for track and trace purposes. If they are attending a room occupied social distancing must be in place.	Yes		L