

**TEMPLATE  
OPERATIONAL RISK  
ASSESSMENT FOR  
SCHOOL OPENING – September 20**

**CHECKS AND BALANCES:  
RESPONDING TO COVID-19**

A toolkit to support leaders

### **Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

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

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2<sup>nd</sup> July 2020 as follows: [Actions for schools during the coronavirus outbreak](#)

Assessment conducted by:	Julia Kinch	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	9 <sup>th</sup> July, 2020	Review interval:	Fortnightly (following review over Summer holidays)	Date of next review:	Week beg. 3 <sup>rd</sup> August 2020

### Related documents

<p><b>School/Trust/Local Authority documents/ :</b></p>	<p><b>Government guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><a href="#">Guidance for full opening: special schools and other specialist settings</a></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</a></p>
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### Record of Review

<p><b>Review Date</b></p> <p>18.09.2020</p> <p>28.09.2020</p> <p>8.10.2020</p>	<p><b>Overview of review</b></p> <p><b>2.6/3.7</b> Establish medical room in the Nurture Room. This enables the pastoral team to be alerted re pupils who need to be collected. Medical equipment box provided, including digital thermometer. Supervising adult to sit outside the room, with the door open.</p> <p><b>3.5</b> - Lunchtime staff have additional hour to ensure all classroom areas are cleaned following in class lunches</p> <p>All staff to wear masks and visors when supervising drop off and collection. Parents who enter the school site must wear a mask. LA guidance</p> <p><b>3.8 Reception Area:</b> automatic hand sanitiser installed</p> <p><b>1.1 Organisation of teaching space:</b> Monday weekly worship via Teams, Rotation of sports equipment in the absence of the apprentice</p>
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	<p>1.2 <b>Availability of staff:</b> SCR includes staff status and is maintained by the office</p> <p>1.3 <b>The School Day:</b> Including the term "wearing of" re: face coverings</p> <p>1.4 <b>Planning Movement around school:</b> Additional procedures for the use of the Playspace</p> <p>1.5 <b>Use of resources:</b> Additional technology available for home learning (once setup is completed)</p> <p>1.7 <b>Managing the school lifecycle:</b> Virtual transition and high school opening evenings included</p> <p>1.10 <b>Communication strategy:</b> details contacting Salford and Educational Leads</p> <p>1.11 <b>Staff Induction and CPD:</b> Temporary and Supply staff processes</p> <p>1.12 <b>Free school meals:</b> Boxes ordered and distributed</p> <p>2.1 <b>Cleaning:</b> Posters displayed</p> <p>2.3 <b>Use of resources:</b> Additional DFE laptops and chromebooks purchased</p> <p>2.4 <b>Testing:</b> Multilingual posters published on website; updates sent via emails and updated infor shared with staff</p> <p>2.7 <b>Communication with parents:</b> Weblink added to this RA (in place since March) – multilingual resources available and links to key websites included on this webpage</p> <p>2.8 <b>PPE:</b> Additional resources purchased to support at lunchtimes with cleaning and supporting food service</p> <p>3.1 <b>Pupil Behaviour:</b> Weekly Celebration (via Teams)</p> <p>3.2 <b>Classroom and Teachign Spaces:</b> Zoom sessions trialled</p> <p>3.7 <b>Medical Rooms:</b> First Aid lead to ensure the room is clean, tidy and PPE replenished as required.</p> <p>3.10 <b>Transport:</b> Weblink included in RA to link to Transport Guidance (published since Sept)</p> <p>4.1 <b>Pupils with underlying health issues:</b> Nasal flu immunisations – Wednesday 14<sup>th</sup> October</p> <p>4.2 <b>Staff with underlying health issues:</b> Flu jab reminders to all staff</p> <p>6.1 <b>Fire Procedures:</b> additional text added "regularly checked by site officer"</p> <p>8.1 <b>Oversight of Governing Body:</b> Regular emails sent in line with the staff; FGB meeting – 7<sup>th</sup> October</p> <p>9 <b>Additional site-specific issues and risks:</b> Additional information re: music; Information re: PPE for SALT and EMTAS; No After-school provision this term; Wraparaund Care updated</p> <p><b>Pg 27 – 29: NEW SECTION ADDED RE: NHS COVID APP – implications, features and further guidance</b></p>
23.10.2020	<p>1.6 <b>Staff workspaces:</b> Offices limited to 3 staff members; review of break spaces to support staff in the cold weather</p> <p>1.10 <b>Communication strategy:</b> Half term holiday arrangements for parents/carers</p> <p>1.12 <b>Free School meals:</b> Reminders and Texts sent to parents/carers regarding LA arrangements over half term</p> <p>1.13 <b>Risk Assessment:</b> reviewed by HSE visit</p> <p>3.11 <b>Staff workspaces:</b> Update to office numbers (3)</p> <p>9 <b>Additional Site Specific issues:</b> Remove flip lids from classroom bins as the cold season will lead to greater use and possible greater transmission. Consider replacing bins to pedal bins if required. Increase emptying opportunities as required.</p>
09.11.20	<p><b>Updates following second lockdown, for a period of 4 weeks commencing 05.11.20:</b></p> <p>1.2 <b>Availability of staff and class sizes</b> - suspension of any mixing of bubbles by all staff; PE coach assigned to one class and lunchtime supervision implemented by bubble staff only. PE planned by JK and delivered by class teachers in order to allow PPA to continue</p> <p>1.3 <b>The school day</b> – staff encouraged to vacate the building as soon as pupils have been collected and urgent preparations for the following day have been completed</p> <p>1.4 <b>Planning movement around the school</b> - masks and/or visors to be worn by all staff when moving around the school and in shared spaces such as the hall, corridors, playground and staff room.</p>

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<p>1.12.2020</p>	<p><b>1.5 Use of resources</b> - alternative/additional learning platforms to be trialled (Seesaw) in order to simplify access to, and engagement with, home learning. Blended learning provision reviewed regularly. If a bubble is closed, two Zoom sessions will be implemented in the morning and afternoon with live input from teachers. Lists have been collated of pupils who will require loan of a device should their bubble close and paperwork prepared accordingly. Parent workshops to ensure they can log into learning platforms planned</p> <p><b>1.6 Staff workspaces</b> – PPA to be taken at home to avoid cross contamination. Staff meetings/Phase meetings held via Teams</p> <p><b>1.13 Risk assessments</b> – risk assessments updated in light of changes to restrictions during lockdown</p> <p><b>2.7 Communication with parents</b> - parents/carers updated regularly with reminders about restrictions during the lockdown, including not mixing with other households</p> <p><b>3.5 Lunchtimes</b> - Setting out of tables adjusted in hall space to further limit cross contamination: tables organised into two distinct sections and all seating faces in one direction. Noone should walk through the hall when children are in the hall. Only lunchtime staff to distribute food and cutlery. Visors/masks to be worn</p> <p><b>3.8 Reception area</b> - no more than one person at a time in the reception area; visitors/staff to wait outside of the area until the space is clear</p> <p><b>3.10 Transport</b> – staff strongly advised not to car share</p> <p><b>3.11 Staff areas</b> - staff room reduced to 3 people maximum; lunch to be eaten elsewhere and the staff room used for food preparation only. Drinks stations set up outside classrooms to enable staff to have a hot drink.</p> <p><b>4.2 Staff with underlying health issues</b> – individual risk assessments completed for vulnerable staff, including reducing use of shared office space by implementing a rota and working from home</p> <p><b>4.3 Staff at higher risk of developing more severe complications</b> – individual risk assessments completed for vulnerable staff and amendments made accordingly, including wearing additional PPE and removing contact with children</p> <p><b>REVIEWED – no changes.</b> All of the above to remain in place to ensure that there is continuity in school and staff/children/parents and carers remain on tighter restrictions for the benefit of the holidays</p> <p><b>The local area is now placed in Tier 4/National Lockdown (as of 31.12.2021) – restrictions within this Risk Assessment will remain as previously when in National Lockdown. School leaders continue to work closely with trade unions to identify additional measures in light of additional issues raised.</b></p> <p><b>1.2 – Availability of staff</b> - Staff identified with underlying health issues and identified by the NHS will be deployed to support home learning processes for those working in school – details to be outlined in staff documents</p> <p><b>1.3 – The School Day</b> - Strict appointment and/or phone conversations only – Jan 2021 onwards</p> <p><b>1.5 – Resources</b> - TAs and staff to remain in school until 4:00pm in order to plan and prepare effectively</p> <p><b>1.6 - Staff workspaces</b> - Offices limited <b>to up to a maximum of</b> 3 people facing in opposite directions or side by side</p> <p><b>1.10 – Communication</b> - Communication to be increased with parents using YouTube for key messages</p> <p><b>1.11 – Staff CPD</b> - New staff and trainees to meet with member of SLT to discuss Handbook and additional risk measures</p> <p><b>2.1 – Cleaning</b> - Cleaning staff CEV to complete RA with SLT and identify possible manageable tasks (e.g., non-contact working, alternative timings) or working from home training package</p> <p><b>2.4 – Testing –</b></p> <ul style="list-style-type: none"> <li>• School encourage testing of non-classic symptoms and follow LA and PH guidance on attendance at work;</li> <li>• School staff to book a test for non-classic as well as classic symptoms and follow LA and PHE guidance on attendance at work</li> <li>• CEV and CV staff to review RAs with SLT and identify actions and support</li> <li>• Tier 4/National Lockdown restrictions and expectations included on letters to parents/carers, uploaded onto the school website and regularly sent to all stakeholders</li> <li>• All new staff to receive further induction information on the RA from a member of the SLT in light of Tier 4/National Lockdown</li> </ul> <p><b>2.6 – Medical Room</b> – Cleaning of the medical room is checked by the first aid lead daily (including replenishment of equipment as needed) and cleaned by cleaners daily even if not used. SLT also complete checks on this room for correct equipment.</p>
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### **2.7 – Communication with parents - [See also info re: YouTube – Section 1.10](#)**

### **2.8 – PPE –**

- Additional guidance in light of Tier 4/National Lockdown restrictions will be followed
- All staff to wear face coverings in all communal areas and when moving around school corridors
- All staff to wear face coverings when supporting lunchtimes for all children
- All SALT staff (NHS) to follow NHS guidance on the wearing of PPE

### **3.3 – Movement in corridors –**

- All staff to wear face coverings when moving around the school and in shared communal spaces
- Children may wear face coverings following parental request and further discussion with Pastoral Team or SLT

### **3.4 – Breaktimes - Staff model social distancing and regular verbal reminders to children – “Make Like A Tree”**

### **3.7 – Medical Rooms - See also 2.6 for cleaning routine**

### **3.8 – Reception Area –**

- All visitors to wear a face covering when entering and moving around school
- Instructions to be sent to parents in light of Tier 4/National Lockdown – strict appointments only with the SLT and phone calls only between staff and parents/carers – organised through the school office
- No more than 2 staff in the reception area wearing a face covering

### **3.9 – Arrival and Departure -**

- Staff to continue to remind about social distancing around the main gates
- Signage is checked daily by the site officer and weekly by the HT

### **3.11 – Staff spaces –**

- Limited numbers of staff in offices (**up to a maximum of 3** in offices)
- Additional breaktime spaces to be made available (see section 1.6)

### **4.1 – Pupils with underlying health issues - School staff to check up with previous pupils and ensure that GPs and specialists have been consulted in light of Tier 4/National Lockdown restrictions (as completed in Lockdown in December)**

### **4.2 – Staff with underlying health issues –**

- Risk assessments reviewed in light of Tier 4/National Lockdown restrictions and agreed actions documented for staff
- Visors provided to all staff (since September)

### **4.3 – Staff at higher risk –**

- Risk assessments reviewed with members of the SLT in light of Tier 4/National Lockdown restrictions and agreed actions documented for staff, including working from home arrangements, training opportunities, support for home learning
- Staff encouraged to wear face coverings at all times when moving through school
- Visors to be worn where needed if action is included in the RA (provided by school)

### **5.2 – Mental Health Concerns (staff) –**

- COVID-19 Health Checks (December) provided signposts to additional support mechanisms. Additional support to be sought from the Health Improvement Team in light of Tier 4/National Lockdown restrictions by SLT
- Virtual staff meetings encourage all staff to attend (weekly)

### **5.3 – Bereavement Support - See also 5.2 re: Health Improvement Team support**

### **6.1 – Fire procedures –**

- Signage replaced due to installation of new fencing (DEC)
- Fire Drills completed with absent staff – documented and compliant (key actions shared with all staff)

### **6.2 – Managing the premises on reopening after a school closure - Snow and ice to be managed by the HT and Site Officer to ensure H and S of all staff, pupils, parents and carers**

### **6.3 – Contractors on site –**

- HT to contact contractors and AHR in relation to works being undertaken in Caretaker's House (JAN) – see contractor H and S files and minutes

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<p>2.1.2021</p>	<p>of contractor's meetings</p> <ul style="list-style-type: none"> <li>• Only one direct point of contact in school with further contact via phone or Teams</li> <li>• QR code displayed for Track and Trace</li> </ul> <p><b>8.1 – Governance oversight –</b></p> <ul style="list-style-type: none"> <li>• FGB meeting – December 9<sup>th</sup> Updates provided and minutes received</li> <li>• Meeting with the Chair of Govs, DHT and HT regarding Tier 4/National Lockdown – 2<sup>nd</sup> Jan</li> </ul> <p><b>9 – External agencies –</b> Emails sent to external agencies to identify additional recommendations and requirements under Tier 4/National Lockdown restrictions – awaiting outcome responses (3.1.2021)</p> <p><b>9 – After School Clubs –</b> No After School Clubs – Spring Term</p> <p><b>9 – Swimming lessons –</b> Lockdown restrictions allowed for swimming lessons to continue. This will now be reviewed under Tier 4/National Lockdown and guidance to be followed in accordance with regulations and recommendations</p> <p><b>9 – Outdoor play equipment –</b></p> <ul style="list-style-type: none"> <li>• New equipment in Peace Garden risk assessed and wiped after use</li> <li>• Timetabling of areas and use of additional cleaning and sanitising stations</li> </ul> <p><b>9 – Late Arrivals</b></p> <ul style="list-style-type: none"> <li>• Parents/carers not to come into school – must wait outside</li> <li>• Parents to drive into car park only by prior arrangement with the SLT and not come into school - (communication only through school intercom systems at the main gates and on the main reception door)</li> </ul> <p><b>The RISK ASSESSMENT has been reviewed in light of the partial closure for the national lockdown. School is now only open to vulnerable children and critical worker children.</b></p> <p><b>The following additional have been made:</b></p> <p><b>1.1 – Class sizes -</b> JAN - Phase bubbles in place for critical worker children and vulnerable children. 2m spacing is in place for this which will the places available to these children. All staff reminded about social distancing in the classrooms</p> <p><b>1.2 – Staff availability -</b> JAN – staff now working on a rota system in teams of 3 to allow support for absent staff and the sharing of responsibilities</p> <p><b>1.3 – School Day -</b> JAN – school timings extended slightly for key worker families (8:30 – 3:15)</p> <p><b>1.5 – Use of Resources -</b> JAN – Chromebooks and laptops issued to targeted pupils; Letter to be sent to parents re: access to free data (to be organised through school); In school learning is aligned to remote learning; TAs and teachers attend all live sessions; School worship is via video and recordings shared through the online platforms (incl. YouTube)</p> <p><b>1.6 – Staff Workspaces -</b> JAN – Reduced number of staff on site</p> <p><b>1.9 – Policy Review -</b> JAN – Welfare checks, communication with social care teams, attendance updated daily in line with the school closure guidance and LA policy</p> <p><b>1.12 – Free School Meals -</b> JAN – FSM boxes ordered and distributed via school, some deliveries available, school to review the National Voucher Scheme system</p> <p><b>1.13 – Risk Assessment -</b> JAN – Whole School Risk Assessment Review for partial closure</p> <p><b>2.1 – Cleaning -</b> JAN – Fewer workspaces allows for increased cleaning of shared spaces</p> <p><b>2.3 – Clothing/Fabric -</b> JAN – Advise staff to wash clothes daily</p> <p><b>3.1 – Pupil Behaviour -</b> JAN – Children receiving an award for Celebration Assembly whilst home learning will receive a link to the Celebration Worship</p> <p><b>3.2 – Classroom and Teaching Spaces -</b> JAN – Children receiving an award for Celebration Assembly whilst home learning will receive a link to the Celebration Worship</p> <p><b>3.9 – Arrival and Departure from School -</b> JAN – No adults on site for drop off or pickup. One gate only used (supervised by SLT/Pastoral Team members)</p> <p><b>3.11 – Staff Areas -</b> JAN – Fewer staff on site due to rota. See also 1.6</p>
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<p>11.1.2021</p>	<p><b>4.2 – Staff with Underlying Health Problems</b> - JAN – Staff potential access to vaccinations, staff access to regular testing available (voluntary)</p> <p><b>4.3 – Higher Risk Staff</b> - JAN – See 4.2 for access to vaccinations and regular testing</p> <p><b>9 – Specialist Staff</b> - JAN – All external agencies contacted and arrangements agreed (incl. workspaces and wearing of PPE)</p> <p><b>9 – Timings of the School Day</b> - Regular reminders to parents about the timings of the school day – particularly late arrivals in school.</p> <p><b>1.1 – Class sizes</b> - Additional classroom spaces identified and used; Additional cleaning in the hall space by the additional cleaner</p> <p><b>1.2 – Staff availability</b> - All staff RAs updated regularly by the SLT; Rota allows for some flexibility in staffing teams organisation</p> <p><b>1.3 – The School Day</b> - School gates are staffed daily by the SLT/Safeguarding Team to ensure rules are followed (see staffing rota)</p> <p><b>1.4 – Movement around school</b> - All staff wear face coverings around corridors and communal areas. Staff challenge each other if not wearing a face covering. See safety requirements poster in communal areas</p> <p><b>1.5 – Use of resources</b> - See also Remote Learning Self-Evaluation document and Remote Learning: Information for parents  <a href="https://www.stphilipssalford.co.uk/documents/curriculum/learning-at-home/remote-learning-information-for-parents.pdf?60058491">https://www.stphilipssalford.co.uk/documents/curriculum/learning-at-home/remote-learning-information-for-parents.pdf?60058491</a></p> <p><b>1.6 – Staff workspaces</b> - Staff may take breaks in empty classrooms – following strict cleaning. Phase 1 bubble use the Nursery kitchen and classroom for break spaces. <b>School leaders are keen to ensure that staff have space away from their bubble to promote wellbeing.</b></p> <p><b>1.7 – School Life Cycle</b> - Parent workshops held by staff to promote remote learning processes – whole school offer and class-specific parental sessions          See also <a href="https://www.stphilipssalford.co.uk/documents/curriculum/learning-at-home/remote-learning-information-for-parents.pdf?60058491">https://www.stphilipssalford.co.uk/documents/curriculum/learning-at-home/remote-learning-information-for-parents.pdf?60058491</a></p> <p><b>1.8 – Governance and Policy</b> - Governors meeting agendas this term includes:</p> <ul style="list-style-type: none"> <li>- Latest updated RA</li> <li>- Remote Learning SEF</li> <li>- Parent information</li> <li>- Chair of Governors report</li> <li>- Information on testing</li> <li>- Safeguarding Covid Annex</li> </ul> <p><b>1.9 – Policy Review</b> - Safeguarding COVID Annex updated to reflect latest information and published on the website. See also 1.8</p> <p><b>1.10 – Communciation Strategy</b> - Review of social media presence to be undertaken to share messages</p> <p><b>1.11 – Staff induction and CPD</b> - Updates on lateral flow testing shred with staff in staff meetings in wk beg. 18.1.2021 and 25.1.2021</p> <p><b>1.12 – Free School Meals</b> - National Voucher Scheme in place and all eligible pupils are receiving vouchers via email and post. Regular checks are made by SBM of ensure vouchers have been redeemed</p> <p><b>1.13 – Risk Assessment</b> - Risk Assessment now reflects full school closure alongside a review of the Trade Union guidance          Awaiting additional guidance for the risk assessment on Lateral Flow testing of staff in school</p> <p><b>2.1 – Cleaning</b> - Additional cleaning in place to ensure all communal areas are thoroughly cleaned.</p> <p><b>2.4 – Testing and Managing symptoms</b> - School staff have been advised and signposted to lateral flow testing twice a week:  <a href="https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/how-to-get-tested/book-a-free-rapid-coronavirus-test/?fbclid=IwAR1-xN83ITMKDCTG5hjELMYJs1zvb9YfCMr4XiHD06gGGU7DjSpRBn8aYfi">https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/how-to-get-tested/book-a-free-rapid-coronavirus-test/?fbclid=IwAR1-xN83ITMKDCTG5hjELMYJs1zvb9YfCMr4XiHD06gGGU7DjSpRBn8aYfi</a></p> <p>Additional information and risk assessments to be included regarding home testing for later flow tests (distributed through school) see also additional lateral flow test guidance          Positive lateral flow tests will lead to a bubble closure and the request of further PCR test – isolation guidance will be followed in line with PHE.</p> <p><b>3.2 – Classroom and Teaching Spaces</b> - See section 1.1 on the use of additional classrooms to ensure space and focused opportunity for participating in the online sessions.</p> <p><b>3.5 – Lunchtimes</b> - Lunchtimes during lockdown are managed by 2 lunchtime organisers timetabled daily</p> <p><b>3.6 – Toilets</b> - Bubbles have their own sets of toilets during lockdown.</p> <p><b>3.9 – Arrival and Departure</b> - Two gates used during lockdown and staffed by two members of the pastoral team/SLT daily (Staff are on a rota)</p> <p><b>3.11 – Staff Areas</b> - Spare classrooms used by staff as needed with cleaning measures expected.</p>
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	<p>Nursery Kitchen and Disabled toilet being used by staff in Phase 1. See also 1.6</p> <p><b>4.2 – Staff with underlying health issues</b> - See also section 2.4 and awaiting further information on home testing using the lateral flow testing</p> <p><b>5.1 – Mental Health (Pupils)</b> - Pastoral Staff trained in the EBSA pathway and completing further training relating of wellbeing</p> <p><b>5.2 – Mental Health (Staff)</b> - Staff attend weekly celebration worship and senior leaders attend some live sessions</p> <p><b>6.2 – Managing Premises</b> - Emergency lighting checks completed and additional work undertaken or timetabled to ensure full compliance Contractors in school work around school wide systems and strictly by appointment</p> <p><b>8.1 – Governance and Oversight</b> - See 1.8 – Governance and Policy</p> <p><b>9 – Music and Singing</b> - School to book outreach sessions through Chethams online materials Oak Academy materials are also being used</p>
22.1.2021	<b>Appendix added for the Lateral Flow Home Testing Kits – see page 49 onwards</b>
27.1.2021	<b>No changes to be made – awaiting announcement on full reopening.</b>
22.2.2021	<b>School to reopen fully on 8<sup>th</sup> March – full review of the RA is now being undertaken. All references to closure to all but critical workers and vulnerable pupils will be removed and updates made in relation to a full opening from 8<sup>th</sup> March. Review on full opening to be completed by 1<sup>st</sup> March.</b>
23.2.2021	
7.3.2021	Amendments made to all sections that reference full lockdown. All references to school lockdown have a strikethrough on the text. All additions have been added in red text.
28.3.2021	<b>Please see addendum for updates. No further updates in the main RA.</b>
16.4.2021	<p><b>Please see addendum for additional updates.</b></p> <p><b>1.2 – The School Day</b> - The wraparound care provider will be using the front visitor gate with a designated member of staff receiving the children and ensuring that information is shared; including collection from school. Register to be kept of this.</p> <p><b>1.4 – Movement around school</b> - Posters around school indicate appropriate spaces for face coverings</p> <p><b>1.6 - Staff spaces</b> - School house to be used as a separate space for staff – PPA and staffroom. See separate section at end of risk assessment</p> <p><b>1.11 – Staff induction and CPD</b> – Induction/Staff Handbook to be updated with information about the use of the house spaces; incl. fire exits etc.</p> <p><b>1.13 – Risk Assessments</b> - Additional risk assessment to be completed on the use of the house space.</p> <p><b>2.1 – Cleaning</b> - New cleaner to be appointed – starting March 2021. All cleaning areas reviewed and redesignated</p> <p><b>2.3 – Use of resources</b> - Kindle Fire Tablets to be received and shared out to classes with clear guidance for cleaning (groups of 10)</p> <p><b>2.4 – Testing and managing symptoms</b> - Parents/Carers now have access to LFD testing with regular reminders about their use.</p> <p><b>2.8 – PPE</b> - All staff to wear face coverings when supporting lunchtimes for all children (reminders given that this is not PPE but an additional layer of protection)</p> <p><b>3.1 – Pupil Behaviour</b> - Mon 19<sup>th</sup> April – focused work to be completed with children in all classes about behaviour – followed by an additional assembly re: behaviour</p> <p><b>3.11 – Staff Areas</b> - See also section on the use of staff spaces for PPA, Risk Assessment addendum and induction/staff handbook</p> <p><b>4.2 – Staff with underlying health issues</b> - See also section on the use of staff spaces for PPA, Risk Assessment addendum and induction/staff handbook</p> <p><b>6.1 – Fire procedures</b> - Fire Exits and Fire plans to be updated to include the use of the school house</p>

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	<p><b>SECTION 9:</b>  <b>Wraparound Care</b> - Wraparound Care to begin Monday 19<sup>th</sup> April – designated member of staff to support the smooth running of this; including a register to be maintained for before and after school children  <b>Use of the School House – NEW SECTION ADDED</b></p>
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Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of full re-opening, including social distancing</b>					
<b>1.1 Organisation of teaching space</b>					
<b>Classroom sizes will not allow adequate social distancing for the staff</b>	H	<ul style="list-style-type: none"> <li>Schools assess their circumstances and identify distinct groups or 'bubbles' of pupils that do not mix. (These maybe small groups, classes or year groups.) Whatever the size of group, pupils should be kept apart from other groups where possible, and older children encourage to social distance within groups.</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing where appropriate.</li> <li>Adaptations to classrooms should include seating pupils side-by-side and facing forwards.</li> <li>Clear signage displayed in classrooms promote social distancing.</li> <li>Keep classrooms well ventilated</li> <li>If possible, adults should maintain a 2-metre distance from each other, and from children</li> <li>Adults should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</li> <li>Where staff or children cannot maintain distancing, particularly with</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Each class will be a bubble <b>with specific staffing</b></p> <p>Phase bubbles at lunchtime separated across tables facing the one way.</p> <p>"Make Like A Tree" posters and taught sessions as part of the curriculum – SEPT</p> <p>Staffing review to take place and review floor space by phase lead; create timetabled zones led by key staff</p>	M

Template operational risk assessment for school reopening

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		younger children in primary schools, keep in smaller separated groups.	Y	<p><del>JAN – Phase bubbles in place for critical worker children and vulnerable children. 2m spacing is in place for this which will the places available to these children.</del></p> <p>All <b>staff and children</b> reminded about social distancing in the classrooms</p> <p><del>Additional classroom spaces identified and used</del></p>	
<b>Use of large spaces such as the hall, sports hall, dining hall and outdoors</b>	H	<ul style="list-style-type: none"> <li>Groups or bubbles should be kept apart meaning schools should avoid large gatherings such as assemblies or collective worship.</li> <li>Large indoor and outdoor spaces can be used, but arrangements should be in place for maximising social distancing between pupils and staff and paying scrupulous attention to cleaning and hygiene.</li> <li>Maximise use of external areas for outdoor sports, again observing social distancing ensuring sports equipment is thoroughly cleaned between each use by different groups. Contact sports must be avoided.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Worship conducted via Microsoft Teams <b>or Zoom</b> (<del>already in place every Friday</del>)</p> <p>Monday worship via Teams – weekly; <b>Weds/Thurs video for RO; Friday Celebration via Zoom</b></p> <p><b>Video worship led by RO through You Tube weekly</b></p> <p>Sports Apprentice deployed to ensure that all sports equipment is cleaned down</p> <p>In absence of apprentice, sports equipment will be used on a rota basis</p> <p><b>SNUGG equipment to be used and cleaned by additional adults – timetabled</b></p> <p>Set up a cleaning list for the Health and Safety File for regularly used equipment</p> <p>Additional cleaning in the hall</p>	L

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				space by the additional cleaner	
<b>1.2 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning if needed</b>	H	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Full use is made of those staff who are self-isolating or with extreme vulnerabilities but who are well enough to plan/prepare/teach lessons online.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>If any school has concerns about staffing capacity, then contact the LA or Trust Board</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>SCR includes staff status and is maintained by the office</p> <p>Continue regular reviews of individual RAs</p> <p>Maintain staff register – Use of Inventory</p> <p>Share plan for vulnerable staff in staff handbook, INSET sessions and via emails</p> <p>Timetable HLTAs and Sports Coaches</p> <p>Review staffing and identify supply agencies who may be called on to cover bubbles</p> <p>JAN – staff now working on a rota system in teams of 3 to allow support for absent staff and the sharing of responsibilities</p> <p>Staff identified with underlying health issues and identified by the NHS will be deployed to support <b>school routines</b> <del>home learning processes</del> for those working in school – details to be outlined in staff documents</p>	L

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				All staff RAs updated regularly by the SLT  <del>Rota allows for some flexibility in staffing teams organisation</del>	
<b>1.3 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Guidance is in place for removing face coverings when pupils and staff who use them arrive at school, and this should be communicated clearly to them.</li> </ul>	Y Y Y Y  Y  Y  Y	All previously inaccessible gates have now been fixed so that they are accessible and secure  New bollards to be placed around the site – indicated on a site plan for regular checking by the site officer (as part of daily signage checks) – SEPT  Staff Handbook to be updated with a plan of school indicating entrances, exits and bollard positioning  In addition to regular newsletters – signs to be placed at entrances to remind about the wearing of and removal of face coverings.  Strict appointment and/or phone conversations only – Jan 2021 onwards  <del>JAN – school timings extended slightly for key worker families (8:30 – 3:15)</del>	L

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				<p>School gates are staffed daily by the <b>all available staff</b>/SLT/Safeguarding Team to ensure rules are followed (<del>see staffing rota</del>).</p> <p>The wraparound care provider will be using the front visitor gate with a designated member of staff receiving the children and ensuring that information is shared; including collection from school. Register to be kept of this.</p>	
<b>1.4 Planning movement around the school</b>					
<p><b>Movement around the school risks bubbles mixing and/or breaching social distancing guidelines as appropriate (See also section 3.4)</b></p>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised.</li> <li>• One-way systems are in place where possible.</li> <li>• Corridors are divided where feasible.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Pinch points, and bottle necks such as entrances and exits are identified and managed accordingly.</li> <li>• Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>• Lesson change overs are staggered to avoid overcrowding.</li> <li>• Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> </ul>	<p>Y Y Y Y Y Y Y Y Y</p>	<p>Staff Handbook to be updated</p> <p>Timetables for use of outdoor areas are in place and shared in INSET sessions and Staff Handbook <b>and weekly emails to staff</b></p> <p>Additional counting in and out sheet on the Playspace 2 adults timetabled for each Playspace session</p> <p>All staff wear face coverings around corridors and communal areas. Staff challenge each other if not wearing a face covering. See safety requirements poster in communal areas</p>	M

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				Posters around school indicate appropriate spaces for face coverings	
<b>1.5 Use of resources</b>					
<p><b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>  <b>Ensuring curriculum resources are used safely</b></p>	H	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> <li>Pupils limit the amount of equipment they bring into school each day to agreed essentials.</li> <li>Bags are allowed.</li> <li>Staff and pupils have their own pens and pencils and other such frequently used equipment</li> <li>Classroom based resources such as books and games can be used and shared within the group. These should be cleaned regularly</li> <li>Shared resources, (between classes or bubbles) such as sports, art and science equipment should be cleaned frequently or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> <li>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>Pupils and teachers can take books and shared resources home although unnecessary sharing should be avoided.</li> </ul>	<p>Y Y  Y Y  Y Y  Y  Y  Y</p>	<p><del>Use books from last end of last year for first half term</del></p> <p>Contingency curriculum to be compiled and shared with all staff in INSET sessions  School to timetable in-school sessions on how to be an effective home learner</p> <p>TA deployment per class to support teaching and learning</p> <p>Additional resources ordered for any in-year arrivals so all children have own set of resources</p> <p>TAs and staff to remain in school until 4:00pm in order to plan and prepare effectively</p> <p>JAN – Chromebooks and laptops issued to targeted pupils;  Letter to be sent to parents re: access to free data (to be organised through school)  In school learning is aligned to remote learning  TAs and teachers attend all live sessions</p>	M



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				<p>due to be completed March 15<sup>th</sup></p> <p>JAN – Reduced number of staff on site</p> <p>Staff may take breaks in empty classrooms – following strict cleaning. Phase 1 bubble use the Nursery kitchen and classroom for break spaces. <b>School leaders are keen to ensure that staff have space away from their bubble to promote wellbeing.</b></p> <p>School house to be used as a separate space for staff – PPA and staffroom. See separate section at end of risk assessment</p>	
<b>1.7 Managing the school lifecycle</b>					
<p><b>Making progress with the school's autumn term calendar and future work plan considering of COVID-19 measures</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• School calendar for the autumn term is rationalised and is informed by DFE expectations of a broad curriculum from the start of the Autumn term with the aim of returning to the school's normal curriculum in all subjects by summer 2021</li> <li>• Schools continue to build capacity to educate pupils remotely where this is needed.</li> <li>• School recruitment continues as usual.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Calendar review by SLT – July 2020 for rollout to staff in September INSET</p> <p>“Preparing for remote learning” sessions to be included as part of in-school curriculum (Preparation for children and families to access remote learning)</p> <p>Parent workshops held by staff to promote remote learning processes – whole school offer and class-specific parental sessions</p>	<p>L</p>

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				<p>See also <a href="https://www.stphilipssalford.co.uk/documents/curriculum/learning-at-home/remote-learning-information-for-parents.pdf?60058491">https://www.stphilipssalford.co.uk/documents/curriculum/learning-at-home/remote-learning-information-for-parents.pdf?60058491</a></p>	
<p><b>Pupils joining the next phase in their education do not feel prepared for the transition</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> <li>• Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts</li> <li>• Induction days for pupils and parents are planned...</li> </ul>	<p>Y Y Y Y</p>	<p>Paperwork sessions and induction in socially distanced setting (New to Nursery and Reception) – <b>review this over Summer Term</b></p> <p>Webpages regularly updated</p> <p>Online video sessions and meetings planned for last 2 weeks in July and first week in September</p> <p>Online sessions and high school virtual Open Evenings – links sent to parents and one session to be delivered in school time</p>	<p>L</p>
<p><b>1.8 Governance and policy</b></p>					
<p><b>Governors are not fully informed or involved in making key decisions</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Meetings (online or face-to-face) held with governors when key decisions need to be made.</li> <li>• Governing bodies are involved in key decisions on reopening the school.</li> <li>• Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	<p>Y Y Y</p>	<p>Governors meeting agendas <del>this term</del> includes:</p> <ul style="list-style-type: none"> <li>- Latest updated RA</li> <li>- Remote Learning SEF</li> <li>- Parent information</li> <li>- Chair of Governors report</li> <li>- Information on testing</li> <li>- Safeguarding Covid Annex</li> </ul>	<p>L</p>

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<b>1.9 Policy review</b>					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance, visits visitors and other policies are no longer fit for purpose in the current circumstances</p>	<p>H</p>	<p>All relevant policies:</p> <ul style="list-style-type: none"> <li>• Safeguarding - <b>JULY/SEPT (incl. statutory training 1<sup>st</sup> September)</b></li> <li>• Health and Safety - <b>-SEPT</b></li> <li>• Fire Evacuation – <b>JULY/SEPT (including in staff handbook)</b></li> <li>• Behaviour – <b>SEPT (INSET DAY)</b></li> <li>• Attendance – <b>SEPT</b></li> <li>• Visitors – <b>SEPT</b></li> <li>• Visits – <b>SEPT</b></li> </ul> <p>have been revised to take account of government guidance (Guidance for full opening – schools 2 June 2020) Staff, pupils, parents and governors have been briefed accordingly.</p> <ul style="list-style-type: none"> <li>• Safeguarding Leads (and deputies) are designated extra time during the first few weeks of term to support staff and pupils regarding new safeguarding and welfare concerns</li> </ul>	<p>Y Y Y Y N Y N  Y</p>	<p><b>All policies to updated over the Summer Holidays and shared with staff in the INSET sessions (week beginning 1<sup>st</sup> September 2020) DATES TO BE CONFIRMED IN NEXT UPDATE</b></p> <p>Welfare checks in place over Summer holidays include attendance at strategy and core group meetings as required and handing out of food parcels And some phonecalls made on the school mobile phones</p> <p><del>JAN – Welfare checks, communication with social care teams, attendance updated daily in line with the school closure guidance and LA policy</del></p> <p>Safeguarding COVID Annex updated to reflect latest information and published on the website</p> <p>COVID Addendum completed and published on the school website – to be regularly reviewed alongside the main Risk Assessment.</p> <p>See also 1.8</p>	<p>L</p>

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<b>1.10 Communication strategy</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	H	Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Governors/Trustees</li> <li>• Local authority</li> <li>• Professional associations</li> <li>• Other partners including visitors</li> </ul>	Y Y Y Y Y Y	Additional staff INSET sessions  Google Classroom/video meetings (July and Sept) for children in place  Contacts with the Educational Leads and Spirt of Salford helpline – 0800 952 1000  Parental reminders of how to contact school through the holidays – gmail account and school mobile (school number diverted and manned)  Communication to be increased with parents using YouTube for key messages  Review of social media presence to be undertaken to share messages	M
<b>1.11 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>	M	<ul style="list-style-type: none"> <li>• An updated staff handbook is issued to all staff prior to full reopening.</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:</li> <li>• Infection control including hand hygiene, respiratory hygiene and enhanced cleaning regimes</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul>	Y Y  Y Y Y Y	Staff Handbook Update – SEPT All staff complete relevant training and file updated: - MeLearning resources - SSL - Open University (if relevant)  New staff and trainees to meet with member of SLT to discuss Handbook and additional risk	L

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				measures  Updates on lateral flow testing shred with staff in staff meetings in wk beg. 18.1.2021 and 25.1.2021  Induction/Staff Handbook to be updated with information about the use of the house spaces; incl. fire exits etc.	
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	H	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>The updated staff handbook is issued to all new staff prior to them starting.</li> </ul>	Y  Y	Additional INSET sessions in Sept  Handbook shared with supply/temporary staff prior to commencing work  Induction/Staff Handbook to be updated with information about the use of the house spaces; incl. fire exits etc.	L
<b>1.12 Free school meals</b>					
<b>Pupils eligible for free school meals do not continue to receive vouchers if they are unable to attend (e.g. due to self-isolation or following clinical advice)</b>	M	<ul style="list-style-type: none"> <li>A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> </ul>	Y	All pupils to receive entitlement and coordinated by the Pastoral Team  FSM boxes ordered and distributed  Emails and Texts sent to parents regarding Salford LA organisation of Holiday Hunger Packs	L

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				<p>JAN – FSM boxes ordered and distributed via school, some deliveries available, school to review the National Voucher Scheme system</p> <p>National Voucher Scheme in place and all eligible pupils are receiving vouchers via email and post. Regular checks are made by SBM to ensure vouchers have been redeemed</p> <p>School to support the LA voucher scheme over the school holidays</p>	
<b>1.13 Risk assessments</b>					
<p><b>Risks are not comprehensively assessed in every area of the school considering COVID-19, leading to breaches of social distancing and hygiene guidance.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies / additional controls are put in place and communicated to staff covering:</li> <li>• Delivering aspects of the curriculum, especially for practical subjects and especially where shared equipment is required to be used</li> <li>• External visits</li> <li>• Managing visitors</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Updates to be completed for Sept INSET sessions -4<sup>TH</sup> SEPT</p> <p>Update the information card for visitors – JULY</p> <p>Risk Assessment reviewed by HSE visit – 22.10.2020</p> <p>JAN – Whole School Risk Assessment Review for partial closure</p> <p>Risk Assessment now reflects full school closure alongside a review of the Trade Union guidance</p> <p>Awaiting Additional guidance</p>	<p>M</p>

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				for the risk assessment on Lateral Flow testing of staff in school – see appendix at the end of this Risk Assessment All documents available to staff re: LFD testing  Additional risk assessment to be completed on the use of the house space.	
<b>1.14 School transport</b>					
<b>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</b>	H	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> <li>Parents reminded of the need to ensure social distancing and changes to drop off and pick-up routines,</li> <li>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>Guidance is in place regarding the removal of face coverings on arrival at school</li> </ul>	N N Y Y Y	Parental information gathering via text and surveymonkey  Contact Salford LA re: LR pupils' transport arrangements	M
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all frequently touched surfaces and welfare areas.</li> <li>More frequent cleaning of rooms that are used by different groups</li> <li>Regular cleaning of toilets</li> <li>Pupils encouraged to clean hands after use of toilets</li> <li>Working hours for cleaning staff are increased.</li> <li>Develop a culture of shared responsibility for keeping areas clean.</li> <li>Ensure 3<sup>rd</sup> Party risk assessments (e.g. from cleaning companies) are shared with the school.</li> </ul>	NA Y  Y Y Y Y Y	Update Health and Safety Folder documentation (Incl. timetables) for site staff – AUGUST  Posters displayed re: resources used  Collate all RAs – including Citywide Catering into H and S file	M

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				<p>Cleaning staff CEV to complete RA with SLT and identify possible manageable tasks (e.g., non-contact working, alternative timings) or working from home training package</p> <p>JAN – Fewer workspaces allows for increased cleaning of shared spaces</p> <p>Additional cleaning in place to ensure all communal areas are thoroughly cleaned.</p> <p>New cleaner <del>to be</del> appointed – starting March 2021. All cleaning areas reviewed and redesignated</p>	
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Handwashing is built into the daily routine and is supervised by staff.</li> <li>Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books</li> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Additional Hand Sanitiser has been purchased and delivery received</p> <p>Weekly walkround to continue with Site Officer (see H and S file) throughout Autumn Term</p> <p>Regular reminders in communications with all stakeholders</p>	M
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after breaks and after using any shared equipment</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Daily signage checks (included in the H and S documentation) to continue throughout the Autumn Term</p>	M

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		place on a regular and frequent basis. <ul style="list-style-type: none"> <li>Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>	Y		
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes regularly may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Uniform is worn and washed regularly as normal</li> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks</li> <li>Expectations and guidance are communicated to parents.</li> <li>Uniform that cannot be machine washed should be avoided.</li> <li>Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it.</li> </ul>	Y Y Y Y Y	Newsletters remind of expectations  Children come to school in PE kits on PE days  <del>JAN – Advise staff to wash clothes daily</del>	M
<b>The use of resources and equipment may not be cleaned frequently enough</b>	M	<ul style="list-style-type: none"> <li>Students and staff to have their own pens and pencils etc.</li> <li>Classroom resources to be shared only within the bubble and cleaned regularly</li> <li>Resources that are shared between bubbles to be cleaned frequently and always cleaned or rotated and out of reach for a period of 48 hours (72 hours for plastics) between each bubble's use.</li> <li>Outdoor equipment to be regularly cleaned</li> <li>Limit equipment that pupils bring to school to lunch box, hat, coat, books, stationery and mobile phones.</li> <li>Limit unnecessary sharing of resources as much as possible.</li> </ul>	Y Y Y Y Y	Wipes purchased for wiping down of Chromebooks – additional packs purchased  Additional set of Chromebooks purchased  Additional DFE laptops and chromebooks received and set up  Kindle Fire Tablets to be received and shared out to classes with clear guidance for cleaning (groups of 10)	L
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Health and Wellbeing support is available through the LA <a href="https://myzone.salford.gov.uk/people-zone/health-and-wellbeing">https://myzone.salford.gov.uk/people-zone/health-and-wellbeing</a></li> </ul>	Y Y Y	Multilingual posters published on website  School encourage testing of non-classic symptoms and follow LA and PH guidance on	M

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				attendance at work  School staff have been advised and signposted to lateral flow testing twice a week: <a href="https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/how-to-get-tested/book-a-free-rapid-coronavirus-test/?fbclid=IwAR1-xN83ITMKDCTG5hjELMYJs1zvb9VtCMr4XiHD06gGGU7DjSPRBn8aYfl">https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/how-to-get-tested/book-a-free-rapid-coronavirus-test/?fbclid=IwAR1-xN83ITMKDCTG5hjELMYJs1zvb9VtCMr4XiHD06gGGU7DjSPRBn8aYfl</a> Additional information and risk assessments to be included regarding home testing for lateral flow tests (distributed through school) – see also additional lateral flow test guidance  See also addendum to the RA	
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms (no one with symptoms should attend a setting for any reason). This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>• Local Authority process is followed when anyone displays symptoms</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust and local authority.</li> </ul>	Y  Y  Y  Y  Y	School staff to book a test for non-classic as well as classic symptoms and follow LA and PHE guidance on attendance at work  CEV and CV staff to review RAs with SLT and identify actions and support  Regular updates and reminders via texts and website	M
<b>Staff, pupils and parents are not aware of the school's procedures (including on</b>	M	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance and local authority process on the actions to take should anyone display symptoms of</li> </ul>	Y	Regular updates to staff (at least weekly and parents (weekly)	L

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<b>self-isolation and testing) should anyone display symptoms of COVID-19</b>		COVID-19 and how this will be implemented in the school. <ul style="list-style-type: none"> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y Y	Tier 4/National Lockdown/ <b>roadmap</b> restrictions and expectations included on letters to parents/carers, uploaded onto the school website and regularly sent to all stakeholders  Positive lateral flow tests will lead to a bubble closure and the request of further PCR test – isolation guidance will be followed in line with PHE.  Parents/Carers now have access to LFD testing with regular reminders about their use.	
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders</li> </ul>	Y Y Y	See above  All new staff to receive further induction information on the RA from a member of the SLT in light of Tier 4/National Lockdown/ <b>roadmap</b>	M
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of capacity / availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>Ensure staff First Aid training is booked and accessed if First Aid Certificate has expired. Where there is a good reason why this is not possible, First Aid certificates to be extended till 30<sup>th</sup> December 2020</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>All relevant staff are aware of all pupils in school with relevant health conditions</li> </ul>	Y Y NA Y Y	Further review and update of documents to be completed by	L

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		<ul style="list-style-type: none"> <li>• DSL and Deputy DSL to be given more time at start of term to provide support to staff and pupils</li> <li>• Ensure good communication with school nurses.</li> </ul>	Y	the Admin Team in September	
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>• Social distancing provisions and PPE where needed for personal care are in place for medical room. The nurture room will be used as a medical room and is equipped accordingly. The pastoral team can be alerted directly from this room in order to contact parents/carers</li> <li>• Additional room designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y Y Y	<p>Review use of the Speech and Language Room (once SALTs return to normal timetables)</p> <p>Use the Nurture Room as the designated medical room – SEPT onwards (staff to sit outside of the door if 2m cannot be maintained.</p> <p>Cleaning of the medical room is checked by the first aid lead daily (including replenishment of equipment as needed) and cleaned by cleaners daily even if not used. SLT also complete checks on this room for correct equipment.</p>	M
<b>2.7 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	H	<ul style="list-style-type: none"> <li>• As part of the overall communications strategy referenced in Section 1, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>• A COVID-19 section on the school website is created and updated.</li> <li>• Parent and pupil handbooks created.</li> <li>• Risk assessment to be published on school website (unless staff group is less than 50)</li> </ul>	Y Y N Y	<p>Ensure link to COVID-19 updates page is regularly shared</p> <p>Newsletters are published and texted to parents</p>	M
<b>Parents and carers may not fully understand their responsibilities should a</b>	H	<ul style="list-style-type: none"> <li>• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	<a href="https://www.stphilipssalford.co.uk/information/parent-">https://www.stphilipssalford.co.uk/information/parent-</a>	M

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child show symptoms of COVID-19				<a href="#">information-and-updates/</a> <a href="#">See also info re: YouTube – Section 1.10</a>	
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>Ensure that 3<sup>rd</sup> party employers (e.g. catering and cleaning companies) have shared risk assessments with the school.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Update to be provided during the INSET sessions in staff handbook</p> <p>World Health Organisation document on wearing of gloves in each classroom and medical room (Already in place)</p> <p>Collate risk assessments: Citywide catering RA received: 8<sup>th</sup> July</p> <p>Staff on gates in the morning and at end of day wear visors and face coverings</p> <p>Additional PPE available in the medical room.</p> <p>Reminders about regular handwashing in place and monitored by SLT in relation to lunchtime organisers</p> <p>Marigold gloves purchased to be worn by all staff cleaning, including lunchtime organisers in classrooms</p> <p>Food gloves ordered (but</p>	M

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				currently out of stock) for lunchtime organisers in the hall.  Additional guidance in light of Tier 4/National Lockdown/ <b>roadmap</b> restrictions will be followed  All staff to wear face coverings in all communal areas and when moving around school corridors  All staff to wear face coverings when supporting lunchtimes for all children ( <b>reminders given that this is not PPE but an additional layer of protection</b> )  All SALT staff (NHS) to follow NHS guidance on the wearing of PPE	
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>Where appropriate, clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>Staff model social distancing consistently Between adults; adults and pupils (where possible); and between bubbles.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings that break bubbles are avoided.</li> <li>Break times and lunch times are staggered and structured to support maintenance of bubbles and social distancing where appropriate and are closely supervised.</li> <li>The school's behaviour policy has been revised to include Supportive inclusive guidance, trauma informed compliance with social</li> </ul>	Y  Y Y Y  Y	Additional banners placed around the school grounds and play areas – COMPLETED JULY  Staff to be reminded through staff handbook, additional INSET etc	M

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		distancing communicated to staff, pupils and parents. - and reinforced regularly <ul style="list-style-type: none"> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> <li>• Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards.</li> <li>• All pupils and staff understand this is now part of how school operates.</li> </ul>	Y Y Y Y Y	Staff to review the Behaviour Policy and Amend in September during INSET day  Curriculum includes taught sessions on the changes in school  Weekly celebration assemblies promote positive behaviour and maintaining school rules – <b>parents to be invited via Zoom</b>  <del>JAN – Children receiving an award for Celebration Assembly whilst home learning will receive a link to the Celebration Worship</del>  <b>Mon 19th April – focused work to be completed with children in all classes about behaviour – followed by an additional assembly re: behaviour</b>	
<b>3.2 Classrooms and teaching spaces</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<p><b>The size and configuration of classrooms and teaching spaces does not support compliance with bubble model and social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Home base arrangements in place for pupils unable to return yet, or pupils working remotely due to a local outbreak</li> <li>• Engagement with high quality remote education is monitored.</li> <li>• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance i.e. staff socially distancing from pupils</li> <li>• Small adaptations to the classroom to support distancing where possible, e.g. seating pupils side by side. Move unnecessary furniture out of classrooms to make more space.</li> <li>• Teachers and other staff operating across different classes and year groups in order to facilitate delivery of the school timetable keep their distance from pupils and other staff as much as they can.</li> <li>• All pupils and staff to clean hands when they change rooms</li> </ul> <p>Arrangements are reviewed regularly.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>DHT to continue to monitor remote learning <b>and additional intervention processes</b></p> <p>Children to have taught sessions on effective home learning (incl. time management, organisation of resources, effective use of online resources etc)</p> <p><del>Zoom sessions have been trialled for pupils to talk to teachers about their learning</del></p> <p><del>JAN – See Section 1.1 Group Size (criteria to be based on vulnerable; critical workers working directly in health care settings, social care and education)</del></p> <p><del>See section 1.1 on the use of additional classrooms to ensure space and focused opportunity for participating in the online sessions.</del></p>	<p>M</p>
<p><b>3.3 Movement in corridors</b></p>					
<p><b>Social distancing guidance is breached when pupils circulate in corridors</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• See section 1..4: <i>Planning Movement around the school</i></li> </ul>	<p>Y</p>	<p>All staff to wear face coverings when moving around the school and in shared communal spaces</p> <p>Children may wear face coverings following parental request and further discussion with Pastoral Team or SLT</p>	<p>M</p>

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<b>3.4 Break times</b>					
<b>Pupils may not observe maintaining bubbles and social distancing where appropriate at break times</b>	H	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas including all drop off and collection points.</li> <li>• Supervision levels have been enhanced, to support social distancing.</li> <li>• All pupils and staff clean their hands when they return from breaks</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff model social distancing and regular verbal reminders to children – “Make Like A Tree”</p>	M
<b>3.5 Lunch times</b>					
<b>Pupils may not observe maintaining social bubbles and social distancing where appropriate at lunch times</b>	H	<ul style="list-style-type: none"> <li>• Rotas are in place to prevent bubbles mixing</li> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing and maintaining bubbles.</li> <li>• Tables and chairs have been cordoned off where this is not possible.</li> <li>• Floor markings are used to manage queues and enable social distancing.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>• Guidance has been issued to parents and pupils on packed lunches</li> <li>• Eating areas are cleaned after lunch and between groups</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Timetabling will include some groups eating in classrooms on specific days</p> <p>Clear timetabling for lunchtimes and use of shared spaces to be in place and included in staff handbook and INSET Days in September</p> <p>See also above for outdoor sessions</p> <p>Lunchtime staff have additional hour to ensure all classroom areas are cleaned following in class lunches</p> <p>Lunchtimes during lockdown are managed by 2 lunchtime organisers timetabled daily</p>	M
<b>3.6 Toilets</b>					

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<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues and school policy is amended to reflect this</li> <li>• The toilets and sinks are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. - building these routines into school culture</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>See H and S folder for detailed cleaning systems for toilets and cleaning equipment</p> <p>Bubbles have their own sets of toilets during lockdown.</p>	M
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical room.</li> <li>• Additional room designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Nurture room designated medical room – necessary supplies and equipment are stored in the room</p> <p>Pastoral team can be alerted about a pupil showing symptoms from the medical room, which eliminates unnecessary movement around the school</p> <p>First Aid lead to monitor the procedures and PPE levels in this room. Report to Site Officer and HT</p> <p>See also 2.6 for cleaning routine</p>	M
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> <li>• Any essential visitors asked to comply with all required control measures.</li> <li>• All visitors sign in with contact details – to be used in the event of a</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Cough Screen installed at front desk – MAY 2020</p> <p>Additional automatic hand gel dispenser installed in Reception area – SEPT</p>	L



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				<p>See H and S folder for additional checks</p> <p>Staff to continue to remind about social distancing around the main gates</p> <p>Signage is checked daily by the site officer and weekly by the HT</p> <p><del>JAN – No adults on site for drop off or pickup. One gate only used (supervised by SLT/Pastoral Team members)</del></p> <p><del>Two gates used during lockdown and staffed by two members of the pastoral team/SLT daily (Staff are on a rota)</del></p>	
<b>3.10 Transport</b>					
<p><b>The use of public and school transport by pupils poses risks in terms of social distancing</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings for pupils over the age of 11</li> <li>Survey parents on their typical routes to school and potential alternatives.</li> <li>'Safer travel guidance for passengers' is shared with families using public transport.</li> <li>Settings should also consider ways to minimise use of public transport to get to and from school at peak time, e.g. 'walking buses'</li> <li>Guidance is in place for dedicated school transport – social distancing does not apply from the autumn term if systems are in place to minimise risk of transmission</li> <li>Removing face coverings when pupils and staff who use them arrive at school is communicated clearly to them</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p>	<p>Safer travel guidance published – Sept</p> <p><a href="https://www.stphilipssalford.co.uk/documents/information/parent-information-and-updates/travelling-to-school.pdf?5f7eca51">https://www.stphilipssalford.co.uk/documents/information/parent-information-and-updates/travelling-to-school.pdf?5f7eca51</a></p> <p>Send out survey to all parents – Sept 2020</p> <p>Update website with guidance</p> <p>Staff handbook</p>	<p>M</p>

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				Parent newsletters	
<b>3.11 Staff areas</b>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	H	<ul style="list-style-type: none"> <li>Plan how shared staff spaces are used to help staff distance from each other</li> <li>Use of staff rooms minimised.</li> </ul>	<p>Y</p> <p>Y</p>	<p>Office staff sit side-by-side or back-to-back</p> <p>Limited numbers of staff in offices (<b>up to a maximum of 3</b> in offices)</p> <p>Limited numbers in staff room (no more than 5)</p> <p>Additional breaktime spaces to be made available (see section 1.6)</p> <p>JAN – Fewer staff on site due to rota. See also 1.6</p> <p>Spare classrooms used by staff as needed with cleaning measures expected. Nursery Kitchen and Disabled toilet being used by staff in Phase 1. See also 1.6</p> <p>See also section on the use of staff spaces for PPA, Risk Assessment addendum and induction/staff handbook</p>	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					

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<p><b>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>• The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	<p>Y Y Y Y</p>	<p>Welfare checks have been undertaken</p> <p>Newletter reminders to include key information and updates</p> <p>Update to register to be completed in September by Admin Team on return from shielding</p> <p>Nasal flu immunisations – Wednesday 14<sup>th</sup> October</p> <p>School staff to check up with previous pupils and ensure that GPs and specialists have been consulted in light of Tier 4/National Lockdown/<b>roadmap</b> restrictions (<del>as completed in Lockdown in December</del>)</p>	<p>M</p>
<p><b>4.2 Staff with underlying health issues</b></p>					
<p><b>Staff with underlying health issues (extremely vulnerable, vulnerable or at heightened risk) are not identified and so measures have not been put in place to protect them</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All members of staff with underlying health issues, those within vulnerable groups or those with extreme vulnerabilities have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• 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.</li> <li>• Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• All staff with extreme vulnerabilities are working from home, Those who are vulnerable are working from home or in work following an individual risk assessment, and those with heightened risk factors (page 9 of the individual risk assessment) have had a risk assessment. .</li> <li>• Current government guidance is being applied.</li> </ul>	<p>Y Y Y Y</p>	<p>Regular reviews to be undertaken</p> <p>New Risk Assessment proformas to be completed in September</p> <p>All staff reminded about having flu jabs via email, staff meetings and individual discussions</p> <p>Risk assessments reviewed with</p>	<p>M</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
				<p>members of the SLT in light of Tier 4/National Lockdown/<b>roadmap</b> restrictions and agreed actions documented for staff</p> <p>Visors provided to all staff (since September)</p> <p>JAN – Staff potential access to vaccinations, staff access to regular testing available (voluntary)</p> <p>See also section 2.4 and additional information on home testing using the lateral flow testing</p> <p><b>Staff all able to return to work from 31<sup>st</sup> March – monitoring of the pregnant staff information by SLT to be maintained</b></p>	
<b>4.3 Staff at higher risk of developing more severe complications</b>					
<p><b>Employees with additional risk factors and measures have not been put in place to protect them.</b></p> <p><b>(Additional risk factors are BAME, smoking, high blood pressure, obesity, age, disability, pregnancy)</b></p>	H	<ul style="list-style-type: none"> <li>• Employees have had discussions with their line managers and provided with clear guidance specific for their needs.</li> <li>• Employees have been asked to make their line manager aware of any underlying health conditions and the manager has sought to ensure that the appropriate guidance has been acted upon.</li> <li>• The service is clear about the definitions and associated mitigating strategies relation to people who have any additional risk factors. The following are classed as additional risk factors; BAME, smoking, high blood pressure, obesity, age, disability, pregnancy</li> <li>• Records are kept of this and regularly updated.</li> <li>• Members of staff with additional risk factors have been asked to seek and act on the advice of their GP/consultant/midwife/occupational health or current government advice.</li> <li>• Staff are clear about the definitions and associated mitigating</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Discussions and reviews of RAs are in place with the DHT prior to Summer Holidays</p> <p>Dates to review RAs have been set by DHT and staff members</p> <p>Emails regularly include key pieces of information</p> <p>SBM to maintain the school register</p>	M

## Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
		<p>strategies relation to people who are classed as having an additional risk factor.</p> <ul style="list-style-type: none"> <li>All staff with additional risk factors that put them at increased risk from COVID-19 are working in line with national guidance and the services' risk assessment.</li> <li>Current government guidance is being applied.</li> </ul>	<p>Y</p> <p>Y</p>	<p>Regular reviews and updates are undertaken with key staff</p> <p>Risk assessments reviewed with SLT in light of Tier 4/National Lockdown/<b>roadmap</b> restrictions and agreed actions documented for staff, including working from home arrangements, training opportunities, support for home learning</p> <p>Staff encouraged to wear face coverings at all times when moving through school</p> <p>Visors to be worn where needed if action is included in the RA (provided by school)</p> <p>JAN – See 4.2 for access to vaccinations and regular testing</p>	
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Referral system in place for Sept written by the Pastoral Team</p> <p>Pastoral Staff trained in the EBSA pathway and completing further training relating of wellbeing</p>	M/L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources. (e.g. Salford Wellbeing Programme)</li> </ul>	Y Y Y Y Y	<p>Continue to reinforce in INSET days, staff handbook, email updates</p> <p>COVID-19 Health Checks (December) provided signposts to additional support mechanisms. Additional support to be sought from the Health Improvement Team in light of Tier 4/National Lockdown/<b>roadmap</b> restrictions by SLT</p>	M/L
<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catchups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Y Y Y Y	<p>DHT taken over calls from HT to complete for RA purposes</p> <p>Virtual staff meetings encourage all staff to attend (weekly)</p> <p>Staff attend weekly celebration worship and senior leaders attend some live sessions</p>	M/L
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	M	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y Y	<p>Links made with the Bereavement Nurse for specific families</p> <p>See also 5.2 re: Health Improvement Team support</p>	M/L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
				Play Therapy to begin after Easter via a school internal referral system	

**6. Operational issues**

**6.1 Review of fire procedures**

<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>• Possible absence of fire marshals</li> <li>• Maintenance of bubbles and Social distancing measures during evacuation and at muster points</li> </ul> </li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>• New arrangements are tested and amended if necessary</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All in place</p> <p>Fire drill to take place week beg: 7<sup>th</sup> September and recorded in H and S file (4 FIRE DRILLS COMPLETED DURING LOCKDOWN)</p> <p>All signage updated and in place – additional signange to be in place by 2<sup>nd</sup> September</p> <p>Maps and muster points to be indicated on maps and included in staff handbook</p> <p>Adiitonal fire drills to be undertaken following reviews of procedures</p> <p>Additional fire marshals trained and assigned to areas of the school</p>	M
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Template operational risk assessment for school reopening

				Fire Exits and Fire plans to be updated or include the use of the school house	
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	H	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place for early in the autumn which are in line with maintaining bubbles and social distancing measures.</li> </ul>	Y	Signage fully in place and regularly checked by site officer – SEPT  Signage replaced due to installation of new fencing (DEC)	L
<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	Training needs identified and completed  Fire Drills completed with absent staff – documented and compliant (key actions shared with all staff)  Additional fire marshals trained and assigned to areas of the school	M
<b>6.2 Managing premises on reopening after closure during the school holidays</b>					
<b>All systems may not be operational</b>	M	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	NA NA	Snow and ice to be managed by the HT and Site Officer of ensure H and S of all staff, pupils, parents and carers	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	M	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y NA	See H and S folders for additional checks  Emergency lighting checks completed and additional work undertaken or timetabled to ensure full compliance  Contractors in school work around school wide systems and strictly by appointment	L
<b>6.3 Contractors working on the school site</b>					

Template operational risk assessment for school reopening

<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<p>Y Y Y Y Y Y</p>	<p>Assessments are carried out per contract and RA shared with LA if required (see LED lighting RA)</p> <p>Site meetings prior to commencement are undertaken and key messages shared and minuted</p> <p>Additional discussions with project managers, site managers and as part of additional site meetings with Diocesan reps</p> <p>HT to contact contractors and AHR in relation to works being undertaken in Caretaker's House (JAN) – see contractor H and S files and minutes of contractor's meetings</p> <p>Only one direct point of contact in school with further contact via phone or Teams</p> <p>QR code displayed</p>	<p>M</p>
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7. Finance

7.1 Costs of the school's response to COVID-19

### Template operational risk assessment for school reopening

<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places, the school in financial difficulties</b>	M	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> </ul>	Y Y Y Y Y	Claim for additional costs to school submitted July 2020 – awaiting reimbursement	L
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## 8. Governance

### 8.1 Oversight of the governing body

<b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>	M	<ul style="list-style-type: none"> <li>• The governing body continues to meet when key decisions need to be made via online platforms.</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The headteachers report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>• Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Y Y Y Y Y	<p>July 15<sup>th</sup> – Final GB meeting of the Year: - Review of plans - Review of RA</p> <p>Regular email updates in line with staff updates to GB with key information and organisational changes</p> <p>FGB meeting – October 7<sup>th</sup></p> <p>FGB meeting – December 9<sup>th</sup> Updates provided and minutes received</p> <p>Meeting with the Chair of Gobs, DHT and HT regarding Tier 4/National Lockdown – 2<sup>nd</sup> Jan</p> <p>See 1.8 – Governance and Policy</p>	L
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## 9. Additional site-specific issues and risks

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• Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Music and singing sessions	H	<ul style="list-style-type: none"> <li>KL has decided to retire so no external music sessions from September; KJ has left</li> <li>No whole school singing sessions until guidance changes</li> <li>Acts of Worship conducted through Microsoft Teams and without singing</li> </ul>	Y Y Y	<p>Advice being sought from MAPAS re: Music lessons – OCT</p> <p>School to book outreach sessions through Chethams online materials</p> <p>Oak Academy materials are also being used</p>	L
Specialists in school; e.g., Speech Therapy for LR pupils	H	<ul style="list-style-type: none"> <li>Interventions to continue with strict guidance and social distancing measures in place</li> <li>Meetings to be held with external specialists/line managers to review expectations and support for the school management systems prior to the start of the school year</li> <li>Dates and times agreed and strictly adhered to</li> <li>Meetings undertaken regularly to ensure systems and protocols are effective and manageable</li> <li></li> </ul>	Y Y Y Y	<p>PPE to be worn by SALT in line with NHS guidance and cleaning routines adhered to – SEPT onwards</p> <p>EMTAS specialist – timetabled to use specific room and adhere to social distancing rules as set out by line managers – OCT</p> <p>Emails sent to external agencies to identify additional recommendations and requirements under Tier 4/National Lockdown restrictions - awaiting outcome responses (3.1.2021)</p> <p>JAN – All external agencies contacted and arrangements agreed (incl. workspaces and wearing of PPE)</p>	M
Extra-Curricular Clubs	H	<ul style="list-style-type: none"> <li>No extra-curricular clubs led by school staff until a review takes place in October</li> <li>Review to take place before half term</li> </ul>	Y Y	No After School Clubs – Autumn Term	L

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				No After School Clubs – Spring Term	
Swimming lessons with Salford Community Leisure	H	<ul style="list-style-type: none"> <li>Review the systems in place with the swimming baths</li> <li>Receive and review all Risk Assessments for swimming lessons</li> <li>Share information with parents and carers about the expectations for swimming</li> <li>Share information with staff about the changes to the guidance</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Information to be confirmed</p> <p>Email received: 9<sup>th</sup> July</p> <p>SLT to review with staff at INSET sessions</p> <p>Lockdown restrictions allowed for swimming lessons to continue. This will now be reviewed under Tier 4/National Lockdown and guidance to be followed in accordance with regulations and recommendations</p> <p>Swimming to begin following the Risk Assessment from Clarendon Leisure Centre – Year 3</p>	M
Wraparound Care – (Before and After School) External Provider (The Angel)	H	<ul style="list-style-type: none"> <li>SBM liaising with The Angel to review start dates and key arrangements</li> <li>School to share information through signposting for parents</li> <li>Wraparound care dropoff and collection to be at one identified entrance/exit</li> <li>Children to be reminded to follow the key hygiene processes before entering school and prior to leaving school at the end of the day</li> <li>School to liaise closely with The Angel to ensure that systems are robust, consistent and mutually supportive</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Wraparound care with the Angel not currently begun due to low numbers and staffing – review before Oct half term</p> <p>Continue to contact parents/carers and The Angel</p> <p>Wraparound Care to begin Monday 19<sup>th</sup> April – designated member of staff to support the smooth running of this; including a register to be maintained for before and after school children</p>	M
Use of Outdoor Play Equipment by more than one group in a day	H	<ul style="list-style-type: none"> <li>Children are not to use key pieces of equipment                             <ul style="list-style-type: none"> <li>- SNUGG</li> <li>- Scooters, Bikes and Helmets</li> </ul> </li> <li>Sand pits, water trays etc will not be used</li> <li>Handwashing station must be placed outside the Playspace and time limited in the area for handwashing before and after using the equipment</li> <li>Additional hand sanitiser stations available on the playground (new</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>Any mats, balls and play equipment that is used will be wiped down by a member of the PE team each time they are used</li> <li>Plastic crates etc used by groups will be wiped down at the end of the session</li> </ul>	M

Template operational risk assessment for school reopening

		bollards and signposting system)		<ul style="list-style-type: none"> <li>• Rotation of equipment being used when staff members are absent</li> <li>• New equipment in Peace Garden risk assessed and wiped after use</li> <li>• Timetabling of areas and use of additional cleaning and sanitising stations</li> <li>• <b>Additional staff to support with the sanitising of key equipment – timetabled</b></li> </ul>	
Outdoor Bins do not have a flip lid and are open at the top	H	<ul style="list-style-type: none"> <li>• Outdoor bins will be emptied and covered with a bin bag</li> <li>• Regular removal of litter and litter pick of outdoor spaces</li> <li>• Only use indoor bins with flip lids based in classroom zones to dispose of rubbish – remove flip lids as the weather becomes colder due flip lids becoming a high touch area (particularly when throwing away tissues. This could lead to greater transmission.</li> <li>• Empty classroom bins at least twice a day in the colder weather. No bins must be overflowing. Replace flip bins with pedal bins if required.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Weekly checks of outdoor bins to be completed by site officer and all rubbish to be removed</li> <li>• Possible removal of bins from the playground areas</li> </ul>	M
Children arriving late to school – outside of the designated drop-off/collection times	M	<ul style="list-style-type: none"> <li>• Phone calls home to parents</li> <li>• Regular text messages and updates to remind about timings</li> <li>• Establish a clear protocol with designated late drop off area to ensure social distancing- late arrivals through the main entrance and a discussion with parents</li> <li>• Registers to be completed in the main office or by class teachers</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>• Seek advice from LA if needed</li> <li>• Parents/carers not to come into school – must wait outside</li> <li>• Parents to drive into car park only by prior arrangement with the SLT and not come into school - (communication only through school intercom systems at the main gates and on the main reception door)</li> <li>• Regular reminders to parents about the timings of the school day - particularly late arrivals in school.</li> </ul>	L
Use of the school house for intervention and staff spaces	M	<ul style="list-style-type: none"> <li>• All processes and procedures used in school to be used in the house</li> <li>• No children allowed upstairs in staff areas.</li> <li>• Designated entrances for adults and children</li> <li>• All cleaning materials regularly replenished</li> <li>• Designated cleaner for the house areas</li> <li>• Posters to be displayed</li> <li>• Use of shared facilities to ensure full cleaning</li> <li>• Systems to be regularly reviewed</li> </ul>	Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>• Completion of a full risk assessment – week beg: 19<sup>th</sup> April</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<b>Direct transmission of COVID-19 virus - Use of the NHS COVID-19 app in Schools and Further Education Colleges</b>					
<p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>The NHS COVID-19 APP <a href="https://covid19.nhs.uk/pdf/introducing-the-app.pdf">https://covid19.nhs.uk/pdf/introducing-the-app.pdf</a> is available to download for anyone aged 16 or over if they choose.</p> <p>App features:</p> <ul style="list-style-type: none"> <li>• Trace – alerts the individual if they were in close contact with a confirmed case</li> <li>• Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter</li> <li>• Check in – allows the individual to check in to locations via the app and official NHS QR codes</li> <li>• Symptoms – allows the individual to check symptoms against government guidance and to get advice</li> <li>• Test – allows the individual to order a free test and to receive results and advice via the app</li> <li>• Isolate – provides an isolation 'companion', which counts down how many days they have left to isolate and provides links to useful advice</li> <li>• Bluetooth must be enabled for the app to work</li> <li>• If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted.</li> <li>• The tracing function can be paused</li> <li>• A reminder can be set to switch the app back on</li> <li>• The app does not work if the phone is switched off</li> </ul>					
<p><b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p> <p>Risk to: School employees parents, pupils and the general public Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute</p>	H	<ul style="list-style-type: none"> <li>• Schools may want to discuss the use of the app with their students.</li> <li>• Schools may want to communicate the use of the app with parents/carers.</li> <li>• For some young people (SEND) parents will need to decide whether this is appropriate for their child.</li> <li>• Staff will also be able to use the app.</li> <li>• Guidance and further information for Students and parents <a href="https://covid19.nhs.uk/">https://covid19.nhs.uk/</a> is shared.</li> <li>• Schools advise students that any notifications are communicated to a member of staff so the process around the student beginning self-isolation can be put in place.</li> <li>• Schools consider how and when students are able to access their mobile device to check for notifications.</li> <li>• If devices are in lockers, the Tracing app should be paused to avoid picking up contacts when the owner is not near their phone – reminders to switch back on can be set).</li> <li>• If devices stay with students during the day, they must be on silent and in pockets or bags.</li> <li>• If students phones are confiscated they should be asked to pause the</li> </ul>	<p>NA</p> <p>Y</p> <p>NA</p> <p>Y</p> <p>Y</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>		L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
respiratory syndrome, kidney failure and even death)		<p>Contact Tracing App.</p> <ul style="list-style-type: none"> <li>All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a student.</li> <li>School will continue to engage with NHS test and Trace along-side the app being used.</li> <li>The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same.</li> <li>The use of the app does not replace the requirement for social distancing</li> <li>Individuals must still report a positive case to the school setting</li> <li>Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self-isolate</li> <li><b>Under 16's</b> The app is available to over 16's but it may happen that a younger student has downloaded the app. In this instance if they inform you of a notification you should follow your usual procedures.</li> </ul>	<p>NA</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff to receive further updates via email and in staff meetings</p>	
<p><b>Direct transmission of COVID-19 - Schools or Further Education colleges where members of the public may take part in activities or make use of your premises</b></p> <p>The app has a check-in feature which enables a venue to register for an official NHS QR code and allows users to 'check-in' to participating venues on their app by scanning that code. <a href="https://covid19.nhs.uk/pdf/user-qr-guide.pdf">https://covid19.nhs.uk/pdf/user-qr-guide.pdf</a></p>					
<p><b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p> <p>Risk to: School employees parents, pupils and the general public</p>		<ul style="list-style-type: none"> <li>If the Schools/FE premises comes within the scope of the current guidance for maintaining records of staff, customers and visitors to support the NHS Test and Trace we will display an NHS QR poster in line with the 'working safely during coronavirus (COVID-19) outbreak'</li> <li><a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> <li>When needed create an NHS QR code posters online for free: <a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a> and display it.</li> <li>Use the NHS QR codes and the app for recording external visitors (and providing those visitors' details to NHS Test and Trace in the event of a positive case) if it is more effective than the existing</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Awaiting a QR code (to be used by non-regular visitors to school)</p>	

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>		<p>system.</p> <ul style="list-style-type: none"> <li>• Use NHS QR check-in if hosting an event, e.g. Nativity or student art show for visitors (not students or staff).</li> <li>• Use NHS QR check-in if premises are being let out during evenings, weekends or holidays to external providers.</li> </ul>	<p>Y</p> <p>NA</p>		

APPENDIX 1: RISK ASSESSMENT FOR LATERAL FLOW SELF-TESTING

<b>Risk Assessment for:</b>	Primary School Staff LFD Testing	<b>Date:</b>	27.1.2021	<b>Assessor:</b>	Julia Kinch	<b>Review Date:</b>	8.2.2021
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<b>Sources:</b>	GOV.UK, DHSC, SOP
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**Lateral Flow Antigen test** -Lateral Flow Antigen testing involves the processing of human nasal and throat swab samples with a Lateral Flow device. The device detects a protein (antigen) produced by the virus at its most infectious stage. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes.

**Target population:** Primary school staff

**Testing regime:** Bi-weekly Lateral Flow Device (LFD) tests spaced 3-5 days apart for primary staff, from ( 3<sup>rd</sup> February, 2021), with confirmatory Polymerase Chain Reaction (PCR) test carried out where a LFD is positive to confirm a COVID-19 Positive cases.

What are the Hazards?	Who might be harmed and how?	Risk Rating prior to action	Current Control Measures	Risk Rating with Control Measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
Direct or Indirect transmission of COVID -19 virus from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body). Or from contact with contaminated surfaces.	Employees, individuals presenting for test (subjects), pupils, volunteers and the general public  Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute	H	<b>GENERAL MEASURES APPLICABLE TO ALL</b> <ul style="list-style-type: none"> <li>The test process is following DHSC Clinical Standard Operating Procedure (SOP) for staff self-testing with Lateral Flow Antigen Testing Devices in primary schools and school-based nurseries.</li> <li>It has been made clear to all staff that all existing covid-19 control measures within the main school risk assessment continue to be in place and should be adhered to at all times.</li> <li>Kits are to be used only by the person to whom they are assigned, they are not for use by family members.</li> <li>Staff have the option to opt into the testing programme – it is not compulsory</li> </ul>	M	All supporting documentation is available on the sharing platform <a href="#">Primary Schools Document Sharing Platform - Google Drive</a>  All staff participating sign to say all documentation has been read	JK JS	27.1.2021
		M	<b>STORAGE OF TESTING KITS</b> <ul style="list-style-type: none"> <li>On receipt of the test kits the school will record</li> </ul>	L		JK JS	29.1.2021

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	respiratory syndrome, kidney failure and even death)		<p>the lot number</p> <ul style="list-style-type: none"> <li>Kits will be stored securely at room temperature</li> </ul>				
		M	<p><b><u>DISTRIBUTION OF TESTING KITS</u></b></p> <ul style="list-style-type: none"> <li>The distribution of kits in school is managed by: Covid-19 Co-ordinator: Jayne Smedley Registration Assistant: Jo McKeown (The same person can undertake both of these roles)</li> <li>Face coverings will be worn during the distribution of testing kits</li> <li>2m social distancing will be maintained during the distribution of testing kits</li> <li>The distribution of test kits will be recorded on a test kit log</li> <li>Staff will sign for receipt and record the lot number of their kit against their name.</li> <li>The updated 'Instructions for use' are distributed with each testing kit and staff are advised of the correct version to follow.</li> </ul>	L	Additional Support available from the SLT (HT, DHT and SBM)	JS JM	3.2.2021
		M	<p><b><u>MEASURES FOR STAFF SELF ADMINISTERING TEST AT HOME</u></b></p> <ul style="list-style-type: none"> <li>Content from the document sharing platform has been made available for all staff as a means of training;                             <ul style="list-style-type: none"> <li>An introduction to rapid self-testing</li> <li>An NHS video demonstrating how to carry out a test</li> <li>A step-by-step visual guide on how to do the test</li> </ul> </li> <li>Training records to be maintained.</li> <li>All staff have signed to say sharing platform documents have been read, and videos watched.</li> <li>All staff have been advised to read the privacy notice.</li> <li>All staff have signed when read the privacy notice.</li> <li>The staff member will store the kit at room temperature</li> <li>The correct version (v1.3.2) of the instructions for use have been provided with each kit.</li> <li>There are no hazards associated with the extraction solution however, as a precautionary</li> </ul>	L	<p>Webinars are available to view on the DfE YouTube page;</p> <ol style="list-style-type: none"> <li>Overview</li> <li>How to do a test and recording</li> </ol> <p>All documentation has been sent electronically via email following a detailed staff meeting held on 26.1.2021</p> <p>See also school's own document – LFD TESTING PROCEDURES shared with staff in staff meeting and via</p>	JK JS JM	29.1.2021

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			<p>measure, staff are advised to take care with its use and in the event of spillage to clean it up immediately and in the event of contact with the skin to rinse.</p> <ul style="list-style-type: none"> <li>• Tests will be carried out at home, in the morning before leaving for work, twice weekly (3 or 4 days apart)</li> <li>• The staff member will leave at least 30 minutes after eating/drinking before taking the test.</li> <li>• Each time they complete a test staff will;             <ol style="list-style-type: none"> <li>1. Report the results online</li> <li>2. <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>2. Advise their school of the result so it can be recorded and any relevant actions taken</li> </ol> </li> <li>• Staff members are responsible for reporting incidents relating to the testing and will report as follows;             <ul style="list-style-type: none"> <li>- Report any clinical issue (eg bleeding, allergic reaction) <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a></li> <li>- Report any non-clinical issue via 119 (eg items missing from their kit)</li> <li>- Inform their school of any ongoing test related problems</li> </ul> </li> </ul>		<p>email</p> <p>Staff have received an electronic version of the correct instructions for use and will also receive a hard copy</p> <p>Suggested alternative time of the evening before if required due to concerns around time to complete the test in the morning</p>		
		M	<p><b><u>ACTIONS FOR THE STAFF MEMBER TO TAKE IN THE EVENT OF A VOID RESULT</u></b></p> <ul style="list-style-type: none"> <li>• In the event that the result of the LFD test is void the staff member will take another test.</li> <li>• If the staff member has two void tests in a row they will book a PCR test.</li> <li>• If a staff member is consistently receiving void results they will be asked to review the training information on carrying out the test to ensure they are following the correct process.</li> </ul>	L	<p>Staff receive regular reminders about void results via email and in staff meetings</p>	JS	Ongoing
		H	<p><b><u>ACTIONS FOR THE STAFF MEMBER TO TAKE ON RECEIPT OF A POSITIVE TEST RESULT</u></b></p> <ul style="list-style-type: none"> <li>• On receipt of a positive LFD test the staff member will advise the school, begin to self-isolate immediately and book a PCR test.</li> <li>• Existing guidance should be followed.</li> </ul>	M	<p>In the event that the PCR test is negative they can return to work and cease self-isolating</p>	JK JS	Ongoing
		M	<p><b><u>SCHOOLS LOGGING TEST RESULTS</u></b></p> <ul style="list-style-type: none"> <li>• A test results register/log will be maintained by the school</li> </ul>	L	<p>Ensure that for GDPR reasons the results register is a separate</p>	JS JM	Ongoing

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			<ul style="list-style-type: none"> <li>All staff are advised that they must inform their school of their test result so it can be recorded and any relevant actions taken.</li> </ul>		document to the test kit log		
		H	<p><b>SCHOOLS REPORTING INCIDENTS</b></p> <ul style="list-style-type: none"> <li>Repeated issues will be reported by the school/nursery to the DfE helpline (e.g. multiple repeated void results, leaking/damaged tubes/unclear results)</li> </ul>	M	DfE coronavirus helpline 0800 046 8687	JS Supported by JK as required	Ongoing
Mental health and wellbeing of staff involved in testing	Staff	M	<ul style="list-style-type: none"> <li>Educate and raise awareness of testing activities, provide reassurance</li> <li>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) <a href="https://www.gov.uk/government/guidance/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">COVID-19: guidance for the public on mental health and wellbeing - GOV.UK (www.gov.uk)</a>. -Staff have been provided with COVID-19 mental health link <a href="https://www.gov.uk/government/campaigns/covid-19-mental-health-campaign-launches">COVID-19 mental health campaign launches - GOV.UK (www.gov.uk)</a></li> <li>All existing control measures within the whole school covid-19 risk assessment remain in place and are adhered to in addition to the PHE Guidance</li> </ul>	L		JS	29.1.2021
Low take up of the voluntary LFD testing process	Subjects and their contacts  Increased risk of asymptomatic transmission	M	<ul style="list-style-type: none"> <li>All existing control measures with the whole school covid-19 risk assessment remain in place and are adhered to in addition to the use of LFD asymptomatic testing</li> </ul>	L	Staff also reminded of LFD Test centres across the authority should they wish to opt in to this. <a href="https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/how-to-get-tested/book-a-free-rapid-coronavirus-test/?fbclid=IwAR1-xN83ITMKDCTG5hjELMYJs1zvb9VtCMr4XiHD06gGGU7DjspRBn8aYfl">https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/how-to-get-tested/book-a-free-rapid-coronavirus-test/?fbclid=IwAR1-xN83ITMKDCTG5hjELMYJs1zvb9VtCMr4XiHD06gGGU7DjspRBn8aYfl</a>	JK JS	27.1.2021

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					Staff report outcomes to JS and JK		
Incorrect storage of test kits components	Subjects and their contacts  Inaccurate test result potentially leading to asymptomatic individuals believing themselves to have been confirmed with negative result	H	<ul style="list-style-type: none"> <li>The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade).</li> <li>The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing.</li> </ul>	L	Regular reminders sent to staff about correct storage.  See also school document: LFD TESTING PROCEDURES	JS	Ongoing
Incorrect waste separation and disposal	Contamination of the waste stream	M	<ul style="list-style-type: none"> <li>After use the staff member will bag all components of the kit in the waste bag provided and put it in their general household waste.</li> </ul>	L	Regular reminders sent to staff about correct storage.  See also school document: LFD TESTING PROCEDURES	JS	Ongoing

Review Date	Reviewed By	Amendment
7.3.2021	Julia Kinch	No amendments required

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life-threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life-threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence

**School Leadership Use Only**

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Julia Kinch/Rachel Lapington	<b>Date of Approval</b>	15/07/2020
<b>Date Provided to Unions</b>	10/07/2020 <b>Lockdown Review: 9.11.2020</b> <b>Tier 4/National Lockdown Review: 3.1.2021 and 11.1.2021</b> <b>Appendix added 27.1.2021 – consultation email sent</b>	<b>Date of Tier 4/National Lockdown Review</b>  <b>Reopening Review</b>	03/01/2021 11/01/2021  07/03/2021