



**Harbour
Learning
Trust**

COVID-19: Operational Risk Assessment

for William Barcroft Junior School

September 2021

Please note: this risk assessment should be undertaken in conjunction with the guidance on academy reopening issued by the Department for Education. Thank you to Star Academies for the use of their risk assessment template.

Assessment conducted by:	Sarah Sargent	Job title:	Principal	Covered by this assessment	Staff, students, contractors, visitors, volunteers
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Date of assessment:	26.08.21	Review interval:	This is an agile risk assessment. It will be reviewed weekly as a matter of course but more frequently when changes occur.	Date of next review:	26.11.21
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Related documents	
<p>Trust/Local Authority documents:</p> <p>Procedures to follow if someone develops symptoms</p> <p>Categories of staff</p>	<p>Government Guidance:</p> <p>This plan is based on the contingency framework for managing local outbreaks of COVID-19 and the schools operational guidance from step 4, published by the Department for Education (DfE).</p>

Current Government advice is checked daily for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Local Authority advice is checked weekly for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Document history			
Date of review	Conducted by	Reviewed by	Note of revisions
10.9.21		Sarah Sargent	No changes made
17.9.21		Sarah Sargent	1.10 d) Meeting arranged for 23/9 with COG to update her on Covid guidelines and their implications 1.16 a) Lunchtime rotas have been evaluated and extra staff added to increase supervision and reduce risks. 6.1 a) Fire procedures have been re viewed and sent to all staff to discuss with children. c)Fire drill has been scheduled for 21.9
24.9.21		Sarah Sargent	No changes
01.10.21		Sarah Sargent	No changes
8.18.21		Sarah Sargent	No Changes
15.10.21		Sarah Sargent	1.7 A Additional Covid sections in place on risk assessments for trips.
4.11.21		Sarah Sargent	1.7 All xmas activities to be in separate year groups – parties, church, assemblies. Pantomime upper and lower school on separate days. 1.11 Fire drill scheduled with new walkie talkies.
12.11.21		Sarah Sargent	Rules revisited with children in assemblies and in class Rules revisited with parents via the newsletter Staff reminded to follow the rules via email.
19.11.21		Sarah Sargent	1.7 Assemblies to be cancelled and replaced with class assemblies to avoid large gatherings. Rule of Maximum of 30 visitors to all xmas events implemented.

The risk rating and the residual risk rating may change depending on local circumstance/ building. Where the risk rating moves from a green or amber to a red or from an amber or red to a green, this must be agreed by the CEO and DoF&O.

Risk assessments are all quality assured to ensure they reflect the operational environment

Introduction

Risk matrix

PROBABILITY	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

The purpose of a risk assessment is not to eliminate all risks, but to put in place control measures in order to mitigate against them as far as possible. It is not realistic to expect that all risk measures should be rated as minor (green). The probability of something happening may be low, but should it happen, the impact would be high, and the risk would therefore be rated as red (severe). In practice, for example, if there was not sufficient cleaning capacity in place to clean an academy, the impact of this would be high, in that we would not be able to open the

academy due to the stringent requirements around hygiene. This may therefore rate red on the risk assessment. This does not mean we do not have sufficient cleaning capacity, but only that should this be the case, the impact of this would be high.

Key					
CEO	Chief Executive	DoSI	Director of Academy Improvement		
DoF&O	Director of Finance & Operations	P	Principal		
THR	Trust HR Manager	PSLFT	Primary Safeguarding Lead for the Trust		
EP	Executive Principal				
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in primary academy's					
1.1 Organisation of classes (DoSI, EP & P)					
Unintended mixing between classes will increase the risk of the virus spreading	12 - Major	a) There is full compliance with the DfE system control measures set out in the latest government guidance. b) Each class will predominantly remain within its designated room/space during teaching time. c) Timetabled use of shared areas d) Pupils observe hygiene guidance and wash/sanitise hands frequently limiting risk of contamination from frequently touched surfaces. e) A 1m gap will be left between classes in assemblies. Assemblies will be restricted to two year groups only. Measures including keeping children in separate bubbles will only be reinstated should an outbreak occur. See Outbreak Management Plan.	a)Yes b)Yes c)Yes d)Yes e) Yes Currently not in place		8 - Moderate
1.2 Organisation of teaching spaces (DoSI, EP & P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Teaching pupils in full classes will increase the risk of the virus spreading	9 - Moderate	<ul style="list-style-type: none"> a) There is full compliance with the DfE system control measures set out in the latest government guidance. b) Pupils observe hygiene guidance and wash hands frequently. c) Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. d) Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents throughout the day. e) Age appropriate signage is displayed promoting handwashing. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes e)Yes 		4 - Moderate
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	12 - Major	<ul style="list-style-type: none"> a) Large and specialist spaces are cleaned and disinfected thoroughly before and after use. b) Assemblies will resume but be limited to 2 year groups at a time. 1m gaps will be left between year group rows. c) Other shared spaces will be arranged to leave a 1m gap between classes where possible. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 		8 - Moderate
1.3 Availability of Staffing (CEO, DoSI, EP & P)					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in academy	15 - Major	<ul style="list-style-type: none"> a) Clinically extremely vulnerable staff are able to work in school with added precautions and full risk assessments. b) Clinically vulnerable staff can work in the academy with extra attention paid to washing hands and maintaining social distance with a full risk assessment in place. c) There is full compliance with the DfE system control measures set out in the latest government guidance. d) Full use of testing (including lateral flow test where available) is used to inform staff deployment. e) The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. f) A pregnancy risk assessment is in place for any pregnant staff. 	<ul style="list-style-type: none"> a)NA b)Yes c)Yes d)Yes e)Yes f)NA 	a)No clinically extremely vulnerable staff in school at present.	9 - Moderate
1.4 The academy day (CEO, DoSI, EP & P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The start and end of the academy day create risks of contact between discrete class bubbles	15 - Major	<p>Measures including staggering start and finish times will only be reinstated should an outbreak occur. See Outbreak Management Plan.</p> <p>a) A plan is in place for managing the movement of people on arrival and at the end of the day to avoid groups of people congregating. Pupils will come straight into school on arrival with year 3/4/5 parents leaving children at the gate in order to reduce congestion. Parents to wait at class doors rather than in large groups at the entrance at pick up time.</p> <p>b) The number of entrances and exits to be used is maximised to avoid mixing.</p> <p>c) Different entrances/exits are used for different groups.</p> <p>d) Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p> <p>d)Yes</p>		9 - Moderate
1.5 Planning movement around the academy (DoSI, EP & P)					
Movement around the academy risks contact between discrete class group bubbles	12 - Major	<p>Although pupils will not be in discrete bubbles (unless an outbreak occurs) , the following measures will be in place to minimise contact:</p> <p>a) Timetabling avoids more than one class / year group moving between areas at the same time in the same part of the building.</p> <p>b) Upper and lower KS2 have separate break times to minimise congestion.</p> <p>c) Lunchtimes to be overlapping to reduce congestion.</p> <p>d) Class / year group remain in their home bases for most of their learning.</p> <p>e) Appropriate duty rota and levels of supervision are in place.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p> <p>d) Yes</p> <p>e) Yes</p>		5 - Moderate
1.6 Supporting children with special needs (DoSI, EP & P)					
Pupils with special needs are not supported and fail to keep pace with their peers should they be unable to attend school (e.g. extremely critically vulnerable /	15 - Major	<p>a) The SENDCo keeps an up to date record of all children with additional needs.</p> <p>b) IEPs are reviewed regularly to ensure that children's needs are met.</p> <p>c) Vulnerable pupils and their provision are discussed every week at senior leadership meetings.</p> <p>d) The SENDCo monitors engagement with remote learning where</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p> <p>d)Yes</p>		9 - Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
critically vulnerable)		<p>students are not accessing face to face teaching.</p> <p>e) Teachers and the SENDCo engage with parents to ensure that these pupils needs are being met through the remote learning offer.</p> <p>f) Where necessary, children with SEND will be provided with bespoke materials to continue with their learning.</p> <p>g) Specialist teachers will be given usual levels of access to the academy. Where required, these visitors will be provided with PPE to allow them to access their work.</p> <p>h) Appropriate levels of supports will be provided with SEND in accordance with their EHCP.</p>	<p>e)Yes</p> <p>f)Yes</p> <p>g)Yes</p> <p>h)Yes</p>		
1.7 Curriculum organisation (CEO, DoSI, EP & P)					
Having missed on-site learning for an extended time, pupils will have fallen behind in their progress during academy closures and achievement gaps will have widened	20 - Severe	<p>a) Gaps in learning are assessed and addressed systematically in teachers' planning.</p> <p>b) Where possible, foundation subjects are used to practise and deepen children's learning in core subjects.</p> <p>c) Remote learning continues and are calibrated to complement in-academy learning and address gaps identified where pupils are unable to attend school due to COVID-19.</p> <p>d) Groups of pupils may undertake sport / PE indoors in well ventilated rooms. However, where possible, all sporting activity will take place outdoors.</p> <p>e) Subject leaders will monitor coverage of their curriculum area.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p> <p>d)Yes</p> <p>e)Yes</p>		15 - Major
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	10 - Major	<p>a) Learning activities for which there is a greater risk of infection are identified and relevant staff informed.</p> <p>b) Opportunities for singing outdoors are sought when the weather allows. If not possible this takes place in well-ventilated spaces.</p> <p>c) Enrichment activities are reviewed and revised accordingly, and are preferably outside.</p> <p>d) Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p> <p>d)Yes</p>	<p>19.11.21</p> <p>Assemblies have been cancelled and are to take place in classrooms only with individual classes.</p>	4 - Moderate
The resumption of non-overnight academy visits poses risks to infection control	10 - Major	<p>a) Visits re-introduced with clear risk assessments and control measure in place to limit virus risk. All involved to be made aware that visits could be subject to change at short notice.</p>	<p>a)Yes</p>	<p>Additional Covid sections in place on risk assessments for trips.</p> <p>All xmas activities to be separate year groups – parties, church, assemblies. Pantomime upper</p>	4- Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
				and lower school separate.	
1.8 Staff workspaces (DoSI, EP & P)					
Staff rooms and offices do not allow for observation of social distancing guidelines	15 - Major	<p>Measures including staff social distancing will only be reinstated should an outbreak occur. See Outbreak Management Plan.</p> <p>a) Staff rooms and offices will be well ventilated; doors and windows should be opened to improve natural ventilation where possible.</p> <p>b) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional.</p>	<p>a)Yes</p> <p>b)Yes</p>		9 - Moderate
1.9 Managing the academy lifecycle (DoSI, EP & P)					
Pupils moving on to the next phase in their education do not feel prepared for the transition	15 - Major	<p>a) Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</p> <p>b) Tours of the academy are available for parents and pupils.</p> <p>c) Induction for pupils and parents are planned.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p>		8 – Moderate
1.10 Governance and policy (CEO, DoF&O, DoSI, EP)					
Governors are not fully informed or involved in making key decisions about reopening	15 - Major	<p>a) Meetings are held regularly with governors.</p> <p>b) Governing bodies are informed on key decisions of measures in place.</p> <p>c) Governors are briefed regularly on the latest government guidance and its implications for the academy and the Chair of Governors is kept fully informed.</p> <p>d) The principal provides regular updates to the Chair of Governors.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p> <p>d)Yes</p>	1.10 d) Meeting scheduled for 23/9 with COG to update her	9 - Moderate
1.11 Policy review (CEO, DoF&O, DoSI, EP)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
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	25 - Severe	<ul style="list-style-type: none"> a) All relevant policies have been revised to take account of government guidance b) Fire evacuation has been reviewed and amended. Any changes to trust policies are approved by the Trust board prior to circulation to all academies. c) Staff, pupils, parents and governors have been briefed accordingly. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 	12.11.21 Fire drill scheduled with new walkie talkies.	5 – Moderate
1.12 Communication strategy (CEO, DoF&O, DoSI, EP)					
Key stakeholders are not fully informed about the plans for reopening and their implications	20 - Severe	<ul style="list-style-type: none"> a) Communications strategies for the following groups are in place: b) Staff c) Pupils d) Parents e) Governors/Trustees f) Local Authority g) Regional Schools Commissioner h) Professional associations i) Other partners j) Academy and Trust websites are updated very regularly so that everyone has immediate access to the most recent updates. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes e)Yes f)Yes g)NA h)Yes i)Yes j)Yes 		5 - Moderate
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	20 - Severe	<ul style="list-style-type: none"> a) Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. b) A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the academy closure period. c) Information about remote learning – including the academy’s policy and arrangements, are available on the academy website. d) Contact records for pupils, parents and staff are kept up to date. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes 		12 – Major
1.13 Pupil attendance (DoSI, EP & P)					
Pupil attendance is lower than expected due to parental concerns about pupils’ safety from	20 - Severe	<ul style="list-style-type: none"> a) Attendance is prioritised in weekly leadership meetings to ensure all pupils and families understand the need to re-engage with school. b) The usual attendance procedures are followed, including first day absence call etc. c) Communications with parents reassure them about the safety of full 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 		12 – Major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
infection		reopening under the latest government guidance. Dialogue is held with parents who have concerns.			
1.14 Staff induction and CPD (CEO, DoF&O)					
Staff are not trained in new procedures, leading to risks to health	20 - Severe	a) A staff handbook is issued to all staff prior to the new term starting in September. b) Induction and CPD programmes are in operation for all staff prior to September, and include: <ul style="list-style-type: none"> ○ The DfE system control measures set out in the latest government guidance ○ Organisational arrangements ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management c) Staff are aware of arrangements for reporting illness.	a)Yes b)Yes c)Yes	Staff handbook given on training day 2/9/21	9 - Moderate
New staff are not aware of policies and procedures prior to starting at the academy when it reopens	25 - Severe	a) Induction programmes are in place for all new staff – either online or in-academy – prior to them starting. b) The staff handbook is issued to all new staff prior to them starting.	a)Yes b)Yes		6 – Moderate
1.15 Free school meals (DoF&O, DoSI, EP, P)					
Pupils eligible for free school meals do not receive them due to discontinuity during the academy closure period	20 - Severe	a) A member of the academy's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in academy.	a)Yes		12 – Major
1.16 Risk assessments (CEO, DoF&O)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Risks are not comprehensively assessed in every area of the academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	25 - Severe	a) Risk assessments are updated or undertaken before the academy reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the academy • When pupils enter and leave academy • During movement around academy • During break and lunch times 		1.16 a) Lunchtime rotas have been evaluated and extra staff added to increase supervision and reduce risks.	8 – Moderate
1.17 Responding to cases of COVID-19 and local/national lockdowns (CEO, DoF&O, DoSI, EP, P)					
The academy is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	25 - Severe	a) Staff are fully trained in dealing with suspected or confirmed cases of coronavirus in light of new guidance (August 21) b) There is full compliance with the DfE system control measures set out in the latest government guidance. c) The academy engages with NHS Test and Trace if contacted d) If an outbreak occurs, advice is sought from the Trust/Local Public Health Teams and appropriate action is taken. e) Arrangements are in place for home and remote learning for pupils who are required to self-isolate.	a)Yes b)Yes c)Yes d)Yes e)Yes		8 – Moderate
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system control measures (CEO, DoF&O, DoSI, EP)					
Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the academy	25 - Severe	Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend academy This information is issued at staff and pupil briefings and in letters home to parents: <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. 	1.Yes		9 – Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. <p>2. Face Coverings</p> <p>Current government guidance will be followed, meaning that staff will not be required to wear face coverings in school unless an outbreak occurs (see OMP). Both pupils and staff will be permitted to wear face coverings if they choose to do this.</p> <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the academy day. It takes place as a minimum: when pupils, staff or visitors enter the academy; at break; before and after lunch; before leaving academy; whenever the toilet is used. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in academy. <p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>2. Yes</p> <p>3. Yes</p>		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the academy, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the academy is checked, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and available when needed. <p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p> <ul style="list-style-type: none"> • The academy ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Where possible, a 1m distance is maintained between classes in shared spaces. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The academy continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. 	<p>5.Yes</p> <p>5.Yes</p> <p>6.Yes</p> <p>7.Yes</p>		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>self-isolating who have tested positive. These spreadsheets are kept up to date.</p> <ul style="list-style-type: none"> Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. <p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Advice provided by the local health protection team is acted on immediately. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 	11.Yes		
2.2 Cleaning (DoF&O, DoSI, EP)					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	20 - Severe	<p>a) A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</p> <p>b) An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</p> <p>c) Cleaning staff work appropriate hours to ensure the academy is COVID secure.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p>		12 – Major
2.3 Hygiene and handwashing (DoF&O, DoSI, EP)					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	15 - Major	<p>a) An audit of handwashing facilities and sanitiser dispensers is undertaken before the academy reopens and additional supplies are purchased if necessary.</p> <p>b) Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</p>	<p>a)Yes</p> <p>b)Yes</p>		8 - Moderate
Pupils forget to wash their hands regularly and frequently	15 Major	<p>a) Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</p> <p>b) Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</p> <p>c) Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p>		9 – Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
2.4 Clothing/fabric (P)					
Not wearing clean clothes each day may increase the risk of the virus spreading	12 - Major	a) Where possible, children will wear full uniform. b) Staff will wear business dress with jumpers / cardigans now permitted during COVID-19.	a)Yes b)Yes		6 – Moderate
The use of fabric chairs may increase the risk of the virus spreading	15 - Major	a) Fabric chairs are taken out of use where possible. b) Where that is not possible, chairs are limited to single person use.	a)No b)No	Fabric chairs are adult only, however they are limited in numbers and therefore unable to be single person use.	6 – Moderate
2.5 Testing and managing symptoms (DoF&O, DoSI, EP)					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	25 - Severe	a) Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. b) Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. c) Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. d) Post-testing support is available for staff through the academy's health provider.	a)Yes b)Yes c)Yes d)Yes		9 - Moderate
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in academy's going undetected	25 - Severe	a) In-academy testing is provided in line with current government guidance. (<i>Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19</i>) b) Any testing arrangements carried out in academy are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. c) A positive result must require a full COVID test	a)Yes b)Yes c)Yes	Staff will continue to test twice weekly at home until the end of September when guidance will be renewed	16 – Major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Staff, pupils and parents are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	20 - Severe	<ul style="list-style-type: none"> a) 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 academy. b) This guidance has been explained to staff and pupils as part of the induction process. c) Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 		9 – Moderate
Staff, pupils and parents are not aware of the academy's procedures should there be a confirmed case of COVID-19 in the academy	20 - Severe	<ul style="list-style-type: none"> a) 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 academy. b) This guidance has been explained to staff and pupils as part of the induction process. c) Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 		9 – Moderate
2.6 First Aid/Designated Safeguarding Leads (DoF&O, DoSI, EP)					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	25 - Severe	<ul style="list-style-type: none"> a) The Academy has appropriately trained Paediatric first aider. A programme for training additional staff is in place. b) Collaborative arrangements for sharing staff with other academy's in the locality have been agreed. 	<ul style="list-style-type: none"> a)Yes b)No 	b)Timetabling ensures that there are always first aiders and DSL on site.	9 – Moderate
2.7 Medical rooms (DoSI, EP)					
Medical rooms are not adequately equipped or configured to maintain infection control	25 - Severe	<ul style="list-style-type: none"> a) Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. b) Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 		9 – Moderate
2.8 Communication with parents (CEO, DoSI, EP)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Parents and carers are not fully informed of the health and safety requirements for the reopening of the academy	25 - Severe	<ul style="list-style-type: none"> a) As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the academy's expectations on a weekly basis using a range of communication tools. b) A specific communication on the requirements for academy attendance from September 2021 is issued and followed up with discussion where necessary. c) A COVID-19 section on the academy website is created and updated. d) Parent and pupil handbooks are created and updated. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)No 		9 – Moderate
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19	25 - Severe	<ul style="list-style-type: none"> a) Key messages in line with government guidance are reinforced on a weekly basis via email, text and the academy's website. 	<ul style="list-style-type: none"> a)Yes 		9 – Moderate
2.9 Personal Protective Equipment (PPE) (DoF&O)					
Provision of PPE for staff where required is not in line with government guidelines	20 - Severe	<ul style="list-style-type: none"> b) Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. c) Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and 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. d) Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	<ul style="list-style-type: none"> b)Yes c)Yes d)Yes 		9 – Moderate
2.10 Signing in System					
Inappropriate use of signing in will lead to the spread of the virus	20 - Severe	<ul style="list-style-type: none"> a) Sanitising station in place. b) Alcohol wipes available to wipe screen / pen. c) COVID-19 help declaration has been set up on the signing in system. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 		2 - Minor
3. Adopting the new organisational model of discrete class group 'bubbles'					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
3.1 Pupil behaviour (DoSI, EP, P)					
Pupils' behaviour on return to academy does not comply with the new guidance on operating within discrete class / year group 'bubbles'	15 - Major	a) Break times and lunch times are structured to minimise congestion and are closely supervised. b) Messages to parents reinforce the importance of adhering to the new arrangements. c) Wilful disobeying of rules relating to following hygiene procedures will be sanctioned appropriately.	a)Yes b)Yes c)Yes		8 – Moderate
3.2 Classrooms and teaching spaces (DoSI, EP, P)					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	9 - Moderate	Measures including social distancing within classrooms will only be reinstated should an outbreak occur. See Outbreak Management Plan.	Not currently in place.		9 – Moderate
3.3 Shared spaces (DoSI, EP, P)					
The use of shared spaces (e.g. hall, dining room) risks different class / year group bubbles mixing	15 - Major	a) Classes are kept at least 1 metres apart if occupying the same shared space where possible. b) Shared spaces are cleaned after use.	a)Yes b)Yes		8 – Moderate
3.4 Movement in corridors (DoSI, EP, P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The discrete class / year group 'bubble' arrangements are breached when pupils circulate in corridors	15 - Major	<ul style="list-style-type: none"> a) Movement of pupils around the academy is minimised as much as possible and closely supervised. b) Arrangements are reviewed regularly in light of government guidance. 	<ul style="list-style-type: none"> a)Yes b)Yes 		6 – Moderate
3.5 Break/lunch times (DoSI, EP, P)					
Class / year groups may mix at break times	15 - Major	<ul style="list-style-type: none"> a) Break times are staggered for upper and lower KS2 in order to reduce congestion. b) Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. c) Break times and lunch times are closely supervised. d) Pupils wash their hands before eating. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes 		8 – Moderate
3.6 Toilets (DoSI, EP, P)					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class / year group 'bubbles'	12 - Major	<ul style="list-style-type: none"> a) The toilets are cleaned more frequently. b) Monitoring ensures a constant supply of soap and paper towels. c) Bins are emptied regularly. d) Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. e) High use areas and places visited by multiple classes throughout the day are cleaned more frequently.. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes e)Yes 		6 – Moderate
3.7 Medical Rooms (P)					
The configuration of medical rooms may compromise social distancing measures	15 - Major	<ul style="list-style-type: none"> a) Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. b) Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<ul style="list-style-type: none"> a)Yes b)Yes 		4 – Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
3.8 Reception area (DoSI, EP, P)					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	12 - Major	a) Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. b) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional.	a)Yes b)Yes		6 – Moderate
3.9 Arrival and departure from academy (DoSI, EP, P)					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing	15 - Major	a) The use of available entrances and exits is maximised. b) Parents are encouraged to leave their child at the academy gate rather than entering the premises, particularly in KS2. c) Parents are asked to stick to the timings of the academy day; not arriving too early or too late. d) SLT to supervise and ensure compliance at the start and the end of the day and staff in Hi-Vis jackets to supports pupils with new routines.	a)Yes b)Yes c)Yes d)Yes		9 – Moderate
3.10 Staff areas (DoSI, EP, P)					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	12 - Major	a) . Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. b) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional.	a)Yes b)Yes		6 – Moderate
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues (DoSI, EP, P)					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend academy even	25 - Severe	a) Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at academy from September. b) Parents have been asked to make the academy aware of pupils'	a)Yes		8 - Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
though it is deemed safe to do so		<p>underlying health conditions and the academy has sought to ensure that the appropriate guidance has been acted upon.</p> <p>c) The academy, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</p> <p>d) The register of pupils with underlying health conditions is regularly updated.</p> <p>e) For clinically extremely vulnerable and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments offered.</p>	<p>b)Yes</p> <p>c)Yes</p> <p>d)Yes</p> <p>e)NA</p>		
4.2 Staff with underlying health issues (DoF&O, THR, DoSI, EP)					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	25 - Severe	<p>a) All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the academy. Records are kept of this and regularly updated.</p> <p>b) Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</p> <p>c) Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</p> <p>d) For clinically extremely vulnerable and clinically vulnerable staff, concerns are discussed, procedures explained and risk assessments offered /reviewed.</p> <p>e) Current government guidance is being applied.</p>	<p>a)Yes</p> <p>b)Yes</p> <p>c)Yes</p> <p>d)Yes</p> <p>e)Yes</p>		10 – Major
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils (DoSI, EP, P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Pupils' mental health has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general	16 - Major	<ul style="list-style-type: none"> a) There are sufficient numbers of trained staff available to support pupils with mental health issues. b) There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. c) Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies. d) Meetings take place weekly to discuss any concerns and agree strategies moving forward. e) Resources/websites to support the mental health of pupils are provided. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes e)Yes 		10 - Major
5.2 Mental health concerns – staff (CEO, DoF&O, THR, DoSI, EP, P)					
The mental health of staff has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general	12 - Major	<ul style="list-style-type: none"> a) Staff are encouraged to focus on their wellbeing. b) Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. c) Staff briefings and training have included content on wellbeing. d) Staff have been signposted to useful websites and resources. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes 		6 – Moderate
5.3 Bereavement support (CEO, DoF&O, THR, DoSI, EP, P)					
Pupils and staff are grieving because of loss of friends or family	12 - Major	<ul style="list-style-type: none"> a) The academy has access to trained staff who can deliver bereavement counselling and support. b) Support is requested from other organisations when necessary 	<ul style="list-style-type: none"> a)Yes b)Yes 		6 – Moderate
6. Operational issues					
6.1 Review of fire procedures (DoF&O, DoSI, EP, P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements	25 - Severe	<ul style="list-style-type: none"> a) Fire procedures have been reviewed and revised to allow for safe evacuation. b) All fire marshals have deputies in case of absence. c) Fire drills have been carried out following social distancing rules. d) Staff and pupils have been briefed on any new evacuation procedures. e) Incident controller and fire marshals have been trained and briefed appropriately. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes e)Yes 	6.1 a) Fire procedures have been reviewed and sent to all staff to discuss with children. c)Fire drill has been scheduled for 21.9	10 – Major
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	20 - Severe	<ul style="list-style-type: none"> a) Plans for fire evacuation drills are in place. Social distancing is not currently needed . Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. 	<ul style="list-style-type: none"> a)Yes 		10 – Major
6.2 Managing premises on reopening after lengthy closure (DoF&O, DoSI, EP, P)					
All systems may not be operational	16 - Major	<ul style="list-style-type: none"> a) Government guidance is being implemented where appropriate. b) All systems have been recommissioned. 	<ul style="list-style-type: none"> a)Yes b)Yes 		2 – Minor
Statutory compliance has not been completed due to the availability of contractors during lockdown	16 - Major	<ul style="list-style-type: none"> a) All statutory compliance is up to date. b) Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. c) Statutory compliance information is available from DOFO. 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes 		5 – Moderate
6.3 Contractors working on the academy site (DoF&O, DoSI, EP, P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Contractors on-site whilst academy is in operation may pose a risk to social distancing and infection control	12 - Major	<ul style="list-style-type: none"> a) Ongoing works and scheduled inspections for academy's (e.g. estates related) have been designated as essential work by the government and so are set to continue. b) Due diligence is carried out prior to any contractors attending site, and methods statements and risk assessments are obtained and reviewed. c) Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) . d) 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). 	<ul style="list-style-type: none"> a)Yes b)Yes c)Yes d)Yes 		2 - Minor
7. Finance					
7.1 Costs of the academy's response to COVID-19 (CEO, DoF&O, DoSI, EP, P)					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the academy in financial difficulties	12 – Major	<ul style="list-style-type: none"> a) Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. b) Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. c) Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. d) Additional sources of income are under exploration. e) The academy's projected financial position has been shared with the Trust Board. 			2 - Minor
8. Governance					
8.1 Oversight of the Trust Board (CEO, DoF&O)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Lack of Trust Board oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 – Major	<ul style="list-style-type: none"> The Trust Board continues to meet regularly via online platforms. The Trust Board agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. The CEO's report to Trust Board includes content and updates on how the academies are continuing to meet its statutory obligations in addition to covering the academies response to COVID-19. Regular dialogue with the Chair of Trust Board and those Trustees with designated responsibilities is in place. Minutes of Trust Board meetings are reviewed to ensure that they accurately record Trustee's oversight and holding leaders to account for areas of statutory responsibility. 			2 - Minor
8.2 Oversight of the Local Governing Board (CEO, DoF&O)					
Lack of governor oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 – Major	<ul style="list-style-type: none"> The governing body continues to meet regularly. The governing body agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the academy is continuing to meet its statutory obligations in addition to covering the academy's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes Yes Yes Yes Yes		2 - Minor
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Local outbreak of Covid-19	20 - severe	Academy to contact Exec Principal when either of these thresholds is reached first: <ul style="list-style-type: none"> 5 pupils or staff who are likely to have mixed closely test positive within a 10 day period 10% of pupils or staff who are likely to have mixed closely test 	Y		15 - major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		positive for C-19 within a 10 day period <ul style="list-style-type: none"> • Academy to contact DfE if anyone is hospitalised due to C-19 (08000468687) 			