



Kincaig Primary School Covid-19 Operational Risk Assessment

Assessment Conducted by	Mrs Karen Appleby Miss Lucy Cross	Job Title	Head Teacher Deputy Head Teacher	Covered by this Assessment	All members of Kincaig Primary School staff, pupils, visitors, contractors and volunteers.
Date of Assessment	02/12/2020	Review Interval	On-going	Date of next review	18/01/2021

Other Related Documents to be read in conjunction with this risk assessment:

Related Documents	
Government Guidance	<ul style="list-style-type: none"> • Guidance for full opening – schools – 02/07/20 • Education & childcare settings: New National Restrictions from 5 November 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.
<p>Important Note</p> <p>The safety of our children, staff and parents is our prime consideration throughout this time. Please note that any reference to ‘staff’ in this document refers to every member of staff in school regardless of their individual role.</p> <p>Please read this risk assessment in conjunction with the risk assessments already completed prior to the outbreak of COVID-19 and the COVID 19 Staff handbook. These are additional measures which have been risk assessed to prevent the spread of infection and maintain social distancing as recommended in the government guidance.</p> <p>17/10/20 - UPDATE</p> <p>Due to Lancashire, including Blackpool, now entering the Covid 19 Tier 3 ‘Very High’ alert level category. With the extra restrictions in place, and with the rate of Covid 19 cases rising, I have decided to take some extra protective measures to keep our school community safe:</p> <ul style="list-style-type: none"> • Reminder on Facebook to parents about wearing masks, drop of times & pick-ups & socially distancing 	



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- Letter sent home with children and on Parent App reminding them of the need to adhere to guidelines
- SLT to go out in the morning and afternoon to monitor that parents are following this and wearing masks to model our expectations and socially distancing
- Email to all staff to re-read Covid19 risk assessments and ensure they are following the guidance
- A reminder that SLT will be monitoring in school that all guidelines are followed
- Masks/visors to be worn in all communal spaces
- Staff to only socialise with colleagues in own class 'Bubble' (exceptions being Breakfast and Afterschool staff & Welfare)
- Staffroom limited to 2 people at a time and a reminder that they need to clean any surfaces touched
- Only one person in the toilets at once
- All meetings to be carried out through Zoom for the foreseeable future
- Staff to report any illness or concerns re symptoms to SLT ASAP

Due to New National Restrictions from 5 November 2020:

- As we cover most of the points in the new guidance (see above) asked staff to re-read Risk Assessments
- Asked staff to notify me if they are 'Critically Vulnerable' (CV) or 'Critically Extremely Vulnerable' (CEV)
- Any staff who are CV – do individual risk assessment
- Any staff who are CEV – look at how they can support and work from home
- SENDCO to look at children and identify if any are CV or CEV and contact parents to find out what they want to do
- If CV and in school will need to do an individual risk assessment
- If CEV – support at home with remote learning

02/12/20 – Move to Tier 3 Very High Risk – No change is needed to the risk assessment.

Risk Matrix

Risk Rating: High (H), Medium (M) and 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



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Areas of Concern	Risk Rating Prior to action (H/M/L)	Control Measures	In place? (Yes/No)	Further actions/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 is reduced when social distancing guidelines are applied.	High	<ul style="list-style-type: none"> Each class of no more than 30 becomes a bubble No bubbles to meet throughout the school day Procedures detailed below to ensure staggered start and finish times and staggered breaks and lunchtimes. 	Yes		Medium
1.2 Organisation of teaching spaces					
Classroom sizes to allow adequate social distancing with in each bubble.	High	<ul style="list-style-type: none"> All classroom have been reviewed and a maximum of 30 children in each classroom space. Each class of up to 30 will become a bubble. All classrooms to be remodelled, with chairs and desks in place facing the front of the room to allow for social distancing to be maintained. All immersive materials and furniture removed. Clear signage to be displayed in classrooms and around school promoting social distancing. Children will all have their own personal resources which will remain within their allocated space within their allocated room. Children cannot bring any resources from home apart from their iPad & reading book. This is to reduce the risk of cross contamination 	Yes		Medium
Reduce risk of bubbles meeting in the hall.	High	<ul style="list-style-type: none"> All large gatherings are prohibited. There will be no assemblies, gatherings or lunches in the school hall. 	Yes		Medium



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1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	Medium	<ul style="list-style-type: none"> The health status of each member of staff who works within school is known and is regularly updated so that deployment can be planned. Flexible and responsive use of teachers, teaching assistants and pastoral staff to supervise classes in place. Full use of testing is made if staff show any signs of the virus, supporting deployment of staff. 	Yes		Low
1.4 The School Day					
The start and end of the school day create risks of breaching social distancing guidelines.	High	<ul style="list-style-type: none"> Start and end of day times are staggered. Different entrances/exits are used for different groups with external doors being maximised. All staff, pupils and parents are briefed and signage provided to identify which entrances, exits and circulation routes to use. Parents to be allowed onto the school premises at the front of school to drop children off. No parent allowed into the reception areas or school. Only 1 parent allowed to drop off/pick up child A plan is in place for managing the movement of people on arrival to avoid groups of people congregating at drop of and pick-ups. Floor markings are visible where it is necessary to manage any queuing and signage displayed to reinforce social distancing measures. Attendance patterns and timings have been optimised to ensure maximum safety and reduce the risk. 	Yes		Medium
1.5 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines.	High	<ul style="list-style-type: none"> Circulation plans to be reviewed and revised as and when necessary. Where possible Staff and pupils to use external doors and outdoor routes. One-way systems to be but in place if needed. 			Medium



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		<ul style="list-style-type: none"> Corridor use reduced where possible, finding alternative routes around school, maximising external routes. Appropriate signage to be used if needed. Pinch points and bottle-necks are identified and managed accordingly. Movements of pupils around school is minimised as much as possible with pupils staying in classrooms and staff moving around if needed. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	Yes		
1.6 Curriculum Organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.	High	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Plans for intervention are in place for pupils who have fallen behind in their learning. 	Yes		Medium
1.7 Staff Workspaces					
Staffrooms and offices do not allow for observation of social distancing guidelines.	High	<ul style="list-style-type: none"> Staff room and staff offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Only 2 adults at once in the staffroom. Where possible administration, finance, pastoral and SLT members of staff have been allocated separate offices. All staff have been briefed on the use of these rooms. 	Yes		Medium
1.8 Managing the school lifecycle					
Limited progress with the school's Autumn term calendar and work plan	Medium	<ul style="list-style-type: none"> Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Yes		Low



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because of Covid-19 measures.		<ul style="list-style-type: none"> School Calendar for the Autumn Term rationalised and where possible virtual alternatives arranged. SLT and staff work plans to include short/medium term plans. 			
1.9 Governance and Policy					
Governors are not fully informed or involved in making key decisions.	Medium	<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. Governing Bodies are involved in key decisions on re-opening. Full governing body meeting to be held over Zoom and minutes taken 	Yes		Low
1.10 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.	High	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications on school. All staff, pupils, parents and governors have been briefed accordingly. All updated documents are available on the website 	Yes		Low
1.11 Communication Strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health.	High	<p>Communication strategies for the following groups are in place:</p> <ul style="list-style-type: none"> For staff, governors, parents and pupils through email, social media, parent app, video calls, letters, telephone calls, home visits Local Authority through video calls, emails, telephone, HR, news bulletins Professional Associations & other partners through email, video calls, phone calls 	Yes		Low
1.12 Staff Induction and CPD					



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Staff are not trained in new procedures, leading to risks to health.	High	<ul style="list-style-type: none"> Continue to refer to INSET day in September 2020 on the first day back when we looked at working in 'a new normal way'. A revised staff handbook has been issued to all staff members prior to reopening. <p>Induction of Covid 19 are in operation for all staff prior to reopening and include;</p> <ul style="list-style-type: none"> Infection Control Fire Safety and Evacuation Procedures Constructive Behaviour Management Safeguarding and Risk Management. Constant reminder at staff meetings for staff to be vigilant and ensure social distancing in communal areas. 	Yes		Low
1.13 Risk Assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	High	<p>Risk Assessments and procedures have been updated and undertaken before the school reopens and mitigation strategies have been put in place and communicated to staff covering:</p> <ul style="list-style-type: none"> Different areas of the school. When pupils enter and leave the school. Movements around school. Break and Lunchtimes. Delivering aspects of the curriculum and the use of equipment. 	Yes		Medium
1.14 School Transport					
Use of school minibus to transport children from one place to another on school based activities.	Medium	<ul style="list-style-type: none"> During this period, the school minibus will not be operational. No visits or extra-curricular activities will take place for the first half term at least. 	Yes		Low

Areas of Concern	Risk Rating Prior to	Control Measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
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	action (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 on-going cleaning of surfaces are not undertaken to the standards required.	Medium	<ul style="list-style-type: none"> A plan for cleaning staff has been agreed additional focus for a deep clean. An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection. Cleaning Staff work hours and areas have been changed to minimise the spread of infection. 	Yes		Low
2.2 Hygiene and Handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils do not wash their hands with sufficient frequency.	Medium	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school re-opens and additional supplies purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes		Low
Pupils forget to wash their hands regularly and frequently.	High	<ul style="list-style-type: none"> All staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and the slogan, 'Catch It, Bin it, Kill it' are displayed to reinforce the need to wash hands regularly and frequently. SLT/Class Teachers to monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes		Medium
2.3 Clothing/Fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading.	High	<ul style="list-style-type: none"> Policies are agreed prior to the school re-opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. School uniform is to be worn for pupils. All pupils to come to school in a fresh school uniform each day and staff to be aware all clothes must be washed daily or a new set. 	Yes		Medium



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		<ul style="list-style-type: none"> Expectations and guidance are communicated with all staff and parents. 			
The use of fabric chairs may increase the risk of the virus spreading	High	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where this is not possible, then limit chairs to single person use. 	Yes		Medium
The use of fabrics and soft furnishings in classrooms may increase the risk of the virus spreading.	High	<ul style="list-style-type: none"> Limit the amount of fabric drapes, soft furnishings and rugs used in classroom environments. In Year 1 children to be seated on plastic/foam mats on the carpet area which can be wiped down regularly. Children to be allocated a chair that can be wiped down regularly. 	Yes		Medium
2.4 Testing and Managing Symptoms					
Testing is not used effectively to help manage staffing levels and support staff well-being.	High	<ul style="list-style-type: none"> Guidance on getting tested has been published by the government. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the Schools HR and Occupational Health 	Yes		Medium
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	High	<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. Children and staff are placed in an isolation room while waiting for collection – Oasis Room and cleaned afterwards. Staff/pupils showing symptoms should be tested and appropriate action, in line with government guidance taken, 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 '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. The 'bubble' that the staff member or pupil was in needs to self-isolate for 14 days. 	Yes		Medium



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Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display signs of COVID-19.	High	<ul style="list-style-type: none"> Staff and parents have received clear communications informing them of current government guidance on the actions to take should anyone displaying symptoms of COVID-19 and how this will be implemented in school. The guidance has been explained to all staff and parents as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		Medium
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school.	High	<ul style="list-style-type: none"> Staff 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 school. The guidance has been explained to all staff and parents as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		Medium
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of Designated First Aiders, Paediatric First Aiders and Designated Safeguarding Leads put children's safety at risk.	Medium	<ul style="list-style-type: none"> Staff First Aid Certificates have been extended for three months. All EYFS Staff hold Paediatric First Aid along with DHT. 3 Members of SLT, 4 Class Teachers and 10 Support Staff members hold First Aid Certificates. DSL's always on site Collaboration with Local Authority to provide additional support if these areas cannot be supported due to staff shortage. 	Yes		Low
2.6 Medical Rooms					
Medical rooms are not adequately equipped or configured to maintain infection control.	Medium	<ul style="list-style-type: none"> The Oasis room is designated for pupils with suspected COVID-19 whilst collection is arranged. Social distancing provisions and measures are in place within this room. Staff to wear full PPE at all times. Procedures are in place for the room to be cleaned after suspected COVID-19 cases, along with other affected areas including the toilets. 	Yes		Low
2.7 Communication with Parents					



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Parents and Carers are not fully informed on the Health and Safety Requirements for re-opening the school.	High	<ul style="list-style-type: none"> As part of the overall communication strategy referenced in 1.12, parents are kept up to date with information, guidance and the schools expectations on a weekly basis using a range of communication tools. Including Parent App, emails, social media, phone calls and letters A COVID-19 section on the school website is created and updated. 	Yes		Medium
Parents and Carers may not fully understand their responsibilities should a child show symptoms of COVID-19.	High	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via Facebook, twitter, Parent APP notifications and the school website. 	Yes		Medium
2.8 Personal Protective Equipment (PPE)					
Lack of provision of PPE for staff to use.	High	<ul style="list-style-type: none"> All staff to be provided with disposable gloves and aprons for use when working within the classrooms/areas of school. All staff to be given 3 washable face coverings to use whilst working within school. Full face visors purchased for staff to use in class. Disposable overalls purchased for staff use if needed. Additional supplies of PPE to be purchased. PPE to be audited regularly by a member of SLT and replenished as needed. 	Yes		Medium

Areas of Concern	Risk Rating Prior to action (H/M/L)	Control Measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
3. Maximising Social Distancing Measures					
3.1 Pupil Behaviour					
Pupils behaviour on return to school does not comply with social distancing measures.	High	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reason for social distancing is reinforced throughout the school day by staff through lessons, posters, floor markings and prompts. For young children this 	Yes		Medium



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		<p>is achieved through age-appropriate methods such as stories and games.</p> <ul style="list-style-type: none"> • Staff model social distancing consistently. • The movement of children around school is minimised. • Large gatherings are avoided. No assemblies and lunches in ‘bubbles’ • Break times and Lunch times are structured to support social distancing and are closely supervised. • The school’s behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior Leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger children have been agreed and staff are clear on expectations. 			
3.2 Classrooms and Teaching Spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing of bubbles.	High	<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (A maximum of 30 children per class) • Arrangements are reviewed regularly. • Staggered start and finish times. • Staggered breaks and lunchtimes. 	Yes		Medium
3.3 Movement in Corridors					
Social distancing guidance is breached when pupils circulate in corridors.	High	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation if necessary. • Corridors to be divided if necessary. • Any pinch-points/bottle necks are identified and managed accordingly. 	Yes		Medium



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		<ul style="list-style-type: none"> The movement of pupils around school is minimised as much as possible. Pupils remain in classrooms with exceptions of break/lunch times and toilet breaks. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating or playing outdoors. Appropriate supervision levels are in place. 			
3.4 Break Times					
Pupils may not observe social distancing between each other and other children in different bubbles at break times.	High	<ul style="list-style-type: none"> Break times are staggered with each 'bubble' allocated a specific area of space. External areas are designated for different groups. Pupils are reminded about social distancing as break time begins. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger children to support social distancing. Any non-compliance of the social distancing rules will have consequences for the children as detailed in the behaviour policy. 	Yes		Medium
3.5 Lunchtimes					
Pupils may not observe social distancing between each other and other children in different bubbles at lunchtime.	High	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch time begins. Pupils wash their hands before and after eating. All packed lunches to be eaten in their classroom sat in their seat at their table ensuring that social distancing guidelines are adhered to. All children to be provided with a lunch in a disposable bag. Lunches to be brought to classroom by member of staff to reduce the risk of social distancing guidelines not being met. An adult in the room will ensure that eating areas are cleaned thoroughly after lunch. Children to go out to play in a designated area in their own bubble. 	Yes		Medium
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures.	High	<ul style="list-style-type: none"> Each 'bubble' has been allocated a specific set of toilets to use to avoid overcrowding and long queues in the toilet areas. Floor markings are in place to enable social distancing whilst waiting to go to the toilet if deemed necessary 	Yes		Medium



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		<ul style="list-style-type: none"> • Pupils know that they can only use one toilet at a time. • Pupils are encouraged to access the toilet during class/ throughout the day to avoid queues. • The toilets are cleaned frequently. • Monitoring by cleaning staff to ensure a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly how to wash hands and young children are supervised in doing so. • Posters are displayed and Rhymes are taught to support children in the handwashing process. 			
3.7 Medical Room/Area					
The configuration of Medical Rooms may compromise social distancing measures.	Medium	<ul style="list-style-type: none"> • An additional room – Oasis room - is designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for this room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes		Low
3.8 Reception Area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines.	High	<ul style="list-style-type: none"> • PPE is provided and needs to be worn by the receptionist. • The Reception Area is closed to all pupils and parents on a daily basis. • Parents are advised to ring school or contact through Facebook with any concerns or issues they may have. • Non-essential deliveries and visitors to school are minimised. • A supply of PPE will provided for any visitors in school. • Anti-bac gel and spray will be provided on the main desk. • Arrangements are in place for segregation of visitors • A glass screen in in place to protect the Receptionist with guidance of social distancing measures clearly displayed. 	Yes		Low
3.9 Arrival and Departure of School					
Pupils and Parents congregate at exits and entrances, making social	High	<ul style="list-style-type: none"> • Start and finish times are staggered. • The use of available entrances and exits are maximised. 	Yes		Medium



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distancing measures difficult to apply.		<ul style="list-style-type: none"> 1 adult only to drop off and collect children to reduce amount of people congregating– parents have been informed of this. No parents are allowed on school site – with social distancing guidelines being reinforced at entrances and exits through signage and floor/ground marking, including external drop off and pick up points. Weekly reminders to parents on the importance of adhering to social distancing measures at the arrival and departure times. Supervision of social distancing on arrival led by members of SLT to ensure parents are adhering to the measures. 			
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing.	High	<ul style="list-style-type: none"> 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 if pupils are travelling with children other than from their own class. No school transport will be used during this period. 	Yes		Medium
3.11 Staff Areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic.	High	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 1 member of staff per office. To ensure safety at lunchtimes breaks have been staggered for all staff. Staff to ensure they social distance where possible. 	Yes		Medium

Areas of Concern	Risk Rating Prior to action (H/M/L)	Control Measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
4. Continuing enhanced protection for children and staff with underlying health conditions.					
4.1 Pupils with underlying health issues.					



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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.	High	<ul style="list-style-type: none"> Guidance re-checked due to be in Tier 3 'Very High'. Parents and carers have been provided with clear guidance and this is reinforced on a regular basis. Parents and carers have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure the appropriate guidance has been acted upon. The school and parents and carers are clear about the definitions and associated mitigating strategies in relation to people who are classified as 'clinically vulnerable' and 'clinically extremely vulnerable.' Schools have a regularly updated register of pupils with underlying health conditions. 	Yes		Medium
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4.2 Staff with underlying health issues.

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.	High	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and updated regularly. Members of staff with underlying health conditions have been asked to seek and act on the advice of the GP/Consultant/Midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as 'clinically vulnerable' and 'clinically extremely vulnerable.' All staff with underlying health conditions that put them at an increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	Yes		Medium
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5. Enhancing mental health support for pupils and staff

5.1 Mental Health Concerns - Pupils



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Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	High	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about their well-being and mental health. • Well-being/Mental health is discussed regularly in PSHE and discussions. Stories/toys are used for younger pupils to help them talk about feelings. • Resources/websites to support the mental health of pupils are provided. 	Yes		Medium
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.	High	<ul style="list-style-type: none"> • Staff are encouraged to focus on their well-being. • Line managers are proactive in discussing well-being with the staff that they manage, including their work life balance • Staff briefings and training have included content on well-being. • Staff have been signposted to useful websites and resources. 	Yes		Medium
5.3 Bereavement					
Pupils and staff are grieving because of loss of family or friends	High	<ul style="list-style-type: none"> • The school has access to resources and support for bereavement from The Linden Centre. • The school has access to Pastoral support which covers bereavement and loss. 	Yes		Medium

Areas of Concern	Risk Rating Prior to action (H/M/L)	Control Measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
6. Operational Issues					
6.1 Review of Fire Procedures					
Fire procedures are not appropriate to cover new arrangements.	High	Fire procedures have been reviewed and revised where required due to: <ul style="list-style-type: none"> - Social distancing of bubbles rules during evacuation and at assembly points. 	Yes		Low



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		<ul style="list-style-type: none"> - Possible need for additional assembly points to enable social distancing of bubbles where possible. • Staff have been briefed on any new evacuation procedures. • Fire wardens have been briefed appropriately. 			
Fire evacuation drills – unable to apply social distancing of bubbles effectively.	High	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures and bubbles kept at least 1m from each other. 	Yes		Medium
6.2 Managing Premises on re-opening after lengthy closure					
All systems may not be operational.	Low	<ul style="list-style-type: none"> • This is not applicable as school has not been closed for a long period of time. • Government guidance is being implemented where appropriate. • All systems have been recommissioned. 	Yes		Low
Statutory compliance has not been completed due to the availability of contractors during lockdown.	Medium	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Water systems have continued to be checked, chlorinated, flushed and checked for legionella by our usual specialist contractor. 	Yes		Low
6.3 Contractors working on the school site.					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.	High	<ul style="list-style-type: none"> • On-going Nursery build works and scheduled inspections for schools have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health, symptom-free, and that the contractors have procedures in place to ensure effective social distancing is maintained at all times. • Ian Clarkson from the Local Authority is ensuring all risk assessments and guidelines are followed by the contractor. • Alternative arrangements have been considered such as using different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 	Yes		Medium



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		<ul style="list-style-type: none"> • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • 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) 			
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	Risk Rating Prior to action (H/M/L)	Control Measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
7. Governance					
7.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet the statutory requirements.	Medium	<ul style="list-style-type: none"> • The governing body continues to hold regular briefings/discussions 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 head teachers report to governors includes content and updates on how the school is continuing to meet the statutory obligations in addition to covering the schools response to COVID-19. • Regular dialogues with the joint chairs of Governors and those with designated responsibilities in place. • Minutes from Governors meetings are reviewed. 	Yes		Low