

COVID-19: Operational Risk Assessment for School Reopening

SCHOOL NAME: Stanwell School

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Trevor Brown - Headteacher Maria White – Business Manager			Staff, pupils, parents, visitors, volunteers, contractors

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased reopening of the school and ensure the school continues to operate in a safe way.

This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by Welsh Government:

<https://gov.wales/operational-guidance-schools-and-settings-keep-education-safe-covid-19>

Other Related Documents:

Relevant Existing Policies	Local Authority documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012 The Health Protection (Notification Regulations 2010 Public Health Wales (PHW)	Guidance on the Re-opening of schools June 2020	https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19 https://gov.wales/guidance-learning-over-summer-term-keep-education-safe https://gov.wales/education-coronavirus https://gov.wales/protecting-staff-and-children-coronavirus-childcare

Suggested Steps of Re-opening Preparation:



Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
A. Staffing Resources			
1. Risk that there are Insufficient staff to support a maximum of one third of pupils to be in school as proposed by Welsh Government	Audit staff availability from the start of the week when extra pupils will be attending.	Y	Done. Staff contacted via email or post to confirm current health status and availability.
	Establish how many and which staff will be available, through the 7 Categories (vulnerable staff/those fit for work)	Y	Some staff have limited availability due to child care issues (their child's school does not do breakfast club or after school club) flexible working hours will be discussed with those individuals. Onsite childcare has been offered to all staff as keyworkers.
	Based on available staffing and any cover you are able to secure, decide how many pupils and how many classes can be supported at any one time	Y	8 pupils in a class for one year group a day to start with from 29th June.

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	For pupils who need a high level of adult support, including those with additional learning needs, ensure that there are sufficient LSAs available to support the pupil. Some pupils, for example those with Autism will need to be supported by the same adults, where possible	Y	ALNCo & AHT to evaluate priorities on an individual basis
	Full use is made of testing to inform staff deployment	Y	Testing is not available nationally unless staff have symptoms If necessary staff will be tested - Staff know that if they have symptoms they can get tested and who to contact for that AHT RC
	Ensure there is the capacity within the staff to deliver on site learning (for those attending school) and home learning (for those who are still at home)	Y	Timetabled provision will provide opportunities for staff to plan & prepare for online and classroom learning. Where possible staff will only attend school on alternate days.
	Plan how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance.	Y	Timetabled as part of reopening plan

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2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning	The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.	Y	Categories and risk assessment of staff will be updated periodically
	Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	Y	These Teachers will be supported to provide online learning for pupils
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	Y	All classes will be supervised by a teacher supported where necessary by LSAs and other pastoral staff
	Full use is made of testing to inform staff deployment.	Y	Testing is not available nationally, only if staff have symptoms. Staff know that if they have symptoms they can get tested and who to contact for that, AHT RC.
	A blended model of home learning and attendance at school is utilised	Y	Phased return in place for school provision. Home learning to continue. Timetable to accommodate both.
	For pupils with ALN, consider the use of an individual Re-integration Plan.	Y	ALNCo & AHT to evaluate priorities on an individual basis and draft plans. Individual reintegration action plans created for those pupils who have been identified as likely to have difficulty with reintegration

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3. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	Staff member only attends work if stringent social distancing can be adhered to; otherwise they should be encouraged to work at home	Y	Staff who are extremely clinically vulnerable or live with family members who are extremely clinically vulnerable are not coming in. They are working from home if possible, this will have been discussed and agreed with individual staff members. If vulnerable staff are coming in then measures have been put in place that they are not in contact with pupils and/or 2m distancing is in place.
4. Risk of not covering essential functions (first-aid, DSL, ALNCo).	Provide cover for the role from within available staffing	Y	2 DSL's, 2 FA's & AHT on site daily
	First Aid certificates valid until 03/2023	Y	Checked and verified by BM
	Follow Covid19-First responder's guidance when administering emergency first aid as social distancing may not be possible to maintain while attending to individuals.	N	FA's to read
	Programme of training for all staff in place (e.g. Safeguarding)	N	All staff will complete revised safeguarding training before re-opening plus all staff have been offered a back to work induction prior to 29th June 2020. All staff will complete LA training focusing on managing emotions prior to 29th June 2020.

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5. Risks to health and safety because staff are not trained in new procedures.	Re-opening plan issued to all staff	Y	Re-opening plan for staff/governors has been produced and will be emailed/posted out to all staff
	Induction will take place for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection Control • Fire safety and evacuation procedures • Safeguarding • Risk Management 	Y	Re-opening plan for return to school has been shared and discussed with all staff and governors. Site manager has risk assessed and documented everything regarding site safety. Additional school rules will be shared with all staff, governors and families before return to school
6. Risk that staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them.	Members of staff that are clinically extremely vulnerable must continue to self-isolate and remain at home. Staff who are clinically vulnerable should continue to work from home. Where a clinically vulnerable member of staff cannot work from home and are essential to the running of the service, a risk assessment and suitable controls must be in place before they return to the workplace.	Y	Clinically extremely vulnerable individuals are advised not to work outside the home. If a staff member lives in a household with someone who is extremely clinically

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	The controls must enable the ability to social distance and they must not be employed in any role where high risk activities may be carried out, for example personal care. In those circumstance the workplace would not be suitable for their return		<p>vulnerable, as set out in the Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from coronavirus (COVID-19)</p> <p>Information for shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19.</p> <p>It is advised they only attend work if stringent social distancing can be adhered to.</p>
	All members of staff with underlying health issues and those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated	Y	On several occasions throughout the last 3 months staff have been contacted
	Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable	Y	Welsh Government Guidelines have been emailed out
	All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.	Y	
	Current government guidance is being applied.	Y	Using flexibility and encouraging individual staff to discuss their particular situation

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B. Teaching Spaces, the Learning and School Environment			
7. Risk that there is insufficient accommodation to support pupils attending with a maximum class size of 8	Audit accommodation in order to establish how many class groups of up to 8 pupils can be accommodated at any one time (size of group is dependent on space available)	Y	We cannot accommodate all year groups coming back full time, in line with Welsh Government guidelines year groups will be in on a rota basis for at least 3 sessions during the summer term
	Take account of the needs of individual pupils, including those with ALN.	Y	Groupings of classes will be evaluated by ALNCo and action plans created for individual pupils
	Classes have been remodelled to allow for individual workplaces (Desks) as appropriate and social distancing	Y	Week commencing 29th June classes will be organised so Welsh Government guidelines will be followed.
	Spare chairs and other furniture removed so cannot be used	Y	Will be moved to outside storage area
	Protocols around 'social distancing' shared with pupils. These should be carefully demonstrated for pupils with ALN, checking that the pupil has understood social distancing.	Y	Information on expectations to be sent out to all pupils prior to re-opening. Posters put up around the site and building to remind pupils Year tutors record a video message with new rules to be shared with all pupils. ALN staff to provide additional support to identified pupils to aid understanding.

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	Where a pupil does not understand social distancing accommodation needs to take account of this, and space identified where the pupil and those supporting them can go.	Y	Information on expectations to be sent out to all pupils prior to re-opening. Posters put up around the site and building to remind pupils Year tutors record a video message with new rules to be shared with all pupils.
	Clear signage displayed in classrooms promoting social distancing	Y	Posters have been made for all classes that reflects new rules and regulations.
	Pupils to stay with their own group and do not mix with other children.	Y	Staggered Start, finish and break times with no more than 50 pupils
8. Risk of transmission in large spaces used as classrooms/ teaching spaces	Limits are set for large spaces e.g. dining hall, sports hall	Y	Food will be eaten in class or allocated outdoor area.
	Large gatherings are not permitted	Y	No whole school assemblies and all other school events have been cancelled. No staff meeting in school, only via video conferencing if necessary. Staffroom has been relocated to a larger area

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
	Design and layout and arrangements in place to allow for social distancing	Y	Classroom will be set up to ensure social distancing measures are in place. Grounds are set up with one way system and posters put up. Expectation made very clear to all parents, pupils and staff. Start and finish times staggered for all pupils
9. Risks of transmission during use of the outdoor environment	Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside	Y	Lidded bins bought, hand gel station by every entrance into school. Posters put up around the school. Hand dryers turned off. Each class has their own supply of antibacterial wipes, tissues. 1 in 1 out system in place for toilets
	Water machines to be used under strict supervision during designated break time	Y	Hand gel/antibacterial wipes at each machine

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10. Risks of transmission due to movement around the school.	Arrange for corridors to be one-way where possible	Y	In place
	Clear signage and markers for pupils	Y	Information on movement around the school site will be shared with pupils in re-opening plan.
	Pinch points and bottle necks are identified and managed	Y	One way system in place staggered start and finish time for all pupils to ensure little pressure, SLT to be present to ensure compliance.
	Movement of pupils and staff around the school is minimised	Y	Timetables in place
11. Risk of transmission due to number of people near entrances and exits at the start and end of the school day	Start and finish times are staggered	Y	Timetables in place
	Number of entrances and exits used is maximised	Y	Different groups of pupils are using different entrances and exits to school building as per reopening plan

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
	Determine a queuing system and a process for staff to greet each pupil, ensure they wash/sanitise their hands immediately on arrival, and then go straight to their classroom	Y	Hand gel station in place for all entrances to the school. 2M social distance markers in place on courtyard
	Extend gate/entrance opening times to prevent queueing	Y	Staggered start and finish times
	Staff, pupils and parents are briefed and signage provided to identify entrances, exits and circulation routes	Y	Everything will be emailed out to parents, pupils and staff. Pupils to be given briefing on this on first morning back
	A plan is in place for managing the movement of people on arrival to avoid groups of people congregating	Y	One way system and members of SLT and site manager out to reinforce this
	Floor markings visible to all to avoid queuing	Y	Spray painted outside around the site
	Parents and pupils given advice on walking/cycling to school, avoiding public transport and minimising driving	Y	Pupils encouraged to walk to school

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12. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.	Advice to pupils on maintaining road safety procedures despite changes.	Y	Included in information to be sent to pupils and parent prior to re-opening.
	For those that have to drive, advice on places they should and should not pick up, drop off and park	Y	As normal
	Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc.	Y	Already in place
13. Risk of transmission because pupils do not observe agreed protocols of social distancing at Breaktimes	Breaktimes are staggered in line with start and finish times	Y	Timetable in place
	External areas are designated for different groups		Some ALN pupils given opportunity for supervised access to outdoor space if required.
	Pupils are reminded about the protocols of social distancing before every break	Y	
	Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support.	Y	SLT on duty during all breaktimes. LSA's deployed to work and check in on pupils needing a high level of support.
14. Risk of transmission because pupils do not observe agreed protocols of social distancing at lunchtimes when catering facilities fully re-open	Pupils wash their hands before and after eating	Y	Hand sanitiser in each classroom
	Dining room areas and other spaces are configured to ensure social distancing measures are in place when the pupils eat	Y	Lunches will be eaten in class or outdoor allocated areas when catering facilities fully reopen
	Floor markings are clear to avoid queues	Y	Markers on courtyard with 2m distance
	Other arrangements may be in place e.g. delivering packed lunches/grab bags to classrooms, pupils eating own packed lunches in classroom, pupils eating in outdoor spaces.	N	To be considered when school day extended

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	If pupils bring in their own packed lunch, they are given very clear guidance and protocols that food can't be shared.	Y	Information will be shared when school day is extended.
	Eating areas are thoroughly cleaned after lunchtime	Y	Classrooms have own cleaning supplies, dining hall cleaned by catering staff
15. Staff rooms and offices do not allow for observation of social distancing guidelines	Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing	Y	Staff need to take own responsibility for social distancing. Staff room relocated to larger area
	Staff have been briefed on the use of these rooms	Y	Timetable in place and it is in the reopening plan and will be discussed during staff induction.
16. The configuration of medical rooms may compromise social distancing measures	Rooms are designated for pupils with suspect COVID-19 whilst collection is arranged	Y	Meeting Room has been provisionally designated.
	PPE available if staff are dealing with pupil with symptoms	Y	Provided by LA, visors provided to all member so staff.
17. Groups of people gather in reception areas which may contravene social distancing guidelines	Parents are made aware of new school procedures prior to their children starting back at school	Y	Most meetings will be conducted via Video conferencing and if deliveries are coming in, the site manager will deal with this
	Social distancing floor markings are clearly in place	Y	
	Social distancing protocols and guidance are clearly displayed to protect those staff on reception duty	Y	
	Non-essential visitors to school and deliveries are minimised	Y	
	Arrangements are in place for visitors to stay apart	Y	

C. Hygiene and protective controls

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
18. Risk that social distancing between pupils and between staff and pupils is difficult or impossible to maintain, leading to a risk of transmission.	Ensure frequent hand cleaning and good respiratory hygiene practices	Y	Daily cleaning team in one hour extra and additional cleaners on site during school hours
	Regular cleaning	Y	
	Minimise contact and mixing (see above)	Y	
	See sections above re start and end of day arrangements, and break times	Y	
19. Risk of staff or children with the virus coming into school when symptoms are not clear.	Testing of staff or pupils	Y	No testing available nationally before symptoms show
	Make arrangements to isolate anyone with symptoms and have clear guidance and protocols	Y	Meeting room to be used. In guidance to all staff
	PPE on hand.	Y	Ordered and delivered by LA
20. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	Establish arrangements for all frequently touched surfaces and equipment e.g. <ul style="list-style-type: none"> • door handles • handrails • tabletops • electronic devices (such as Laptops) 	Y	Daily cleaning team in one hour extra, and additional cleaners on site during school hours wipes and spray in every classroom. Laptops will be allocated to individual pupils for the entire session, these will be wiped before and after use.

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
	specialist equipment, including equipment used by pupils with ALN	Y	Cleaned every day as normal and during the day. Spray in every class to be used if and when needed.
	When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.	Y	
	Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.	Y	
	Limit the number of shared resources (such as pencils, arts equipment, etc.) between pupils in the same classroom.	Y	<p>All children to bring in their own pencil cases, if equipment is supplied by the school then that is retained by the pupil e.g. pens</p> <p>PE equipment kept to a minimum, each item will be wiped down after used.</p> <p>No physical marking or collecting of paper sheets.</p>
	Teachers should make sure they wash/sanitise their hands and surfaces, before and after handling pupils' work	Y	Hand gel in all classrooms
	Teachers should make sure they wash/sanitise their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations.	Y	Sanitisers in all classrooms and offices Put sanitiser/ wipes by printers
	There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided.	Y	Included in reopening plan

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
21. Risk of virus spreading because the school has insufficient materials and equipment	Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms	Y	Site manager to stock take weekly and order if necessary
	Use of hand sanitisers at appropriate locations	Y	
	Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste,	Y	
	Bins to be double bagged and emptied	Y	Emptied twice a day
	Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom	Y	Posters around school
22. Provision and use of PPE for staff where required is not in line with government guidelines	Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.	Y	In guidelines to staff
	Those staff required to wear PPE (cleaning staff, receiving and handling deliveries) 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	Y	Included in reopening plan plus Information given during back to work induction.
	Staff are reminded that the wearing of gloves is not a substitute for good handwashing	Y	
23. Pupils forget to wash their hands regularly and frequently	Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.	Y	
	Posters and all communication with pupils reinforce the need to wash hands regularly and frequently	Y	Posters up in each classroom, in reopening plan
	School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Y	

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
24. Pupils' behaviour on return to school does not comply with social distancing guidance	Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters. For pupils with ALN, including those with Autism, use appropriate methods.	Y	<p>Plan in place for return to school guidance and to help with getting them school ready. Signs and posters in place around the school.</p> <p>One to one support will be given to highlighted ALN learners</p>
	Staff model social distancing consistently	Y	
	The movement of pupils around the school is minimised.	Y	
	Large gatherings are avoided.	Y	
	Break times and lunch times are structured to support social distancing and are closely supervised	Y	
	The school's behaviour guidelines have been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.	Y	
	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	Y	
	Messages to parents reinforce the importance of social distancing.	Y	
	Arrangements for social distancing for pupils with ALN have been agreed and staff are clear on expectations.	Y	
D. Premises and Buildings			
25. Risk that cleaning capacity is at a reduced level so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	A return-to-work plan for cleaning staff (including any deep cleans) is agreed with cleaning staff prior to opening.	Y	Deep clean to be carried out week commencing 22nd June 2020

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	An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.	Y	
	Working hours for cleaning staff are increased	Y	Extra hour everyday
26. The use of fabric chairs may increase the risk of the virus spreading	Take fabric chairs out of use where possible.	Y	
	Where that is not possible then ensure chairs are limited to single person use.	Y	Not possible in offices, cleaners to spray chairs daily.
27. Queues for toilets and handwashing risk non-compliance with social distancing measures	Queuing zones for toilets and hand washing have been established and will be monitored.	Y	Only one pupil at a time in each toilet
	Floor markings are in place to enable social distancing.	Y	
	Pupils know that they can only use the toilet one at a time.	Y	Reminded often and procedures in place for only one pupil at a time to go to toilet
	Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	Y	
	The toilets are cleaned frequently.	Y	Before school and during the day
	Monitoring ensures a constant supply of soap and paper towels	Y	
	Bins are emptied regularly.	Y	At least twice a day

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
	Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	Y	Posters up and on PowerPoint to families to help get school ready and remind the children of new rules
28. Fire procedures are not appropriate to cover new arrangements	Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • The need to apply social distancing rules during evacuation and at muster points • A possible need for additional muster point(s) to enable social distancing where possible 	Y	May need to be revised as more pupils return.
	Staff and pupils have been briefed on any new evacuation procedures	Y	Will be shared as part of induction prior to re-opening and with pupils on first day
	Incident controller and fire marshals have been trained and briefed appropriately.	N	Same people – not necessary
29. Fire evacuation drills - unable to apply social distancing effectively	Plans for fire evacuation drills are in place which are in line with social distancing measures.	Y	Need to revise as more pupils return
	Consider access route for teachers and pupils with mobility issues, as social distancing measures may not be possible during an emergency		
30. Fire marshals absent due to self-isolation	An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	All staff aware of fire evacuation procedures
31. All systems may not be operational	Government guidance is being implemented where appropriate.	Y	Site manager has been continuing to do all safety checks and keeping records as normal

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	All systems have been recommissioned.	Y	Site Manager is carrying out re-opening checks as detailed in the schools premises recovery checklist
32. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	All statutory compliance is up to date.	Y	
	Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Y	Water system has been flushed and chlorinated by LA contractor
33. Visitors to the site (including parents) add to the risk	Signage giving routes, procedures and entrances to be followed.	Y	Letter to be sent to all relevant stakeholders
	Limit the external visitors to the school during school hours	Y	No meetings in school at present
	Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer.	Y	Receptionist to complete sign in
	Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable)	Y	Parents should not come in building at all, email and phone conversation at present.
	Consider holding ALN meetings such as Annual Reviews 'virtually'	N	ALNCo to evaluate options. All annual reviews were completed in January 2020

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34. Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	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.	Y	Site manager is aware of rules and regulations and will implement them and ensure they are discussed with contractors over the phone before they come in
	Alternative arrangements have been considered such as using a different times for contractors and organising classes so that contractors and staff/pupils are kept apart.	Y	Work carried out after school hours or during holidays
	Social distancing is being maintained throughout any such works.	Y	
	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).	Y	Works carried out during school holidays
E. General			
35. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.	Y	Original kept and appendices added if necessary. Additional guidance for behaviour Guidelines, staff guidance in place (which covers safeguarding, health and safety, medical, etc. and will be emailed out to staff

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	The school has carried out a full Health and Safety Risk Assessment to ensure it is Covid19 secure.	Y	This RA will be approved by The Governing Body
	Staff, pupils, parents and governors have been briefed accordingly.	Y	Ongoing as changes made and situations change
36. Curriculum/Learning Environment	<p>Consider what activity is more difficult/ not possible to be undertaken with social distancing in place.</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> -PE -Practical lessons 	Y	<p>Practical lessons will not be taking place during the summer term.</p> <p>PE will be taking place for years 7 and 8, no use of changing rooms pupils to arrive in PE kit on those days.</p>
37. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors • Local Authority • Central South Consortium 	Y	<p>Update regularly when new information has to be shared, sometimes on a daily basis.</p> <p>Guidelines for staff and reopening plan shared</p>

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	<ul style="list-style-type: none"> • Professional associations • Other partners • Partner Primary Schools 		
	<p>Parents are communicated with to make sure they know:</p> <ul style="list-style-type: none"> • whether their child will be able to attend from the week commencing 29th June • what protective steps you're taking to make the school a low-risk place for their child • what you need them to do 	Y	Details in reopening plan
38. 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	Parents have been provided with clear guidance and this is reinforced on a regular basis.	Y	Information in letter via email to parents
	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.	Y	Already have BUT will reinforce in letter
	The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.	Y	Information in letter via email to parents
	School has a regularly updated register of pupils with underlying health conditions.	Y	In medical directory
39. Pupils' mental health has been adversely affected during the period that the school has been	There are sufficient numbers of trained staff available to support pupils with mental health issues.	Y	All teaching staff will complete online course for adverse childhood experiences. Timetable to include time to discuss mental health and wellbeing

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closed and by the COVID-19 crisis in general	There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	Y	Reiterate in all communication with pupils
	Wellbeing/mental health is discussed regularly as part of the reopening plan	Y	AHT responsible for wellbeing to provide guidance to all staff
	Resources/websites to support the mental health of pupils are provided	Y	Has been signposted to parents throughout lockdown and we will continue to signpost via all pupil communication. Parents and pupils are aware that Year tutors are available via email if needed.
40. 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	Staff are encouraged to focus on their wellbeing.	Y	All staff enrolled in Online CPD focusing on wellbeing.
	Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.	Y	Open lines of communication between staff and line managers
	Staff briefings and training have included content on wellbeing	Y	Regular updates with staff to be transparent about what is going on and what is going to happen.
	Staff briefings/training on wellbeing are provided.	Y	
	Staff have been signposted to useful websites and resources.	Y	Schools advisory service information has been shared with staff via email.

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
41. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	The governing body continues to be updated by SLT	Y	
	The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.	Y	Updates emailed
	Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.	Y	Updates emailed
42. Testing is not used effectively to help manage staffing levels and support staff wellbeing	Guidance on getting tested has been published.	Y	Emailed to staff
	The guidance has been explained to staff	Y	
	Post-testing support is available for staff.	Y	
43. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Robust collection and monitoring of absence data, including tracking return to school dates, is in place.		Registers in place and will indicate reasons why pupils are not in. We will indicate if parents have said they don't want their children to be in, if the child has been in but suddenly absent and we have not been given a reason we will phone on the first day to find out reason
	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.	Y	Isolation room has been allocated and made known to staff in guidelines for staff

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
	Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply	Y	In reopening plan
44. Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.	Y	Has been communicated clearly to parents/carers, staff and pupils. Posters around the school.
	This guidance has been explained to staff and pupils as part of the induction process	Y	In reopening plan and on school website
	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders	Y	As and when it changes we will
45. Staff, pupils and parents are aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Staff, pupils and parents have received clear communications informing them of the current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school	Y	Will be communicated very clearly to parents/carers and staff and pupils via email. Protocol is detailed in the re-opening plan document
	This guidance has been explained to staff and pupils as part of the induction process	Y	

Specific Concern/ Risk	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed
	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	As and when it changes we will
46. Staff, parents and carers are not aware of recommendations on transport to and from school	Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times (see risks 11 and 12)	Y	Walk to school has been promoted. We are awaiting information from the LA on school transport. Staff are to follow Welsh Government guidance on the use of public transport, this will be shared with staff as part on induction.