



Consilium
Academies

TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING



RESPONDING TO COVID-19

WYVERN ACADEMY

PCCP Stage 3 (Jan 2021)



COVID-19: Operational risk assessment for school reopening

Assessment conducted by:		Job title:		Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
--------------------------	--	------------	--	----------------------------	--

Date of assessment:		Review interval:		Date of next review:	
---------------------	--	------------------	--	----------------------	--

Related documents	
Trust documents: INSERT LINK TO PHASED REOPENING PLAN INSERT LINK TO ESTATES CHECKLIST	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 DfE Guidance for full opening - schools

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 is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. 	Yes	Full school divided into 3 'Pupil Teams' within separate 'bubbles' (PT1 – Y7 & Y9 / PT2 – Y11 / PT3 – Y8 & Y10))	L
		<ul style="list-style-type: none"> Agreed new timetable and arrangements confirmed for each year group. 	Yes	Introduction of a 'staggered' timetable with split break and split lunch.	
		<ul style="list-style-type: none"> Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	On-line Remote Learning (RL), in line with timetabled periods, available if required as part of a 'blended learning' position identified through our 'Partial Closure Continuation Plan' (PCCP).	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classroom size and numbers reviewed. 	Yes	PT1 (Y7 & Y9) 184 pupils PT2 (Y11) 107 pupils PT3 (Y8 & Y10) 194 pupils	L
		<ul style="list-style-type: none"> Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance 	Yes	No reduction in class sizes required as a result of updated DfE guidance (02.07.20)	
		<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks in place to allow for social distancing. 	Yes	Teaching rooms realigned to ensure that pupils face forwards, to reduce lateral transmission, with teaching desk and teaching position 2 metres from pupils.	
		<ul style="list-style-type: none"> Spare chairs removed from desks so they cannot be used. 	Yes	Surfaces cleared and 'spare' furniture removed, where possible, to support enhanced cleaning protocols.	

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)
		<ul style="list-style-type: none"> Clear signage displayed in classrooms promoting social distancing. 	Yes	Signage in classrooms, at entrances, around the school site indoor and outdoor including within corridors.	
		<ul style="list-style-type: none"> In secondary schools, the identified 'Pupil Team' operate in 'bubbles', with reduced mixing of Year Groups within 'bubbles'. 	Yes	Full school divided into 3 'Pupil Teams' within separate 'bubbles' (PT1 – Y7 / PT2 – Y8 & Y10 / PT3 – Y9 & Y11)	
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Teaching to take place in line with 2020 – 2021 timetable including the use of specialist rooms, supported by social distancing and movement protocols to reduce where possible transmission between 'Pupil Team' 'bubbles'. 	Yes	Full school divided into 3 'Pupil Teams' within separate 'bubbles' (PT1 – Y7 & Y9 / PT2 – Y11 / PT3 – Y8 & Y10))	L
		<ul style="list-style-type: none"> Large gatherings prohibited. 	Yes	Physical assemblies suspended for all but Year 11 pupils. Virtual assemblies introduced for Y7 – Y10 pupils.	
		<ul style="list-style-type: none"> Design layout and arrangements in place to enable social distancing. 	Yes	See 1.2	
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to offset the required provision in school and operate effective home learning	M	<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. 	Yes	Staff absence procedure reinstated WEF 01.09.20, with 'Check In process' established for implementation within PCCP Stage 3.	L
		<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online, prepare work for students to complete at home or to complete the weekly phone calls to students. 	Yes	Teaching staff allocated Remote Teaching (RT) in line with their timetables. This is not initially anticipated but may be required in the event of on-going infection transmission where we move to PCCP Stage 2 or 3.	

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)
		<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to offer support and supervision is in place. 	Yes	Teaching Assistants (TA) provide support for identified pupils on RL and Pastoral support provided where required. This is not initially anticipated but may be required in the event of on-going infection transmission where we move to PCCP Stage 3.	
		<ul style="list-style-type: none"> Full use is made of NHS 'Test and Trace' process to inform staff deployment. 	Yes	Access to NHS testing information provided and publicised to staff. Testing information collected daily as required via absence procedure WEF 01.09.20.	
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	<ul style="list-style-type: none"> DfE expectation and requirement that all pupils attend school WEF 01.09.20. 	Yes	Where local or national lockdown instigated priority support will be provided for 'Vulnerable' and 'Critical worker' pupils in line with PCCP Stage 3.	L
		<ul style="list-style-type: none"> Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. 	Yes	Pupil attendance procedure reinstated WEF 01.09.20. Identified vulnerable pupils contacted to encourage 'School Based Remote Learning Support' on the implementation of PCCP Stage 3.	
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure points for pupils are separated and aligned to 'Pupil Teams' within 'bubbles'. 	Yes	PT1 (Y7 & Y9) – Gym Entrance PT2 (Y11) – Foyer 'Late Door' Entrance PT3 (Y8 & Y10) – Music Entrance	L
		<ul style="list-style-type: none"> The number of entrances and exits to be used is maximised. 	Yes	PT1 (Y7 & Y9) – Gym Entrance PT2 (Y11) – Foyer 'Late Door' Entrance PT3 (Y8 & Y10) – Music Entrance	

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)
		<ul style="list-style-type: none"> Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. 	Yes	'Pupil Return to School Plan' (PRSP) provides information for Staff. PRSP 'COVID Secure' measures maintained throughout PCCP Stages 1, 2 & 3.	
		<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 	Yes	PT1 (Y7 & Y9) – Gym Entrance PT2 (Y11) – Foyer 'Late Door' Entrance PT3 (Y8 & Y10) – Music Entrance School site access limited to 0830 – 1515 with staffing allocated to arrival points.	
		<ul style="list-style-type: none"> Floor markings are visible where it is necessary to manage any queuing. 	Yes	Floor markings provided at 'pinch points' including outside toilets, with management of 'Pupil Teams' to ensure access to 'pinch points' is restricted to 'bubbles'.	
		<ul style="list-style-type: none"> Attendance patterns have been optimised to ensure maximum safety through separated arrival and departure points for identified 'Pupil Teams'. 	Yes	PT1 (Y7 & Y9) – Gym Entrance PT2 (Y11) – Foyer 'Late Door' Entrance PT3 (Y8 & Y10) – Music Entrance School site access limited to 0830 – 1515 with staffing allocated to arrival points.	
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. 	Yes	'Pupil Teams' identified into 'bubbles' with the introduction of a 'staggered' day to limit the interaction of 'Pupil Teams' wherever possible. Movement around the school site supervised and supported by staff to ensure that the possibility of cross-'Pupil Team' transmission is limited.	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)
		<ul style="list-style-type: none"> One-way systems are in place where possible. 	Yes	One-way system provided where possible, as detailed in PRSP. Includes one-way movement within the building and across the site.	
		<ul style="list-style-type: none"> Corridors are divided where feasible. 	N/a	Corridors too narrow to support adequate division in line with SD rules.	
		<ul style="list-style-type: none"> Appropriate signage is in place to clarify circulation routes. 	Yes	Clear signage in place ('One-way' arrows and 'No Entry' signs) as applicable and where required.	
		<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed accordingly. 	Yes	As outlined in 1.5.5.	
		<ul style="list-style-type: none"> Pupils are regularly briefed regarding observing social distancing guidance. 	Yes	Briefing and practise opportunities provided for all pupils through 'phased' return to school and for staff through two PD Days, one additional.	
		<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision are in place. 	Yes	Staff Briefing suspended and staff reallocated to 'Pupil Supervision and Support'. Break and Lunchtimes 'Pupil Supervision and Support' to be enhanced.	
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning 	Yes	'Evidence Based Recovery Plan' (EBRP) implemented from 21.09.20 with regular EBRP Reviews. EBRP focus incorporated into on-line Remote Teaching within PCCP Stage 3.	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)
		<ul style="list-style-type: none"> Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. 	Yes	Teaching staff allocated Remote Teaching (RT) in line with their timetables. This is not initially anticipated but may be required in the event of on-going infection transmission where we move to PCCP Stage 2 or 3.	
		<ul style="list-style-type: none"> Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	'Evidence Based Recovery Plan' (EBRP) implemented from 21.09.20 with regular EBRP Reviews. EBRP focus incorporated into on-line Remote Teaching within PCCP Stage 3.	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 	Yes	Limited staff rooms and offices in use. SD supported by 'staggered' school day at break and lunchtime.	L
		<ul style="list-style-type: none"> Remove fabric seating and replace with wipe able plastic chairs 	Yes	Completed and fabric chairs stored.	
		<ul style="list-style-type: none"> Cleaning station to wipe chairs following use. 	Yes	Allocated chairs provided to limited transference with cleaning daily.	
		<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms. 	Yes	Briefing completed prior to school working at the beginning of each Half Term break.	
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar	M	<ul style="list-style-type: none"> School calendar for the summer term rationalised. 	Yes	Online RL supplemented by school based remote Learning support for V&CW pupils.	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)
and work plan because of COVID-19 measures		<ul style="list-style-type: none"> Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. 	Yes	SLT meet weekly (Wed) to plan for both operational (PCCP) and strategic developments.	
		<ul style="list-style-type: none"> Staff recruitment for September 2020 completed. 	Yes	DHT appointed. Long term supply teacher (Sc) secured for Autumn term to support recruitment of Second in Sc WEF Jan 2021.	
		<ul style="list-style-type: none"> Curriculum and timetable for September 2020 completed. 	No	Curriculum model in place, timetable constructed and in operation WEF 01.09.20.	
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for pastoral/careers staff to speak with pupils and their parents about the next stage in their education and resolve any issues. 	Yes	Y6 Transition plan (2019 – 2020) operated with weekly activities and communication to P&C. Y11 Transition support provided via 'Post-16 Transition Support' materials available on the school website and weekly Careers Updates and Pastoral Phone calls (2019 – 2020).	L
		<ul style="list-style-type: none"> There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, and universities, apprenticeship providers) to assist with pupils' transition. 	Yes	CEIAG Lead (CGI) supported Y11 Transition (2019 – 2020) and would continue to provide support if required through PCCP Stage 3 (2020 – 2021).	
		<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 	Yes	Y6 Transition plan (2019 – 2020) operated with weekly activities and communication to P&C. Y6 Transition process completed in 2019 – 2020 would be replicated with further developments within 2020 – 2021 if PCCP Stage 3 requires this.	

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)
		<ul style="list-style-type: none"> Virtual tours of the school are available for parents and pupils. 	Yes	Distributed to P&C 01.06.20 as part of weekly activities and communications. Would be replicated and further developed across 2020 – 2021 if PCCP Stage 3 requires this.	
		<ul style="list-style-type: none"> Online induction presentations for pupils and parents are planned. 	Yes	Y6 Transition plan (2019 – 2020) operated with weekly activities and communication to P&C. Y6 Transition process completed in 2019 – 2020 would be replicated with further developments within 2020 – 2021 if PCCP Stage 3 requires this.	
1.10 Governance and policy					
LAB members are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with LAB Members. 	Yes	LAB meeting scheduled for 20.05.20, papers distributed. Meeting cancelled as not 'quorate'. LAB to be scheduled for WB 08.06.20 completed. LAB meetings continue throughout 2020 – 2021, including throughout any PCCP Stage 3 period. Fortnightly 'Catch Up' meetings take place between HT and CofLab WEF 01.09.20.	L
		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	Trust provides regular communication for LAB members.	
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for	H	<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 for the school. 	Yes	Safeguarding, Behaviour, H&S, Medical, Attendance and Fire Evacuation policies updated to include 'COVID-19' response. Attendance process in line with DfE requirement.	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)
purpose in the current circumstances		<ul style="list-style-type: none"> Procedures to be implemented in the event of a fire have been clarified and staff briefed accordingly. 	Yes	Updated 'COVID-19' Fire Evacuation plan provided to all staff via daily WASUP and provided to staff on allocation to school working for CCP period. Fire Evacuation plan re-established WEF 01.09.20 and communicated to all staff, with PCCP Stage 3 Fire Evacuation Plan established for implementation as required.	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: 			L
		<ul style="list-style-type: none"> Staff 	Yes	Daily 'Wyvern Academy Staff Update' (WASUP) provided WEF 26.03.20. Optional Virtual Staff Meeting weekly (Wed 1600 – 1645) during 2019-2020 partial closure period and reintroduced during PCCP Stage 3 (WEF 13.01.21). Regular Trust letters to staff. Publication and distribution of 'Coronavirus Phased Return Plan' (CRPR), CPRP 2.0, 'Pupil Return to School Plan' (PRSP) and 'Partial Closure Continuation Plan' (PCCP) with identified updates provided as required.	

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)
		<ul style="list-style-type: none"> Pupils 	Yes	Weekly Assembly supported COVID-19 responses 2019 – 2020 and reintroduced during PCCP Stage (WEF 11.01.21). Pupils attending school (V&CW) briefed on changes on arrival daily. Weekly Pastoral Phone calls support dissemination of COVID-19 information. 'Phased' return of pupils in Sep 2020 provided sufficient briefing and practise time.	
		<ul style="list-style-type: none"> Parents 	Yes	Regular Trust and School letters to P&C and contact weekly via Pastoral Phone calls.	
		<ul style="list-style-type: none"> Governors/Trustees 	Yes	Regular Trust communications and scheduled LAB meetings.	
		<ul style="list-style-type: none"> Local authority 	Yes	Updates provided as requested.	
		<ul style="list-style-type: none"> Professional associations 	Yes	Updates provided as requested and included in consultation process with regards to Phased Return of Y10 pupils.	
		<ul style="list-style-type: none"> Other partners 	Yes	Visitors to school briefed as applicable including through the introduction of the 'NHS Test and Trace' procedure and PCCP Stage 3 Fire Alarm procedure.	
1.13 Staff induction and CPD					
	H	<ul style="list-style-type: none"> Virtual staff briefings held for all staff prior to reopening, and include: 			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)
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> Infection control 	Yes	PRSP provided phased return for pupils with additional P D Day support for staff. PRSP document supports the sharing and implementation of 'COVID secure' measures.	
		<ul style="list-style-type: none"> Fire safety and evacuation procedures 	Yes	'Fire Evacuation Procedure (PCCP Stage 3)' created and distributed to all staff.	
		<ul style="list-style-type: none"> Constructive behaviour management 	Yes	Established CfL (DFL) in place throughout school based Remote Learning support for V&CW pupils. V & CW pupils to wear school uniform when accessing school based Remote Learning support to provide productive and 'professional' working environment. Staff in 'professional dress' to reinforce this expectation.	
		<ul style="list-style-type: none"> Risk management 	Yes	Briefing provided for staff school working as part of 'PCCP (Stage 3) School Working Teams' on their first school based working day (WEF 11.01.21).	
		<ul style="list-style-type: none"> Safeguarding 	Yes	PRSP and PCCP documents provide safeguarding process information for staff, with staff meetings providing an opportunity to reinforce this information, including through P D Day activities. Briefing provided for staff school working as part of 'PCCP (Stage 3) School Working Teams' on their first school based working day (WEF 11.01.21).	

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)
		<ul style="list-style-type: none"> The revised staff handbook is issued to all new staff prior to them starting. 	Yes	Staff Handbook distributed to all staff (Sep 2020) with PRSP and PCCP documents providing specific 'COVID' related information and support for staff.	
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Yes	Staff Handbook distributed to all new staff (Sep 2020) with PRSP and PCCP documents providing specific 'COVID' related information and support for staff as part of staff induction.	L
		<ul style="list-style-type: none"> The revised staff handbook is issued to all new staff prior to them starting. 	Yes	Staff Handbook distributed to all new staff (Sep 2020) with PRSP and PCCP documents providing specific 'COVID' related information and support for staff as part of staff induction.	
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers 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 vouchers/school meals when not in school. 	Yes	Business Support Officer (BSO) responsible for the operation of the FSM voucher system (Christmas break 2020 – 2021 and throughout PCCP Stage 3 period 2020 - 2021).	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)
1.15 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.	H	<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: 			L
		<ul style="list-style-type: none"> Different areas of the school 	Yes	As included in this document and PRSP & PCCP documents for V&CW school based Remote Learning Support plans to support 'COVID secure' measures.	
		<ul style="list-style-type: none"> When pupils enter and leave school 	Yes	As included in this document and PRSP & PCCP documents for V&CW school based Remote Learning Support plans to support 'COVID secure' measures.	
		<ul style="list-style-type: none"> During movement around school 	Yes	As included in this document and PRSP & PCCP documents for V&CW school based Remote Learning Support plans to support 'COVID secure' measures.	
		<ul style="list-style-type: none"> During break and lunch times 	Yes	As included in this document and PRSP & PCCP documents for V&CW school based Remote Learning Support plans to support 'COVID secure' measures.	
		<ul style="list-style-type: none"> Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	As included in this document and PRSP & PCCP documents for V&CW school based Remote Learning Support plans to support 'COVID secure' measures.	

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)
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. 	Yes	Public transport providers contacted to ensure RA in place. V&CW pupils reminded of the importance of following 'COVID secure' measures when using public transport.	L
		<ul style="list-style-type: none"> Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Yes	Public transport providers contacted to ensure RA in place. V&CW pupils reminded of the importance of following 'COVID secure' measures when using public transport.	

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	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. 	Yes	Initial deep clean scheduled for Tues 9 th / Wed 10 th June 20. Weekly deep clean to be agreed with MJF Group (Tues 2 nd June 20)	L
		<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. 	Yes	Initial deep clean scheduled for Tues 9 th / Wed 10 th June 20. Weekly deep clean to be agreed with MJF Group (Tues 2 nd June 20)	
		<ul style="list-style-type: none"> Working hours for cleaning staff are increased if required. 	Yes	Initial deep clean scheduled for Tues 9 th / Wed 10 th June 20. Weekly deep clean to be agreed with MJF Group (Tues 2 nd June 20)	
		<ul style="list-style-type: none"> Cleaning station available for plastic chairs to be disinfected after use. 	Yes	Plastic chairs to be cleaned as part of daily and weekly routine.	
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	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. 	Yes	Cleaning to monitor as part of daily duties.	L
		<ul style="list-style-type: none"> Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	Cleaning to monitor as part of daily duties.	
		<ul style="list-style-type: none"> Hand sanitiser to be placed at School entrance and exit and at the entrance of every classroom in use. 	Yes	Cleaning to monitor as part of daily duties.	
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. 	Yes	Staff induction	L
		<ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. 	Yes	Posters displayed around school	

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)
		<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	Supervision in 'communal' areas (canteen / Hall) and directive to teaching staff for use on arrival and departure from teaching rooms.	
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. 	Yes	Pupils – Full uniform. Staff – Professional dress	L
		<ul style="list-style-type: none"> Expectations and guidance are communicated to parents. 	Yes	'Pupil Return to School Policy' (PRSP) provided for P&C and follow up made where necessary with P&C.	
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. 	Yes	Completed and where not possible allocated to individual member of staff use. 4 weekly 'Fogging' provides additional 'deep cleaning' for fabric chairs.	L
		<ul style="list-style-type: none"> Where that is not possible then ensure chairs are limited to single person use. 	Yes	Completed and where not possible allocated to individual member of staff use. 4 weekly 'Fogging' provides additional 'deep cleaning' for fabric chairs.	
2.4 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. 	Yes	'NHS Test and Trace' procedure implemented. Asymptomatic testing of staff and pupils currently being introduced with the expectation that this is available from Mon 18 Jan at the latest.	L
		<ul style="list-style-type: none"> The guidance has been explained to staff as part of the induction process. 	Yes		
		<ul style="list-style-type: none"> Post-testing support is available for staff through the school's health provider. 	Yes		
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. 	Yes	Formalised and operational absence reporting process in place during school based working (PCCP Stag1 & 2), supported by daily 'check-in' process for PCCP Stage 3.	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)
		<ul style="list-style-type: none"> 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. 	Yes	Medical support process established and operational within school based working (PCCP Stage1, 2 & 3) via identified first aid staff using 'COVID Medical Room'. Pupils or staff identified as potential positive cases provided with guidance on NHS 'Test and Trace' process.	
		<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. 	Yes	Process communicated via 'Covid-19 Positive Case Notification Flow Diagrams' to parents and staff with parents contacting the Absence reporting line and staff following the staff absence process.	
		<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes	PCCP document outlines the steps to be taken to report positive cases to DfE/PHE helpline (0800 046 8687), LAB, Trust and LA.	
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	H	<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. 	Yes	Wyvern Academy website and social media channels, including notification and access to regular P&C letters.	L
		<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Yes	Staff provided with training on return to school based working and briefed each day when school based working as part of the SWT during PCCP Stage 3 (Jan 2021 onwards).	
		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	Regular communication to P&C with updates for staff identified within PRSP and PCCP documents and via daily WASUP as applicable.	
Staff, pupils and parents are not aware of the school's procedures should there be a	H	<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. 	Yes	Wyvern Academy website and social media channels, including notification and access to regular P&C letters.	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)
confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Yes	Staff provided with training on return to school based working and briefed each day when school based working as part of the SWT during PCCP Stage 3 (Jan 2021 onwards).	
		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	Regular communication to P&C with updates for staff identified within PRSP and PCCP documents and via daily WASUP as applicable.	
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	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. 	Yes		L
		<ul style="list-style-type: none"> Arrangements in place for support to be provided by another DSL within the Trust should the School's DSL be unavailable. 	Yes	Assistant DSL in place within Wyvern Academy, with additional staff [provided with L3 Safeguarding Training. Trust 'Safeguarding Network' (DSL) in operation.	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. 	Yes	Additional 'COVID-19 Medical Room' established former ('Opportunity Zone' / Former Reflection Room).	L
		<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 	Yes	Additional 'COVID-19 Medical Room' established former ('Opportunity Zone' / Former Reflection Room). Identified close contacts of positive cases isolated in ICT 3 whilst awaiting collection.	
		<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	Additional cleaning capacity appointed WEF 01.09.20 to support cleaning throughout the school day (PCCP Stages 1, 2 & 3).	
		<ul style="list-style-type: none"> Appropriate PPE available to staff for medical / first aid incidents 	Yes	PPE allocated to First Aid staff and training provided to support its use.	

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)
2.7 Communication with parents					
		<ul style="list-style-type: none"> A COVID-19 section on the school website is created and updated. 	Yes	'About us/Arrangements for COVID-19' section. Updated as required.	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	Wyvern Academy website and social media channels, including notification and access to regular P&C letters.	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Yes	PPE allocated to First Aid staff and training provided to support its use. Staff provided with both face masks and visors. Pupils provided with face masks if required on a daily basis.	L
		<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; medical, 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. 	Yes	Staff provided with PPE training, including staff wearing PPE as part of asymptomatic testing (WEF 18.01.21). PPE preparation room identified for use with asymptomatic testing.	
		<ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	PRSP provides information and guidance with regards to 'COVID secure' measures, including handwashing/sanitisation.	

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)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. 	Yes	Signage and floor markings in place and pupils briefed on arrival at school and reinforced prior to movement from allocated classrooms / break area.	L
		<ul style="list-style-type: none"> Staff model social distancing consistently. 	Yes	One-way system provided where possible, as detailed in PRSP. Includes one-way movement within the building and across the site. Clear signage in place ('One-way' arrows and 'No Entry' signs) as applicable and where required.	
		<ul style="list-style-type: none"> Large gatherings are avoided. 	Yes	Physical assemblies suspended for all but Year 11 pupils, WEG PRSP following movement from PCCP Stage 3 (Jan 2021) to PCCP Stage 2. Virtual assemblies introduced for Y7 – Y10 pupils. Parents Evenings and meetings under consideration ahead of updated guidance closer to their scheduled date.	
		<ul style="list-style-type: none"> Break times and lunch times are structured to support social distancing and are closely supervised. 	Yes	'Staggered' breaks and lunch times introduced around 'Pupil Team' 'bubbles' with additional staff providing 'Pupil supervision and support', including between 0830 – 0845.	

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)
		<ul style="list-style-type: none"> The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. 	Yes	Update completed and communicated via school website. Policy reintroduced to pupils WEF 01.09.20 and maintained throughout PCCP Stage 3 (Jan 2021) period.	
		<ul style="list-style-type: none"> Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. 	Yes	One member of SLT covers 'Walk Around' each timetabled period, with allocated staff on duty and with 'Pupil Supervision and support'.	
		<ul style="list-style-type: none"> Messages to parents reinforce the importance of social distancing. 	Yes	Regular letters and social media communication including via weekly assemblies available to P&C	
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> Government guidance removes requirement for reduced capacity in teaching rooms, supported by a relaxation in social distancing supported by 'Pupil Team' 'bubbles'. 	Yes	Pupil Team 'bubbles' introduced WEF Sep 2020 (PT1 Y7, PT2 Y8 & Y10, PT 3 Y9 & Y11). Revised Pupil Teams created for introduction from PRSP following move from PCCP Stage 3 (Jan 2021) to PCCP Stage 1 or 2.	L
		<ul style="list-style-type: none"> All chairs not in use has been removed from classrooms and teaching spaces. 	Yes	Surfaces cleared and 'spare' furniture removed to support enhanced cleaning protocols.	
		<ul style="list-style-type: none"> Arrangements are reviewed regularly. 	Yes	One member of SLT covers 'Walk Around' each timetabled period, with allocated staff on duty and with 'Pupil Supervision and support'.	
3.3 Movement in corridors					

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)
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. 	Yes	One member of SLT covers 'Walk Around' each timetabled period, with allocated staff on duty and with 'Pupil Supervision and support'.	L
		<ul style="list-style-type: none"> One-way systems are in operation where feasible. 	Yes	One-way system provided where possible, as detailed in PRSP. Includes one-way movement within the building and across the site. Clear signage in place ('One-way' arrows and 'No Entry' signs) as applicable and where required.	
		<ul style="list-style-type: none"> Corridors are divided where feasible. 	Yes	Corridors too narrow to support adequate division in line with SD rules.	
		<ul style="list-style-type: none"> Circulation routes are clearly marked with appropriate signage. 	Yes	One-way system provided where possible, as detailed in PRSP. Includes one-way movement within the building and across the site. Clear signage in place ('One-way' arrows and 'No Entry' signs) as applicable and where required.	
		<ul style="list-style-type: none"> Any pinch points/bottle necks are identified and managed accordingly. 	Yes	Floor markings provided at 'pinch points' including outside toilets, with management of 'Pupil Teams' to ensure access to 'pinch points' is restricted to 'bubbles'.	
		<ul style="list-style-type: none"> The movement of pupils around school is minimised as much as possible. 	Yes	'Pupil Teams' identified into 'bubbles' with the introduction of a 'staggered' day to limit the interaction of 'Pupil Teams' wherever possible. Movement around the school site supervised and supported by staff to ensure that the possibility of cross-'Pupil Team' transmission is limited.	

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)
		<ul style="list-style-type: none"> Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. 	Yes	'Pupil Teams' identified into 'bubbles' with the introduction of a 'staggered' day to limit the interaction of 'Pupil Teams' wherever possible. Movement around the school site supervised and supported by staff to ensure that the possibility of cross-'Pupil Team' transmission is limited. One member of SLT covers 'Walk Around' each timetabled period, with allocated staff on duty and with 'Pupil Supervision and support'.	
		<ul style="list-style-type: none"> Appropriate supervision levels are in place. 	Yes	'Pupil Teams' identified into 'bubbles' with the introduction of a 'staggered' day to limit the interaction of 'Pupil Teams' wherever possible. Movement around the school site supervised and supported by staff to ensure that the possibility of cross-'Pupil Team' transmission is limited. One member of SLT covers 'Walk Around' each timetabled period, with allocated staff on duty and with 'Pupil Supervision and support'.	
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> 'Staggered' break times introduced around 'Pupil Team' 'bubbles' with an additional break area provided for PT1 (Main Hall) 	Yes	'Staggered' breaks and lunch times introduced around 'Pupil Team' 'bubbles' with additional staff providing 'Pupil supervision and support', including between 0830 – 0845.	L
3.5 Lunch times					

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)
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> 'Staggered' lunch times introduced around 'Pupil Team' 'bubbles' with three lunch sittings and allocated line up, entrance and exit routes. 	Yes	'Staggered' breaks and lunch times introduced around 'Pupil Team' 'bubbles' with additional staff providing 'Pupil supervision and support', including between 0830 – 0845.	L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. 	Yes	'Staggered' breaks and lunch times introduced around 'Pupil Team' 'bubbles' with additional staff providing 'Pupil supervision and support', and staff allocated to supervise toilet use. Enhanced cleaning protocol between 'Pupil Team' toilet use. Toilet use within timetabled lessons managed and supervised by staff.	L
		<ul style="list-style-type: none"> Floor markings are in place to enable social distancing 	Yes	Floor markings provided at 'pinch points' including outside toilets, with management of 'Pupil Teams' to ensure access to 'pinch points' is restricted to 'bubbles'.	
		<ul style="list-style-type: none"> Pupils know that they can only use the toilet one at a time. 	Yes	Pupils briefed on toilet provision and where at all possible escorted by staff to support SD.	
		<ul style="list-style-type: none"> The toilets are cleaned frequently. 	Yes	Frequent cleaning and checking of handwashing materials as identified in line with enhanced cleaning protocol.	
		<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels. 	Yes	Frequent cleaning and checking of handwashing materials as identified in line with enhanced cleaning protocol.	

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)
		<ul style="list-style-type: none"> Bins are emptied regularly. 	Yes	Frequent cleaning and checking of handwashing materials as identified in line with enhanced cleaning protocol.	
		<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands. 	Yes	Pupils briefed and signage in place to support hand washing	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. 	Yes	SD marking in place and signage to support SD. Additional medical room identified in order to support isolation for suspected COVID-19 pupils or staff.	L
		<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 	Yes	SD marking in place and signage to support SD. Additional medical room identified in order to support isolation for suspected COVID-19 pupils or staff.	
		<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	Cleaning support on-site at all times that Staff and pupils are present to clean occupied areas as per the identified cleaning rota and provide 'deep cleaning' of areas including medical rooms as required. Cleaning staff provided with PPE as per 'First Aid / Intimate Care' PPE provision.	
		<ul style="list-style-type: none"> Appropriate PPE available to staff for medical / first aid incidents 	Yes	Cleaning staff provided with PPE as per 'First Aid / Intimate Care' PPE provision.	
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. 	Yes	SD marking in place and signage to support SD.	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)
breaching social distancing guidelines		<ul style="list-style-type: none"> Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 	Yes	Floor markings and signage in place. Perspex screens in place in Reception area around sign in point.	
		<ul style="list-style-type: none"> Non-essential deliveries and visitors to school are minimised. 	Yes		
		<ul style="list-style-type: none"> Arrangements are in place for segregation of visitors. 	Yes	Visitors supported by SD signage and markings in reception. Reception area rearranged to provide SD seating and temporary segregation.	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and departure points for pupils are separated and aligned to 'Pupil Teams' within 'bubbles'. 	Yes	PT1 (Y7 & Y9) – Gym Entrance PT2 (Y11) – Foyer 'Late Door' Entrance PT3 (Y8 & Y10) – Music Entrance	L
		<ul style="list-style-type: none"> The use of available entrances and exits is maximised. 	Yes	PT1 (Y7 & Y9) – Gym Entrance PT2 (Y11) – Foyer 'Late Door' Entrance PT3 (Y8 & Y10) – Music Entrance	
		<ul style="list-style-type: none"> Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. 	Yes	SD marking in place and signage to support SD.	
		<ul style="list-style-type: none"> Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	SD messages reinforced and distributed via WA social media channels.	
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. 	Yes	SD guidance reminder included in return to school information for all pupils and messages reinforced and distributed via WA social media channels.	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)
		<ul style="list-style-type: none"> Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	Public transport providers contacted to ensure RA and SD guidance and provision in place.	

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)
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
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	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis in line with latest government guidance and requirement for all pupils to return to school WEF 01.09.20. 	Yes	Latest government guidance with regards to vulnerability and school attendance highlighted and shared with P&C.	L
		<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. 	Yes	Pupil medical information sought from P&C and records checked and updated.	
		<ul style="list-style-type: none"> The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	Yes	Government guidance with regards to vulnerability (CEV / CV) highlighted and shared with P&C.	
		<ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	Pupil medical information sought from P&C and records checked and updated.	
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	H	<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 regularly updated. 	Yes	Information from staff requested as part of WASUP and PCCP.	L
		<ul style="list-style-type: none"> Latest government guidance highlighted and shared with staff with regards to removal of 'shielding' to support a full return of staff to school WEF 01.09.20. 	Yes	Information outlined within PRSP (Sep 2020).	
		<ul style="list-style-type: none"> Current government guidance is being applied. 	Yes	Information shared and collected from all staff via WASUP.	

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	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Yes	All teaching staff able to support pupils with mental health issues or concerns.	L
		<ul style="list-style-type: none"> There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Yes	All teaching staff able to support pupils with mental health issues or concerns.	
		<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. 	Yes	CA Mental Health and Well-being materials provided for pupils and mental health discussed within weekly assemblies.	
		<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Yes	'Wellbeing' / 'Coronavirus' area on WA website established and publicised WEF 23.03.20 containing appropriate resources for pupils and maintained during PCCP Stage 3 (Jan 2021).	
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	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Yes	WASUP refers to the importance of Staff Mental Health and Wellbeing and the importance of staying connected and talking. Reinforced and supported through daily 'Check In' process with staff, reintroduced during PCCP Stage 3 (Jan 2021).. 'Staff Mental Health Champion' (KMA AHT/SENDCo) appointed WEF 23.03.20.	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)
		<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Yes	Daily 'Check In' process supports both physical and mental health until 17.07.20 with weekly meetings and daily 'catch up' with line managers WEF 01.09.20 and 'Check In' reintroduced during PCCP Stage 3 (Jan 2021).	
		<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing. 	Yes	WASUP refers to the importance of Staff Mental Health and Wellbeing and the importance of staying connected and talking. Weekly 'Virtual Staff Meeting' introduced WEF 22.04.20 to support staff mental health and wellbeing and reintroduced during PCCP Stage 3 (Jan 2021).	
		<ul style="list-style-type: none"> Staff briefings/training on wellbeing are provided. 	Yes	'Staff Mental Health Champion' (KMA AHT/SENDCo), appointed WEF 23.03.20, provides information, support and guidance for staff.	
		<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Yes	'Staff Mental Health Champion' (KMA AHT/SENDCo), appointed WEF 23.03.20, provides information, support and guidance for staff including resources available on school website.	
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. 	Yes	Daily 'Check In' process (0830 – 0900) WEF 23.03.20 and 'Check Out' process (1500 – 1530) (23.03.20 – 01.05.20) established and operated until 17.07.20. Process reintroduced during PCCP Stage 3 (Jan 2021).	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)
		<ul style="list-style-type: none"> Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. 	Yes	Via daily 'Check In' / 'Check Out' process and weekly meetings until 17.07.20, reintroduced during PCCP Stage 3 (Jan 2021). and with weekly meetings and daily 'catch up' with line managers WEF 01.09.20, maintained during PCCP Stage 3 (Jan 2021)..	
		<ul style="list-style-type: none"> Appropriate work plans have been agreed with support provided where necessary. 	Yes	Remote Learning workload supported by Curriculum Leaders / Line Managers and checked through 'Check In' process and weekly meetings. Remote Learning protocol realigned WEF 01.06.20 to support Staff Workload until 17.07.20. Additional staffing allocated to 'EBRP WEF 21.09.20. SISP introduced WEF 01.09.20 to support PCCP Stages 1 and 2 and 'remote Learning Guidance' provided for PCCP Stage 3 (Jan 2021).	
		<ul style="list-style-type: none"> Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	Remote Learning (RL) in operation in line with timetabled lessons (23.03.20 – 22.05.20). Revised RL focused on 'project based' preparation for Sep 2020 in place from 01.06.20 until 17.07.20. RL in line with timetable reintroduced during PCCP Stage 3 (Jan 2021).	
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. 	Yes	Listening Post available when both school working in addition to the sourcing and provision of additional support as necessary including access to 'Kooth' and promoted to pupils and during PCCP Stage 3 (Jan 2021).	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)
		<ul style="list-style-type: none"> Support is requested from other organisations when necessary. 	Yes	Support identified via 'Pastoral Phone calls', sourced and provided as necessary with weekly meetings and daily 'catch up' with line managers WEF 01.09.20. Pastoral phone calls via Attendance Team in place for SI pupils during PCCCP Stages 1 and 2 and via Tutors and Pastoral Team during PCCP Stage 3 (Jan 2021).	

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)
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens	H	<ul style="list-style-type: none"> Current government guidance is being followed. 	Yes	School working available for V&CW pupils WEF 23.03.20 and Y10 pupils WEF 15.06.20. Remote Learning provided for all other pupils WEF 23.03.20. Full return to school for all pupils WEF 01.09.20 supported by implementation of EBRP WEF 21.09.20. School Based Remote Learning Support introduced during PCCP Stage 3 (Jan 2021).	L
		<ul style="list-style-type: none"> Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. 	Yes	Liaison with P&C of Vulnerable pupils via Social Workers and pupils school attendance encouraged but risk assessed. P&C requesting childcare for pupils of 'Critical Workers' available by on-line form. CW P&C contacted by AHT when provision requested.	
		<ul style="list-style-type: none"> The facility for full-time attendance is available where required (even if their peers are only attending part-time). 	Yes	Liaison with P&C of Vulnerable pupils via Social Workers and pupils school attendance encouraged but risk assessed. P&C requesting childcare for pupils of 'Critical Workers' available by on-line form. CW P&C contacted by AHT when provision requested.	
		<ul style="list-style-type: none"> Arrangements are in place to ensure that this cohort is tracked and supported effectively. 	Yes	In school provision (School Based Remote Learning Support) supports remote learning and provides face-to face SD support.	

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)
		<ul style="list-style-type: none"> • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. 	Yes	P&C requesting childcare for pupils of 'Critical Workers' available by on-line form. CW P&C contacted by AHT when provision requested. Provision of additional school working beyond 1500 available by negotiation with and agreement of HT if requested.	
		<ul style="list-style-type: none"> • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	V&CW school working provision provided Mon – Fri WEF 23.03.20 except BH 25.05.20 and during PCCP Stage 3 (Jan 2021).	

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 procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible 	Yes		L
		<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures. 	Yes		
		<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	Staff and pupil induction.	
Fire marshals absent due to self-isolation	H	<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. 	Yes	SLT lead.	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. 	Yes		L
		<ul style="list-style-type: none"> All systems have been recommissioned. 	Yes		
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Yes		L
		<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	Maintained weekly flushing (cleaning staff) / monthly legionella monitoring (contractor).	

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)
Yes					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 	Yes		L
		<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. 	Yes		
		<ul style="list-style-type: none"> Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 	Yes		
		<ul style="list-style-type: none"> Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	Yes		
		<ul style="list-style-type: none"> 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). 	Yes		

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	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. 	Yes	Risk managed by central Trust team	L
		<ul style="list-style-type: none"> Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. 	Yes	Risk managed by central Trust team	
		<ul style="list-style-type: none"> Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. 	Yes	Risk managed by central Trust team	
		<ul style="list-style-type: none"> Additional sources of income are under exploration. 	Yes	Risk managed by central Trust team	
		<ul style="list-style-type: none"> The school's projected financial position has been shared with the trust. 	Yes	Risk managed by central Trust team	

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. 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					
		•		•	
		•		•	
		•		•	
		•		•	