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English Hubs

St John Vianney English Hub

St John Vianney Catholic Primary School and English Hub

Operational Risk Assessment for Full School Reopening during Covid - 19

September 21

Last Updated June 22

Prepared By: St John Vianney Primary School
Date: July 21

Approved by Governing Body on: July 21

Approved by Local Authority on: July 21

Updated : Nov 21

Dec 21

Jun 22

COVID-19: Operational risk assessment for full school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on full school reopening issued by the Department for Education on July 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	E Allen/D Johnson	Job title:	Head teacher/SBM	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers & parents
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Date of assessment:	July 21	Review interval:	Ongoing	Date of next review:	If guidance is updated/changed
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Related documents	
Local Authority documents:	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school when social distancing guidelines are applied	L	<ul style="list-style-type: none"> • Government guidance regarding bubbles lifted • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. • Carefully plan routes around school and use different timetabling of groups to minimize movement around school at any one time • Formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable. • School to still use bubble model due to positive behavior impacts and in case of a winter surge • Schools outbreak management plan to be followed in case of outbreak • In reaction to new variant of concern, school to increase measures in place and strict bubble measures apart from education purposes such as group work. • Reduction in need to reduce contacts in school now unless outbreaks occur. 	Y	<p>Pupils and staff split into predefined groups or "bubbles".</p> <p>Bubble defined as a class now.</p> <p>Bubbles now used more for behavior and so system in place should we need to revert to it</p> <p>Staggered timetable produced due to positive impacts/</p> <p>Where possible, such as corridors, social distancing to continue if outbreaks occur.</p>	L
1.2 Availability of staff and class sizes					

<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning (if required)</p>	<p>L</p>	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Flexible and responsive use of teaching assistants and pastoral staff to support supervision in classes is in place. • Full use will be made of testing to inform staff deployment should the need arise. • Schools outbreak plan used if outbreaks occur • A blended model of home learning and attendance at school can be utilized should current staffing levels reduce. • Home learning resources to be prepared in advance for if needed. 	<p>Y</p>	<p>Staffing fully planned out and constantly monitored in regards to availability and status.</p> <p>Staff informed that testing is available.</p> <p>Use of Microsoft Teams Classrooms introduced from year 1 upwards.</p> <p>Supply staff can now be used if required but will only be used for full day and not half so no movement across schools.</p> <p>School will follow plans set out in Outbreak management plan if required.</p>	<p>L</p>
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.3 Prioritising provision					
The continued prioritisation of vulnerable pupils	L	<ul style="list-style-type: none"> • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A school place is offered and encouraged to those on the vulnerable list. • DSL cross references list sent from Local Authority each week to ensure that it aligns with the school's record of vulnerable children and actions accordingly • Class teachers are aware of vulnerable children within their classes (both Government defined and school defined) and know to report any concerns immediately to DSL • Class teachers report weekly to DSL re the vulnerable children within their classes and this information is subsequently shared with relevant agencies where appropriate • PWS are used to access information if safeguarding concerns are raised • Food vouchers are available for those on FSM and individual support is offered to those who are not on FSM but may require additional support. • Use is made of our EAL TA to ensure that any key messages or offers of help can be understood by families. 	Y	<p>DSL and team to work with vulnerable children in first few weeks. DSL escalates any concerns immediately to the lead professional working with the family</p> <p>There is always a DSL on site at school to action any concerns</p> <p>School will follow plans set out in Outbreak management plan if required.</p>	L

1.4 The school day					
<p>The start and end of the school day create risks</p>	<p>M</p>	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised, including use of classroom doors onto playground • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety • Constant review and changes to processes if required. 	<p>Y</p>	<p>Start and finish times stagger and all available entrances used.</p> <p>Plans produced and floor markings are visible.</p> <p>Maximum safety is at the forefront of all plans</p> <p>Park Road entrance to be used to reduce parents accessing Glastonbury Avenue</p> <p>Reminders sent to parents about their responsibilities to follow current government guidance</p>	<p>M</p>
1.5 Planning movement around the school					
<p>Movement around the school</p>	<p>L</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Appropriate duty rota and levels of supervision are in place. • All downstairs classrooms have entrances/exits directly onto play areas minimizing travel around school corridors 	<p>Y</p>	<p>Full plan for movement around school produced.</p> <p>Signage in place.</p> <p>Management to supervise.</p> <p>Children reminded each week of expectations</p> <p>Teams used as a communication tool to help minimize staff movement around school</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.6 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	L	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y	<p>Gaps in learning will be accessed and appropriate action taken to ensure these children can catch up whilst remaining in their groups.</p> <p>DFE catch up funding utilised once available.</p> <p>Home learning channel prepopulated with work and use by self isolating classrooms with work from teachers set daily.</p>	L
1.7 Managing the school lifecycle					
Limited progress with the school's winter term calendar and work-plan because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for the autumn term rationalised. Senior Leadership Team (SLT) and staff work-plans to include short- and medium-term planning. Staff recruitment for September 2021 completed; awaiting resignations but still have internal staffing capacity Curriculum and timetable for September 2021 to be completed. 	Y	<p>Planning to be produced. Staff recruitment to be completed</p> <p>All plans now in place</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.8 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held with governors at the set dates Governing body is involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	Governors to approve all plans and assessments and informed of any changes required or new guidance.	L
1.9 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> All relevant policies are currently being revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. These will be completed ahead of opening. Staff, pupils, parents and governors have been briefed accordingly. 	Y	All policies to be updated once risk assessment and plan ratified by governors and LA. Distributed upon completion.	L
1.10 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures	L	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Local authority Professional associations Other partners 	Y	<p>All lines of communication already established with key stakeholders to allow us to transmit information quickly when required.</p> <p>A school APP has been purchased to support communication with parents</p>	L
1.11 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	L	<ul style="list-style-type: none"> A revised staff handbook will be issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	<p>Revised staff handbook to be produced once risk assessment and plan ratified by governors and LA.</p> <p>This will then be distributed to staff as will updated policies.</p> <p>Investigate completion of virtual college/Blackpool course</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> The revised staff handbook will be issued to any new staff prior to them starting. 	Y	Once risk assessment and plan approved these programs and handbook will be put in place. All staff briefed and read handbook	L
1.12 Free school meals					
Pupils eligible for free school meals do not continue to receive these on the days that they are not in school	L	<ul style="list-style-type: none"> 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 these school meals when not in school if required to isolate. 	Y	Provision in place for FSM in school and plan to be drawn up for any children isolating. No longer provide FSM packs for children isolating due to the reduction in isolation time	L
1.13 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of latest guidance	M	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times If an outbreak occurs 	Y	All will be updated before school reopens and plan communicated to staff once ratified by governors and LA Should the situation change, we will amend RAs accordingly All staff updated as are any new visitors to the building by the SBM.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> • Our cleaners are employed directly by the school with no external agencies uses • We have a plan in place to increase cleaning from once a day to three times for key areas • An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection. • All staff provided with full guidance regarding safe practices during cleaning 	Y	<p>Extra cleaning put in place along with robust cleaning plan.</p> <p>Gloves provided only to be used during cleaning by staff</p> <p>Once a day to 3 times a day in key areas... the school has sufficient budget to enable this</p> <p>Staff reminded to continue with cleaning practices to minimize infections</p>	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers has been undertaken before the school reopens and additional supplies will be purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Additional cleaning supplies will be based in each classroom 	Y	<p>Stock levels dramatically increased and site supervisor informed to monitor levels daily.</p> <p>Signing in has hygiene reminder video</p>	L

<p>Pupils forget to wash their hands regularly and frequently</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • This will include cleaning hands on way into school each morning • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. • All hand sanitizer purchased and used in school is over 70% alcohol as per guidance. 	<p>Y</p>	<p>Staff aware of need to ensure pupils maintain high levels of hygiene and hand washing practices.</p> <p>Reminder posters and videos put in place.</p> <p>Team leaders to monitor and report.</p> <p>Staff ensure all children either wash hands at a sink, or use hand sanitizer and regular times of the day or when changing from one activity to another. Hand washing is enforced when leaving the classrooms and entering it at all times during the school day.</p>	<p>L</p>
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Y	<p>All staff made aware that testing is available.</p> <p>All staff to test twice a week</p>	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 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. 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. A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. Any positive results – contacts advised to Lateral Flow Test and isolate upon any positive result 	Y	<p>Full plan made to collect and monitor data and procedures in place to deal with staff or pupils developing symptoms in setting.</p> <p>Details of this plan distributed to all relevant parties.</p> <p>Records kept and passed on to LA</p> <p>Reminders sent to staff and parents frequently.</p> <p>Publications from LA are passed on to staff and parents.</p> <p>Information to changes in guidance due to new variant sent to parents and staff.</p> <p>Information about changes to isolation passed on to stakeholders</p>	L

<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>L</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Y</p>	<p>All current guidance displayed on school website and app which will be constantly updated.</p> <p>Clear communication to be given to staff once plan ratified.</p> <p>Reminders sent to staff and parents frequently.</p> <p>Publications from LA are passed on to staff and parents.</p>	<p>L</p>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>L</p>	<ul style="list-style-type: none"> • 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. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Y</p>	<p>Clear guidance given and will continue to be done.</p> <p>Updates communicated regularly.</p> <p>Closure checklist produced for management team.</p> <p>Reminders sent to staff and parents frequently.</p> <p>Publications from LA are passed on to staff and parents.</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	L	<ul style="list-style-type: none"> First Aid certificates extended for three months. A regular programme for training staff is in place; this has ensured we have a large number of First Aiders The school fortunately has 3 DSL's 	Y	Adequate availability of both first aiders and DSLs in our school.	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. A room has been designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	Room available in school to be used as medical room to contain any pupils with suspected COVID-19 and procedures in place. Staff informed of process and location of room.	L
2.7 Communication with parents					
Parents and Carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. All COVID-19 information is regularly shared on the school website A Parent and pupil handbook to be created. New Rapid testing information for contacts shared. 	Y	<p>Parents kept up to date with information and guidance via all communication tools including website.</p> <p>New reception parents also to receive communication prior to start in September.</p> <p>Information sent out regarding new variant</p>	L

<p>Parents and Carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<p>M</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and added to the school's website. 	<p>Y</p>	<p>Messages to reinforce via all forms of communication.</p> <p>Parents have been asked to sign to said they have read and understood a letter regarding their responsibilities via the School App.</p>	<p>L</p>
<p>2.8 Personal Protective Equipment (PPE)</p>					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>L</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	<p>Y</p>	<p>Requirement for PPE in school is very low however all correct PPE equipment obtained and those staff requiring to use it to have training.</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff (leadership recently all trained in mental health First Aid) available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • 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). • Resources/websites to support the mental health of pupils are provided. 	Y	<p>Trained staff available.</p> <p>Mental health discussed and any issues health with by training professionals and support measures put in place.</p> <p>Pupil Voice Pass survey to be undertaken and analyzed to gauge resilience and wellbeing.</p>	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. 	Y	<p>Staff wellbeing has been at the forefront of decisions made and constant briefings have included wellbeing as a discussion topic.</p> <p>Resources shared.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Working from home can adversely affect mental health	L	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Weekly Zoom meetings support Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. 	Y	<p>Support in place.</p> <p>School has introduced even more lines of communication to keep staff in regular contact.</p>	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	L	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary; a budget is in place to support professional counselling should this be required 	Y	<p>Bereavement policy in place.</p> <p>Bereavement counselling services have been accessed before so process of referral is known</p>	L

6. Maintaining educational provision for children and vulnerable children

6.1 Maintaining provision

<p>Contingency plans for outbreaks in place.</p>	<p>L</p>	<ul style="list-style-type: none"> • Current government guidance is being followed. • For individuals or groups of self-isolating pupils, remote education plans to be put in place. • In case of a local lockdown the school will have the capacity to offer immediate remote education. • Printed resources will be available alongside online resources for child who do not have suitable online access. • Plan will be in place to allow school to remain open for vulnerable children and children of critical workers if requested. • School will follow plans set out in Outbreak management plan if required. 	<p>Y</p>	<p>Guidance followed.</p> <p>Adoption of Microsoft Teams in school gives us the capacity to delivery all these services should the need arise.</p> <p>Resources to be stockpiled to allow for immediate deployment.</p> <p>Plan will be in place to reopen for vulnerable and critical worker children.</p> <p>Virtual classroom available to any bubbles sent home to self isolate. Teachers upload virtual lessons daily and provide constant feedback and assistance.</p> <p>Checklist of procedures produced for leadership team.</p>	<p>L</p>
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7. Operational issues					
7.1 Review of fire procedures					
Fire marshals absent due to self-isolation	L	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	Additional staff planned for.	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> This is not a concern as the school has been open throughout with full site supervision to maintain/check systems Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	All systems operational An additional H&S walk has been completed as per guidance Blackpool H&S visited.	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	All systems operational as none shut down as school remained open.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	L	<ul style="list-style-type: none"> School has a healthy budget Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position has been shared with governors and LA 	Y	<p>School maintains healthy reserves.</p> <p>La and Diocese assistance and guidance available at all times.</p> <p>Wider reopening costs to be reclaimed from DfE in July 20.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
9. Governance					
9.1 Oversight of the governing body					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>L</p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The HT 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. • Regular dialogue with the Acting Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	<p>Y</p>	<p>Governing body given regular updates and continue to meet and discuss relevant issues that may arise.</p>	<p>L</p>

10. Additional site-specific issues and risks

Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

Staff returning from long term absence	L	<ul style="list-style-type: none"> • Guidance and new practices discussed • Phased return to be put in place and staff member to be put in appropriate bubble to allow them to follow current guidance that is in place. 	Y	<ul style="list-style-type: none"> • Risk assessment and new procedures discussed upon return • Staff member to be monitored by management 	L
Local area enters Tier 4 restrictions	M	<ul style="list-style-type: none"> • Guidance and new practices discussed • Additional measures to be introduced around school to further minimize risks. • Leadership team to review current processes and tighten measures as required. • School will follow plans set out in Outbreak management plan if required. 	Y	<ul style="list-style-type: none"> • New procedures discussed with staff, social distancing maintained and reinforced. • Latest government guidance followed. • Children to enter school immediately upon arrival to avoid any groupings of parents. • Masks to be worn by staff in all areas apart from when teaching. • Staff encouraged to stay in class bubble area for breaks and lunchtimes where possible. • Unnecessary movement around school avoided and any grouping in areas such as near copiers to be avoided. • Communication given to all staff and parents regarding any changes to procedures. • Those staff ECV to have no contact with children and minimal contact with other staff. 	L

<p>Lockdown enforced and school open to children of keyworkers and vulnerable including new to the UK</p>	<p>M</p>	<ul style="list-style-type: none"> •Guidance and new practices discussed • Additional measures to be introduced around school to further minimize risks. •Leadership team to review current processes and tighten measures as required. •Online learning to be reviewed and improved as required. •Staffing numbers in school to be reduced if possible for work to be done at home. •Critically vulnerable staff to be sent home, only allowed in work if can be separate from other staff. •If numbers and room sizes allow then some class bubbles may be combined into year group bubbles. If not keyworker children and staff will remain in current class bubbles. •Once initial numbers of keyworker children are obtained, school are to restrict numbers per class where possible to 15 children per class, this is to allow adults in these rooms enough space to socially distance safely. • School will follow plans set out in Outbreak management plan if required. 	<p>Y</p>	<ul style="list-style-type: none"> • New procedures discussed with staff, social distancing maintained and reinforced. • Latest government guidance followed. • Children to enter school immediately upon arrival to avoid any groupings of parents & simplified timetable introduced. • Masks to be worn by staff in all areas apart from when teaching. • Staff encouraged to stay in class bubble area for breaks and lunchtimes where possible. Training regarding Teams and other tools given to help promote distanced collaborative work. • Parents will be asked to cooperate with school and request their workplace is flexible with shift patterns to allow school to reduce numbers • Unnecessary movement around school avoided and any grouping in areas such as near copiers to be avoided. • Communication given to all staff and parents regarding any changes to procedures. • Those staff ECV to have no contact with children and minimal contact with other staff. • Further training given to staff regarding online learning and the technology available. • School to secure further equipment for both pupils and staff to allow access to online platforms at home. 	<p>L</p>
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<p>New Variant of Concern – Omicron Variant</p>	<p>M</p>	<ul style="list-style-type: none"> • New updated guidance to be followed – • Face coverings should be worn in communal areas in all settings by staff and visitors unless they are exempt. • All educational and childcare settings should continue to encourage staff to test twice weekly using lateral flow device (LFD) tests • The current guidance on contact tracing and isolation remains in place. In addition to these, any contacts of any confirmed positive cases will be asked to lateral flow test for the next 7 days and if any positive results will be asked to start to isolate and obtain a PCR result 	<p>Y</p>	<ul style="list-style-type: none"> • Updated guidance will be sent out to all staff and parents • Increased stricter procedures to be put in place as and when required. 	<p>M</p>
<p>Covid 19 Lateral Flow Testing implemented in school.</p>	<p>L</p>	<ul style="list-style-type: none"> • Guidance and practices discussed • Staff to be tested weekly at home. • Some staff to be trained to carry out testing in house. • Risk assessment completed. 	<p>Y</p>	<ul style="list-style-type: none"> • New procedures discussed with staff, social distancing maintained and reinforced. • Latest government guidance followed. • Suitable space used • Staff trained if requested. • Test optional and consent forms completed. • Staff reminded that negative test results are not a green light to then ignore all current covid 19 guidance and procedures. 	<p>L</p>