Northern Lights LEARNING TRUST

COVID 19: Operational risk assessment for school reopening

Assessment Conducted by	Mark Stouph	Job Title	Health & Safety advisor	Persons covered by this risk assessment	staff
	Jo Heaton		CEO		pupils
	Hayley Swinhoe		COFO		contractors
	Sarah Armstrong		Headteacher		visitors
Date of assessment	1.12.21	Review interval	Weekly	Date of next review	8.12.21

BENEDICT BISCOP C.E. ACADEMY

Matrix for determining risk

IMPACT LEVEL	PROBABILITY (that the risk will occur during the lifetime of the activity)				
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
Crisis	Moderately High	Moderately High	Severe	Severe	Severe
Critical	Moderately Low	Moderately High	Moderately High	Severe	Severe
Moderate	Minor	Moderately Low	Moderately High	Moderately High	Moderately High
Marginal	Minor	Minor	Moderately Low	Moderately Low	Moderately Low
Negligible	Minor	Minor	Minor	Minor	Minor

What are the hazards?	Who might be harmed?	Risk rating	Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Residual risk
Risk of infection and spread of covid 19	Staff, visitors, pupils or contractors	Moderately High	Staff are encouraged to engage in LFD testing to detect and prevent attendance of people who are infectious but asymptomatic. Staff will be asked to engage in daily lateral flow tests if a member of their family tests positive for COVID or they are identified as a close contact.	LFD testing Risk assessment to be reviewed regularly	Headteacher	ongoing	Moderately Low
			Additional Handwashing facilities have been added to the school site and schools will ensure adequate supplies of handwashing products are available on site.		Headteacher	ongoing	
			Staff are to be provided with support and time to provide remote learning for any pupils who cannot attend school as per the Provision of Remote Education (Temporary Continuity Direction). Staff workload will be managed to ensure any remote learning systems are in place.		Headteacher	ongoing	
			All doors and windows to be opened for ventilation where possible, taking risk assessments for individual pupils and site specific issues and weather conditions into account.		office manager	ongoing	
			All guidance to be followed if there is a positive case in school, including provision of a room in school for immediate isolation whilst awaiting collection.		Headteacher	ongoing	

			Ensure relevant staff are on site including first aiders, fire wardens and safeguarding support.		Headteacher	ongoing	
			Any pupils and staff who have been outside of the UK will need to isolate on arrival and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Any staff who have been overseas and have not have their covid vaccinations will need to follow the existing, more onerous, testing and isolation regime. Staff and pupils aged 5 and over returning from a country on the red list will have to quarantine in a managed hotel and take part in the testing arrangements. Children age 4 and under do not have to test but must quarantine in a managed hotel.		Headteacher	Dec-21	
			All staff and visitors to site to wear face covering in crowded communal areas. Standard face coverings do not form part of PPE and staff and visitors should provide their own. Limited amount of spares will be available in the school office.	Inform visitors of arrangements and risk assessment prior to visiting.	Headteacher	ongoing	
Lack of or out of date medical information could increase risk of illness to pupils and staff	Staff, visitors, pupils or contractors	Moderately High	Remind parents/staff of the need to provide up-to-date medical information and maintain records for pupils and staff		Office manager	6th September 2021	Moderately Low
			Staff shall continue to adhere to the medical needs procedures regarding the administration of medication. Medication to be provided by parent / carer at home wherever possible.		Headteacher	ongoing	
			If staff are based at sites which are not their usual location, they should ensure relevant medical information is shared with them so these can be assessed, and steps taken to manage them as above.		Headteacher	ongoing	
Risk that shared use of certain equipment could increase infection exposure risk	Staff, visitors, pupils or contractors	Moderately High	Resources that are shared between users (e.g. sport, art, science resources) should be cleaned frequently.		Headteacher	ongoing	Moderately Low
			The ability to clean equipment used in the delivery of therapies will need to be assessed e.g. sensory equipment. Schools will need to determine if this equipment can withstand cleaning and disinfectant between each use. Where cleaning or disinfecting is not possible or practical, resources should be restricted to one user or left unused for a period of 48 hours (72hours for plastics) between use by different individuals.		Headteacher	ongoing	
			Increased handwashing should be carried out before and after handling equipment especially if used by more than one user.		Headteacher	ongoing	
			Woodwind and Brass instruments should not be shared by users where possible. If instruments have to be shared individual mouthpieces should be used. The mouthpiece should be stored in named packaging and changed by the pupil where possible. Schools will work with pupils to put in place, age appropriate systems for cleaning of instruments.		Headteacher	ongoing	

Lack of information when entering school could risk virus being introduced	**Staff, visitors, pupils or contractors**	Moderately High	All staff to receive appropriate training including PPE fit training which will be made available on the All staff Team to allow staff to refresh themselves.		Headteacher	6th September 2021	Minor
			Clear communication with parents and carers is essential from the school so they understand what systems are in place in school particularly if schools are required to increase measures following an outbreak on advice from PHE. All persons likely to come into the school grounds should be informed they must not attend if they are displaying any symptoms of coronavirus. Parents and carers must be repeatedly reminded that they must keep pupils at home who display any of the symptoms. They must also be reminded of the necessity to inform school immediately and to take their child to be tested at the earliest opportunity and inform school of the results. Communication may be by newsletters, letters, emails, signs and any other appropriate measures. School should take care to consider the needs of SEND pupils and those who may require support to understand the systems and protective measures.		Headteacher	ongoing	
			Staff will be made aware the need for a face covering. This will be communicated to parents by newsletter & text and signage will be put up around school.		Headteacher	Ongoing	
			Schools will review their home school agreements to ensure parents and families understand the expectations around their contribution to managing risk.		Headteacher	6th September	
			Ensure safeguarding and behaviour policies are updated as required and shared and understood by all staff and volunteers. All safeguarding training should continue to be kept up to date.		Headteacher	6th September 2021	
			All staff are made aware of the updated guidance and all aspects of the risk assessment and this is published on the school website following each review.		Headteacher	6th September 2021	
			Professional development facilitated onsite to have specific risk assessments linked to training [i.e. see separate risk assessment for Team Teach Training].		Headteacher/Teaching	29th September	
			All pupils should be taught how to hand wash, use hand sanitiser and 'catch, bin and kill it'. Guidance is available at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Pupils should be supervised when hand washing to ensure it is being done correctly.		Headteacher	ongoing	
Lack of governance resulting in risk of controls not being observed	**Staff, visitors, pupils or contractors**	Moderately High	Clerked Board Meetings continue to take place. If additional controls are in place or to allow attendance (e.g. of isolating directors) these meetings may be virtual.		CEO/COFO	ongoing	Minor
			Chair of Board (and Vice Chair) in regular communication with CEO, COFO, Chairs of LGBS.		Chairs	ongoing	

			Headteacher is in regular communication with Chair of LGB. Information disseminated to LGBs by Chairs of LGB.		Headteacher	ongoing	
			Diarised LGB meetings to take place If additional controls are in place or to allow attendance (e.g. of isolating LGB individuals) these meetings have been recommended to take place virtually at present.		CEO/COFO	ongoing	
			Board use CST governance framework to support decision making.		CEO/COFO	ongoing	
			The Trust will take into account all local information, including local infection rates, R rates and other relevant information when making decisions.		Board	ongoing	
Risk to vulnerable groups (clinically extremely vulnerable & vulnerable staff & pupils)	**Staff & pupils**	**Severe**	**Clinically extremely vulnerable persons Children** who are confirmed as clinically extremely vulnerable should attend school unless they are one of the very small number of children and young people who are under paediatric or specialist care and have been advised by their clinician not to attend. This small number of children will access remote education.		Headteacher	ongoing	**Moderately Low**
			Clinically vulnerable persons Staff who are clinically vulnerable can continue to attend the workplace but must follow the system of controls to minimise the risk of transmission.		Headteacher	ongoing	
			Pregnant staff All staff who are pregnant will have an individual workplace risk assessment and will only attend the workplace if the risk assessment advises it is safe to do so. Pregnant women who are 28 weeks and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus should take a more precautionary approach. If risks can't be eliminated or reduced to an acceptable level then alternative work or working arrangements will be offered (e.g. working from home). This will be for a very small number of women.		Headteacher	ongoing	
			Pupils or staff who live with someone who is clinically extremely vulnerable or clinically vulnerable including those who are pregnant, can attend their education or childcare setting and should maintain good prevention practice in the workplace and at home.		Headteacher	ongoing	
Risk of Infection from persons displaying coronavirus symptoms	**Staff, visitors, pupils or contractors**	Moderately High	All persons who are displaying symptoms must not come into school and should follow government guidance on self-isolating and testing. Symptoms include a high temperature, a new continuous cough, loss or change to the sense of smell or taste.		Headteacher	ongoing	Moderately Low

			School to contact DfE Coronavirus Helpline on 0800 046 8687 and email covidenquiry@sunderland.gov.uk to report a positive case in school . NHS test and trace will work with individuals and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons [unless it is any suspected or confirmed close contacts of the Omicron variant, where they will be asked to isolate for 10 days regardless of vaccination status or age. Individuals will be contacted directly and told to isolate by test and trace.] Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.		Headteacher	ongoing	
Risk of Infection from persons becoming ill on site with coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High	All persons who develop coronavirus symptoms however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. School has a limited number of testing kits which must be issued and used in line with the NLLT Covid-19 protocol.		Headteacher	ongoing	Moderately Low
			Whilst awaiting pickup, persons should be isolated in a separate area with a closed-door and ventilation. Pupils will need to be supervised whilst this takes place. A separate room will be available for potential isolation of staff and pupils. This room will be deep cleaned after the use of the room, by cleaning or site staff.		Headteacher	ongoing	

				A fluid resistant facemask (IIR) should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary then gloves, and apron and a suitable facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting then eye protection should also be worn. After use the PPE should be bagged as per the guidance, a dated label to assist with disposal after the required time period, and stored appropriately on site before putting into bins.		Headteacher	ongoing	
				Where the child, young person or staff member tests negative, they can return to their setting and they can end their self-isolation.		Headteacher	ongoing	
				Where a child, young person or staff member tests positive Schools need to insert local arrangements for reporting positive cases if required. NHS test and trace will work with individuals and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons [unless it is any suspected or confirmed close contacts of the Omicron variant, where they will be asked to isolate for 10 days regardless of vaccination status or age. Individuals will be contacted directly and told to isolate by test and trace.] Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.		Headteacher	ongoing	
				As part of the national testing trace programme, if other cases are detected within school, the school will liaise with Public Health England (PHE) local health protection teams who may conduct a rapid investigation and may advise school on the most appropriate action to take.		Headteacher	ongoing	
				Deep clean core areas that staff or pupils have been in with standard cleaners and disinfectants.		Headteacher	ongoing	

			A separate sanitary facility should be provided for individuals who display symptoms. They should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.		Headteacher	ongoing	
Unrestrictive access could increase risk of infection	Staff, pupils, visitors & contractors	Moderately high	Doorgards should be used to hold open doors where suitable (Safeguarding procedures should still be adhered to). Where this is not possible door handles should be regularly cleaned and sanitised to prevent infection.		Headteacher	ongoing	Minor
			Preferred communication from parents with school staff will be by phone, email or the virtual platform. If a parent needs to drop something off/pick something up at school then this should be pre-arranged where possible.		Headteacher	ongoing	
			Additional measures to be put in place to enable face-to-face meetings [e.g. screens, masks, social distancing]. Remote meetings and after school meeting to be offered to reduce contact further with staff and pupils.		Headteacher	November 8th	
			Suppliers, contractors and visitors will be informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.		Headteacher	ongoing	
			Schools should bulk buy to reduce the number of deliveries. Staff should wash hands before and after handling deliveries.		Office manager	ongoing	
Infection risks during transportation	**Pupils, staff**	Moderately High	Following Sunderland Public Health Recommendation, school have advised staff and visitors to wear face coverings in areas of school that become crowded communal areas.		Headteacher	ongoing	Minor
Risk that poor hygiene could cause increased infection transmission	**Staff, pupils, visitors & contractors**	Severe	Hand sanitisers available at entrance points to the building and staff, visitors and pupils should use them on entry.		Headteacher	6th September 2021	Moderately Low
			Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering school and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating.		Headteacher	ongoing	
			If sinks are not available close to or in classrooms and work areas, then handwashing facilities and/or hand sanitisers should be provided.		Headteacher	6th September 2021	
			Additional hand washing facilities will be provided where required.		Headteacher	6th September 2021	
			All persons should wash their hands before leaving the premises.		Headteacher	ongoing	
			Tissues will be available in all group areas and should be single use only and binned after use in lidded bins.		Headteacher	ongoing	

			Any waste products used by staff or pupils showing symptoms whilst in school shall be double bagged and kept securely for 72 hours before being disposed of via the usual waste disposal route. Bags should be clearly labelled with the disposal date i.e. 72 hours after bagging and stored before being put into the normal waste collection bins after the 72-hour period has elapsed. Note the virus cannot survive on a surface from more than 72 hours according to current guidance.		Headteacher	ongoing	
			Staff opening post should wash hands thoroughly after touching the post. Envelopes to be disposed of in lidded bin.		Office manager	ongoing	
			Staff bringing their own food into school that requires storage in the communal fridge should be in a labelled washable box. Antibacterial wipes and/or spray will be available for staff to wipe down the kettle, microwave etc. after use if they choose to use them. Staff should ensure they clean up after themselves in staffrooms/staff kitchens etc. Washing facilities are provided for staff use.		Headteacher	ongoing	
			Staff are to wash hands on entry to staff rooms before and after preparing food and drinks and before leaving.		Headteacher	ongoing	
			Water dispensing systems can be used and additional cleaning should be implemented, particularly of dispensing handles after each use. Hand sanitiser/hand washing should be available to use before and after each use		Headteacher	5th March 2021	
Risk of a lack of or inadequate cleaning causing infection	Staff, pupils, visitors & contractors	Severe	**General cleaning**				Moderately Low
			Cleaning should be carried out using standard cleaning chemicals and disinfectant and or anti-viral wipes and sprays.		Headteacher	ongoing	
			A dedicated provision of clean products in each classroom or work area will be available to allow for additional cleaning of surfaces in use containing hand sanitisers, anti-viral wipes, sprayers, paper towels, soap, tissues etc. in a container storage box so it is easy to pick up and move around the space as required. These should be stored out of the reach of pupils.		Headteacher	6th September 2021	
			Cleaning should be prioritised to cover regularly touched surfaces such as door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.		Headteacher	ongoing	
			Daily cleaning of regularly touched surfances to be increased, when advised of increased cases within school [see contingency plan implementation guidance].		Headteacher	Nov-21	
			Shared materials and surfaces should be cleaned and disinfected more frequently.		Headteacher	ongoing	
			All staff using cleaning materials should have access to and have read the relevant COSHH assessments.		Headteacher	6th September 2021	

			Rooms used for isolating persons displaying symptoms Rooms used for isolating pupils or staff who display symptoms of coronavirus will undergo a deep clean of that room, if that cannot happen then it should be left for 72 hours then a normal clean should be undertaken. A back up room should be available in case it is required**.**		Headteacher	ongoing	
			Clothing There is no need for anything other than normal personal hygiene and washing of clothes. Uniform will be worn by pupils.		Headteacher	ongoing	
			Hygiene suites and intimate care facilities Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels, etc..		Headteacher	ongoing	
Not observing social distancing could increase risk of infection	**Staff, pupils, visitors & contractors**	Moderately High	**Schools should adhere to all the PHE guidance contained in the DfE guidance including adhering to all protective measures.**		Headteacher	6th September 2021	Moderately Low
			Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms or are isolating as required by NHS track and trace do not attend school.		Headteacher	ongoing	
			Clean hands frequently over the school day.		Headteacher	ongoing	
			Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach		Headteacher	ongoing	
			When volunteers are used in the school building, due attention should be paid to ensuring they are trained in the systems and expectations, the risk assessment shared and their deployment should follow all aspects of the risk assessment.		Headteacher	ongoing	
			All areas should be ventilated. Where adequate ventilation is not available or areas are crowded with people who you would not normally come into contact with the recommendation is face coverings will still be worn.		Headteacher	ongoing	
			Staff working with children with significant medical needs that make them vulnerable to coronavirus should have an individual risk assessment carried out which may recommend the wearing of face coverings.		Headteacher	ongoing	
			Assemblies/gatherings/whole school worship can now take place for children. For events where parents and visitors are invited into school e.g. community worship, school performances, parents consultations, school must ensure areas have a good source of ventilation. Where this is not possible other measures will need to be considered e.g. reduced capacity or face coverings. At present, school are not hosting community worship and are not hosting face to face whole school worship to reduce contact between bubbles - as advised by Public Health Sunderland.		Headteacher	Ongoing	
Inadequate First Aid could increase risk of infection	Staff, pupils, visitors & contractors	Severe	Ensure adequate first aid provision for the numbers of staff and pupils on site.		Headteacher	6th September 2021	Moderately Low
			Where possible, without causing further injury or discomfort, first aid to be administered in a well ventilated area.		Headteacher	ongoing	

			PPE equipment to be provided in each first aid box and used by staff administering First Aid. All staff trained in use of PPE. PPE to be disposed of appropriately.		Headteacher	6th September 2021	
Infection risk from Frequently touched entry systems, panels, etc.	Staff, pupils, visitors & contractors	Moderately High	Telephones and in school communication devices should be wiped with anti-viral wipe after each different user.		Headteacher	ongoing	Moderately Low
			Sanitisers should be used before touching biometrics systems if they cannot be cleaned between users.		Headteacher	ongoing	
Enclosed areas could increase risk of infection	**Staff, pupils, visitors & contractors**	Severe	**Ventilation**				Moderately Low
			Rooms should be well ventilated. Safeguarding and health and safety must be assessed to see if this is appropriate especially for younger children and pupils with SEND needs and fire procedures will need to be adhered to ensure those doors are closed should fire alarm sound. Consider use of automatic 'doorguard' systems if appropriate.		Headteacher	ongoing	
			Where possible and appropriate open windows to classrooms, offices, staff rooms. Encourage appropriate clothing, particularly during colder weather to ensure there is a balance between the need for ventilation and having a comfortable working environment.		Headteacher	ongoing	
			School to use C02 monitors - as directed by guidance to monitor C02 levels within areas such as classrooms. Monitors checked daily by Site manager and at regular intervals by class teachers. Increase ventilation if levels increase.		Site Manager	Ongoing	
			Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.		Headteacher	6th September 2021	
Educational Visits could increase infection risks	**Staff, pupils and others**	Moderately High	Schools should check that any new bookings have adequate financial protection in place.		Headteacher	ongoing	Minor
			Where the child, young person or staff member tests negative, they can return to their setting and they can end their self-isolation. You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. Volunteers will be asked to participate in lateral flow testing, alongside school staff if participating in an education visit.		Headteacher	ongoing	
			Where there is an increase in cases within the school - school will review all educational visits. Visits may be postponed if danger of increased spread where class cohort will be mixing with others.		Headteacher/EVC	ongoing	

Inadequate PPE or inappropriate use could increase risk of infection	**Staff, pupils, visitors & contractors**	Severe	Staff conducting activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessities and other close contact with pupils should wear disposable gloves and aprons and may need IIR facemasks and eye protection e.g. where there is a risk of spitting, vomiting, etc.. This would need to be assessed on a case by-case basis.		Headteacher	ongoing	Moderately Low
			If PPE is identified as necessary for certain activities or staff through a risk assessment, this will be provided by the school. A face covering is a covering of any type which covers your nose and mouth. Face coverings are not classified as PPE.		Headteacher	ongoing	
			Reusable eye protection should be thoroughly cleaned and disposable PPE should be changed between each individual person being assisted.		Headteacher	ongoing	
Relaxation of control measures could cause risk to Staff wellbeing.	**Staff**	Moderately High	The school will consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment.		Headteacher	6th September 2021	Minor
			Any necessary training and familiarisation time will be provided for staff in advance.		Headteacher	6th September 2021	
			Staff wellbeing is a high priority including work life balance. School ensures all staff are aware of the health and wellbeing benefits in place for staff through EDUCATION MUTUAL absence insurance as well as any other relevant support available. Staff should be provided with time to discuss any concerns with line managers.		Headteacher	ongoing	
			Senior Leaders and Governance will continue to review remote learning procedures for effectiveness, ensuring best practice and maximising staff time and workload in the event remote learning has to be deployed.		Headteacher	ongoing	
			Schools will consider if individual employee risk assessments are required and if so these will be regularly reviewed and will be amended or new ones carried out for staff experiencing mental health issues.		Headteacher	6th September 2021	
			Staff meetings can resume in person but should happen in well ventilated areas and where social distancing can take place. If meetings can be held remotely, then they should be.		Headteacher	ongoing	
			Any staff working from home to be provided with support and any necessary provision.		Headteacher	ongoing	
			Staff will be supported through any bereavement or family difficulties as a result of Covid-19.		Headteacher	ongoing	
			Mental health first aiders have been identified and appropriately trained and supported.		Headteacher	ongoing	
			Revised staff handbook to be provided to all staff when updated.		Headteacher	6th September 2021	
			Staff to have individual contact with line manager/SLT to discuss any personal anxieties.		Headteacher	ongoing	
			Inform staff of assistance that may be available in terms of counselling and other support services.		Headteacher	ongoing	
			Staff to be supported on an individual basis with any anxieties or difficulties.		Headteacher	ongoing	

Contractors attending site could introduce infection	**Staff, pupils, visitors & contractors**	Moderately High	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.		Headteacher	ongoing	Moderately Low
			Contractors to carry out regular hand washing and sanitising especially on arrival at school and throughout their time on site.		Headteacher	ongoing	
			If contractors need supervising this should be done socially distanced and with suitable ventilation. Where this is not possible other measures should be considered e.g. the wearing of face coverings.		Headteacher	ongoing	
			Contractors to follow government guidelines on self-isolating.		Headteacher	ongoing	
			If contractors display any symptoms whilst on site they will be asked to leave immediately and any areas or equipment they have been working in or on should be isolated for 72 hours or thoroughly cleaned prior to admitting other persons or being used.		Headteacher	ongoing	
			The school should still follow procedures for controlling access and security whilst contractors are on site.		Headteacher	ongoing	
Risk that pupils will be anxious returning to school with reduced measures in place.	**Pupils**	Moderately High	Staff should ensure that pupils are aware of support available for pupil well-being.		Headteacher	6th September 2021	Minor
			Pastoral and extracurricular activities will be provided and will support the rebuilding of friendships and social engagement, address and equip pupils to respond to issues linked to covid-19 and support pupils with their approaches to improving physical and mental wellbeing. Where possible, pupils mixing will be reduced to phases, minimising contact with pupils across the whole school. During contingency framework implementation - discrete areas will be used in ASC and BC/schoolz out activities to support sepration of cohorts within mixed activities.		Headteacher	ongoing	
			Focused pastoral support will be provided for pupils individual issues using external support when necessary and possible.		Headteacher	ongoing	
			KCSIE and Child protection policies will be followed and referrals to statutory services will be made for any child suffering or likely to be at harm		Headteacher	ongoing	
			School will work with school nursing teams to ensure the healthy child programme, identify health and wellbeing needs, provide support for resilience, mental health and wellbeing including anxiety bereavement and sleep issues and support pupils with additional and complex health needs,		Headteacher	ongoing	
			Facilities should be identified to allow private discussion between staff and a pupil/s.		Headteacher	ongoing	
			Resources are available to front line staff working with children and form part of the Schools coronavirus operational guidance		Headteacher	ongoing	
			First response attendance system still to be adhered to in school. If school staff need to attend a home then government guidance should be followed.		Headteacher	ongoing	

Fire safety risks	**Staff, pupils, visitors & contractors**	Severe	Adequate number of fire wardens present/on site at all times.		Headteacher	ongoing	Moderately Low
			Reallocate fire marshal/warden roles if necessary due to short term staffing shortages.		Headteacher	6th September 2021	
			Ensure staff know how to use fire extinguishers and where call points are located, particularly if staff are not familiar with that area. Ensure all staff are shown the evacuation routes clearly from their areas of work, particularly if using multiple classrooms.		Headteacher	6th September 2021	
			Where adaptations are made to building, including doors being left open for ventilation then fire service must be informed. COFO can support if necessary.		Headteacher	6th September 2021	
			In the event of an emergency the controls in place do not apply if it would be unsafe to adhere to it.		Headteacher	ongoing	
Risk of inadequate controls within the catering provision could increase the risk of infection	**Staff, pupils & contractors**	Moderately High	Catering service to follow the guidance for food businesses on coronavirus		Headteacher	ongoing	Moderately Low
			Catering staff should be made aware of the risk assessment, controls in place and observe good hygiene whilst on site.		Headteacher	ongoing	
			Tables arranged in school hall to allow for cohorts to sit in separate areas and mixing to be reduced.		Headteacher	ongoing	
			Salad bar to be incorporated into main kitchen - to reduce shared touching of serving spoons.		Headteacher	ongoing	
			Any tables/trolleys used by catering staff to assist in the dissemination of lunches should be cleaned before pupils and staff touch them.		Headteacher	ongoing	
Safeguarding risks	**Pupils**	Severe	Safeguarding procedures need to be reviewed to ensure all systems comply with the risk assessment and government guidance. Designated leads/deputies should be provided with time to deal with any new safeguarding issues, concerns and referrals.		Headteacher	ongoing	Moderately High
			Communication with school nurses should be maintained.		Headteacher	ongoing	
Protected characteristics could impact upon risk to individuals	**Staff and pupils**	Moderately High	Schools must consider the impact on staff and pupils with protected characteristics, including race, age and disability in the approach to managing risk. This includes the use of individual risk assessments where appropriate.		Headteacher	ongoing	Moderately Low
			If people with significant risk factors are concerned, Headteacher should discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.		Headteacher	ongoing	
Risk that central government could decide to enforce local restrictions which require schools to revise delivery models at short notice	**Staff and pupils**	Moderately Low	Schools have experience of delivering remote learning following national lockdowns and bubble closures		Headteacher	as required	Minor
			Schools have technology in place to allow the delivery of education to be conducted remotely		Headteacher	as required	
			Government have updated the Contingency framework to outline how schools should operate and an outbreak management plan will be in place.		Headteacher	as required	