



COVID-19: Operational Risk Assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education August 2021.

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

Assessment conducted by:	Stephanie Ngenda / SLT / shared with all staff for feedback	Job title:	Head of School	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	19.08.2021	Review interval:	1 month	Date of next review:	19.09.2021
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Related documents

Trust/Local Authority documents :	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>
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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)
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Establishing a systematic process for full opening in primary schools

Outbreak of COVID-19 within school

<p>There is a local outbreak of COVID 19 in school</p>	<p>H</p>	<ul style="list-style-type: none"> Copthorne will continue to work with local health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, a director of public health may advise school to temporarily reintroduce some control measures. See Stepping measures up and down section for more information 	<p>Y</p>	<ul style="list-style-type: none"> A contingency plan (outbreak management plan) outlining what we will do if children, pupils or staff test positive for COVID-19, or how we will operate if we are advised to take extra measures to help break chains of transmission. See the contingency framework describing the principles of managing local outbreaks of COVID-19 	<p>L</p>
<p>Use of face masks</p>	<p>M</p>	<ul style="list-style-type: none"> Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. Face masks will be recommended in in enclosed and crowded spaces where people may come into contact with people they don't normally meet e.g. public transport to school. 	<p>Y</p>	<ul style="list-style-type: none"> If there is a substantial increase in the number of positive cases in school (see COVID-19 Outbreak Management Plan) a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. 	<p>L</p>
<p>Control measures in place to prevent an outbreak</p>	<p>H</p>	<ul style="list-style-type: none"> Ensure good hygiene for everyone. Maintain appropriate cleaning regimes. Keep occupied spaces well ventilated. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	<p>Y</p>	<p>Hand hygiene</p> <ul style="list-style-type: none"> Frequent and thorough hand cleaning will remain regular practice. Children must clean their hands regularly. This can be done with soap and water or hand sanitiser. Children will be reminded of handwashing routines are re-taught to pupils using visual resources e.g. suitable videos. Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. Posters used that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach will be promoted throughout school. The e-Bug COVID-19 website containing materials to encourage good hand and respiratory hygiene will be used. 	<p>L</p>



Use of personal protective equipment (PPE)

- Most staff in school will not require PPE beyond what they would normally need for their work. The guidance on the [use of PPE in education, childcare and children's social care settings](#) will be followed.

Maintain appropriate cleaning regimes, using standard products such as detergents

- A cleaning schedule is in place. It includes regular cleaning of all areas and ongoing cleaning of high touch areas throughout the day.
- PHE guidance on the [cleaning of non-healthcare settings](#) is followed.
- The caretaker ensures cleaning staff fully understand their role in preventing the spread of coronavirus.
- The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.
- Stock checks and stock control are maintained

Keep occupied spaces well ventilated

- School must remain ventilated whilst ensuring that a comfortable teaching environment and temperature is maintained.
- External windows will be opened, as appropriate, to improve natural ventilation
- Internal doors will be opened, as appropriate, to assist in creating a throughput of air. This should not be fire doors.
- When holding events where visitors such as parents are on site e.g. school plays doors and windows will be kept open as appropriate
- Copthorne is taking part in the Rapid COVID Air Disinfection (RCAD) Study and has installed portable high efficiency particulate air (HEPA) filters in all areas of school mitigate the airborne transmission of the COVID-19 virus within school

Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

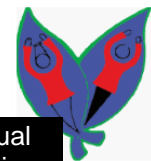
- If anyone in school develops [COVID-19 symptoms](#), however mild, they will be sent home and they should follow public health advice.

The most important symptoms of COVID-19 are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)
- There are several other symptoms linked with COVID-19. **These other symptoms may have another cause and are not on**



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)
				<p>their own a reason to have a COVID-19 test and staff will be advised to seek medical advice if they are still concerned.</p> <ul style="list-style-type: none"> • If staff or pupils develop symptoms at home, they should not come into school. • If staff or pupils have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine) they must not come into school. • Anyone with symptoms, should avoid using public transport and, wherever possible, be collected by a member of their family or household. • This guidance still applies to people who have had both vaccines. • If a pupil is awaiting collection, they will be left in the isolation room (Deputy's Office). An adult will supervise from outside of the room. A window will be opened for fresh air ventilation if possible. Appropriate PPE will be used if close contact is necessary. • Any rooms they use will be cleaned after they have left. • The household (including any siblings) must follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • Public Health England advice on when to self-isolate and what to do is followed if staff or pupils develop symptoms of COVID 19. • The contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. • Staff are offered lateral flow tests to both staff, which they should take twice a week at home. Testing is voluntary. • Staff must report their results to NHS Test and Trace as soon as they've completed a test (either online or by phone, as per the instructions in the home testing kits) • Staff who are participating in twice weekly testing at home, will not enter the building if their LFT result is VOID Twice or POSITIVE – Staff who are participating will only be allowed into the building with a NEGATIVE result. 	



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)
Asymptomatic testing	H	<ul style="list-style-type: none">Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.	Y	<ul style="list-style-type: none">Testing kits will be provided to all staff from the office.Staff and pupils with a positive LFD test result should self-isolate in line with 'stay at home guidance for households with positive or confirmed coronavirus (COVID-19 infection)'.<ul style="list-style-type: none">They will also be advised to get a PCR test.Whilst awaiting the PCR result, they must continue to self-isolate.If a PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.	L



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<p>Contacts of positive COVID-19 cases (Identified by NHS Test and Trace or living in the same household)</p>	<p>H</p>	<ul style="list-style-type: none"> Anyone with COVID-19 symptoms or a positive test result must stay at home and self-isolate immediately. They should have a PCR test as soon as possible. This still applies even if staff have received one or more doses of COVID-19 vaccine. 	<p>Y</p>	<ul style="list-style-type: none"> If staff live in the same household as someone with COVID-19, they should stay at home and self-isolate unless they: <ul style="list-style-type: none"> are fully vaccinated have taken part in or are currently part of an approved COVID-19 vaccine trial are not able to get vaccinated for medical reasons Children will not be required to isolate if they are a contact of someone who has tested positive for COVID-19 Anyone who has been in contact with a person who has tested positive should book a PCR test. If the PCR test result is positive, staff should follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period, regardless of where they are in their original 10 day isolation period. This means that their total isolation period will be longer than 10 days If the PCR test result is negative, staff should still stay at home and self-isolate to avoid putting others at risk, unless they are not required to do so. This is because they could still become infectious during the 10 day isolation period. Staff and pupils who have been a contact of a positive case should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection If staff are taking part in weekly lateral flow testing, they can continue to do so. If the LFD test result is negative, they should still stay at home and self-isolate to avoid putting others at risk. This is because they could still become infectious during the 10 day isolation period. Staff and parents have been informed that they may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme if they are required to stay at home and self-isolate or they are the parent or guardian of a child who has been told to self-isolate. 	<p>L</p>
Organisation of teaching spaces					
<p>Teaching pupils in full classes will increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> There is full compliance with the PHE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products and detergents 	<p>Y</p>	<ul style="list-style-type: none"> Classrooms should be well ventilated – doors and windows open. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Regulations for fire doors still observed. Door wedge policy in place. Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open. Safeguarding and health and safety must be 	<p>L</p>



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				<p>assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.</p> <ul style="list-style-type: none"> Classrooms must be clutter free to enable appropriate cleaning 	
Staffing					
<p>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school</p>	H	<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. The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work, as appropriate. We are engaging with Government guided mass home testing of all staff 	Y	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 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. School will encourage all individuals to take a PCR test if advised to do so. Staff who have been identified as a close contact but do not need to isolate, and children who have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. Risk assessment for staff who work in other high risk settings e.g. care home Staff are provided with government advice re shielding and self-isolating and inform school accordingly. Home working tasks and deadlines set for all staff working from home. Staff are aware of how to apply for a test and school can refer for testing. A small number of home testing kits are held within school and replenished when used. Staff are positively encouraged to participate in whole-school twice-weekly testing 	M



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)
Curriculum organisation					
Pupils will have fallen behind in their progress during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, an extended school day 3 x per week in Aut 2020 and additional planned intervention programmes. Gaps in learning will be assessed and addressed systematically in teachers' planning. Remote learning will be provided to pupils who are self-isolating or shielding. The remote learning requirements are : <ul style="list-style-type: none"> Key Stage (KS) 1: 3 hours a day on average across the cohort (with less for younger children) KS2: 4 hours a day Middle leaders will ensure that exam syllabi are covered. Home and remote learning will be calibrated to complement in-school learning and address gaps identified. 	Yes	<ul style="list-style-type: none"> Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Plans for interventions / appropriate strategies are in place for those pupils who have fallen behind in their learning. Pupils progress to be tracked carefully Remote learning packages purchased to support targeted catch-up as homework. Home school learning reflects topics being covered in school. Gaps in learning and social and emotional needs are addressed as they emerge. Welfare, keeping in touch calls, website learning activities and activity packs to continue for children not in school due to self isolation. Education is not optional: all pupils are expected to attend from September 2021. The curriculum will remain broad and ambitious. All subjects will be taught. Prioritisation within subjects of the most important components for progression will be the approach adopted rather than removing subjects. Remote education will be provided where needed e.g. local lock down or when a child / group are required to isolate. 	M
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> A comprehensive risk assessment, factoring in COVID-19 related risks, will be undertaken for each visit. School will ensure that any new bookings for trips have adequate financial protection in place No international trips will be booked Any public health advice, such as hygiene and ventilation requirements, must be included. General guidance about educational visits will be reviewed along with specialist advice from the Outdoor Education Advisory Panel (OEAP), as appropriate. 	Yes	<ul style="list-style-type: none"> Educational visit risk assessments are uploaded onto Evolve to be authorised. 	L
Governors are not fully informed or involved in making key decisions about reopening	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	Yes	<ul style="list-style-type: none"> Risk assessments to be shared with trustees. Governors have been fully briefed on re-opening plans. 	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)
Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September. Staff, pupils, parents and governors have been briefed accordingly. 	Yes		L
Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Yes	<ul style="list-style-type: none"> Write Communication strategy to ensure no one misses key messages, irrespective of if they are off site or not. Check that all parents are signed up to Class Dojo. Class Dojo and texts sent regularly ensure parents are kept abreast of developments Plans shared with parents, staff, unions and LA Template School opening plan shared with governors. Key updates to be added to the website. School support email will continue to operate to allow parents to easily seek clarification and support as needed. The process for removing face coverings when pupils and staff who use them arrive at school is communicated clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	L
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	H	<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Contact records for pupils, parents and staff are kept up to date. 	Yes	<ul style="list-style-type: none"> Pupils who fall into any of the following categories will be loaned a school laptop. <ul style="list-style-type: none"> children with no digital devices in their household children whose only available device is a smartphone children with a single device in their household that's being shared with more than one other family member 	M
Pupil attendance					



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Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	<ul style="list-style-type: none"> • Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns. 	Yes	<ul style="list-style-type: none"> • Daily phone calls home to monitor attendance and remind parents of attendance expectations, take place as usual. • Home visits – following appropriate social distancing – take place and include a member of the SLT as appropriate. 	M
Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • The PHE system control measures set out in the latest government guidance • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Yes	<ul style="list-style-type: none"> • Staff inducted on new arrangements before the arrival of children. • New staff joining during phased reopening will be provided with bespoke online induction 	L
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. • The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> • Key policies and documents to be shared with staff via Smartlog. • New staff have contact details of SLT in order to be able to seek clarification as needed. 	L
Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	H	<ul style="list-style-type: none"> • A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	Yes	<ul style="list-style-type: none"> • 2 members of staff trained to use the system in case of illness. • Learning mentors deliver packed lunches daily to those entitled to FSM required to isolate. 	L
1.15 Risk assessments					



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)
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.		<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits 	Yes		
Lack of awareness of emerging statistics regarding ethnicity risk factors, particularly BAME	H	<ul style="list-style-type: none"> Protection of all staff – All risk assessments to take into consideration of all staff physical & mental health, with consideration to emerging statistics regarding ethnicity Representation in decision making – EAT adheres to its Equality & Diversity Policy and ensures that BAME staff representation on Trust & SLT decision making levels 		<ul style="list-style-type: none"> Regular review by SLT and Chief HR Officer of emerging trends Ensure constant reminders about hand-washing and cleaning are delivered by SLT. Regular check-ins with staff by well-being lead and SLT. 	L
Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> There is full compliance with the PHE system control measures set out in the latest government guidance. . School to liaise with Trust for guidance & to follow Trust procedures The local health protection team is contacted immediately for advice. Appropriate action is taken once advised by the local health protection team Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Yes	<ul style="list-style-type: none"> An Outbreak Management Plan is in place, in line with DFE Contingency Framework for Schools Aug 2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Co_contingency_Framework_FINAL.pdf The local health protection team will work with school to manage an 'outbreak' of coronavirus - that's if there have 2 or more confirmed cases in 14 days (previously this was 10 days). 	L



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<p>The school is unprepared for a local lockdown should the rate of infection rise in the area</p>	H	<ul style="list-style-type: none"> • There is full compliance with the PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the school closure period are applied to the contingency plan. 	Yes	<ul style="list-style-type: none"> • A remote learning plan is in place should a local lockdown be announced and staff are briefed on its contents. • Expectations are clear and shared with staff about the nature of remote learning to be delivered. 	L
Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
Public Health England system control measures					
<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</p>	H	<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the system of control measures set out in the latest government guidance are in place: 	Yes		L
Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> • There will be 5 cleaners on site in two shifts 7.30 – 9.30 & 3.30 – 5.30. • One cleaner will be present all day. Rigorous cleaning of leaning frequently touched surfaces e.g. handles, keyboards, switches and table tops. • Cleaners will wipe down all surfaces: <ul style="list-style-type: none"> ➤ In toilets every other hour ➤ Stair railings, entrances to the building, staffroom and offices ➤ Entrance to classrooms – door handles at break, dinner and lunch ➤ Classroom desks between lessons – break, lunchtime and at the end of the school day. • On Friday afternoon there will be a deep clean of all surfaces in school. • Stocktake and procurement of soap, paper towels, gloves, aprons, face masks, sanitiser and general cleaning material through Richard Crabtree. 	L



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				<ul style="list-style-type: none"> • Training for cleaning staff on new expectations, hygiene expectations and new rotas – changes of cloth, washing with soapy water first. • SLT monitoring of hygiene & cleaning arrangements • Soft furnishings and soft toys removed • Children must not bring in toys from home. 	
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. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> • Richard Crabtree to place an order across the Trust. 	L
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. • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> • All staff are trained on how to wash his hands properly. • Children are explicitly taught to wash hands properly. • Handwashing messages are high priority and displayed consistently through school • Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • Schedule of handwashing in each class – entering school, break, before and after eating e.g. • Children reminded of how to hand wash effectively and how long for. • All pupils have access to hand sanitiser. 	L
Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> • Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. • Post-testing support is available for staff through the school’s health provider. 	Yes		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)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Anyone displaying symptoms should not come into school. 	Yes	<ul style="list-style-type: none"> If a child is awaiting collection, they should be moved, to a room where they can be isolated behind a closed door (Deputy's room), depending on the age and needs of the child, with appropriate adult supervision if required. The window should be opened for ventilation. If it is not possible to isolate them e.g. the room is occupied, they should be moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet. The bathroom must then be cleaned and disinfected using standard cleaning products before being used by anyone else. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask 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. As is usual practice, in an emergency, 999 will be called if someone is seriously ill or injured or their life is at risk. Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people Parents/carers collecting a child who has developed symptoms at school can be issued with a home testing kit, where it is thought that providing one will significantly increase the likelihood of them getting tested. 	L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display	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. This guidance has been explained to staff and pupils as part of the induction process. 	Yes	<ul style="list-style-type: none"> Pupils are briefed regularly – before they return to school, then daily so they hear the same messages repeatedly, know what is expected and feel comfortable. Clear plan if someone develops symptoms that is shared with all staff. School policy that reflects national guidance on COVID 19 and staff displaying symptoms. Shared with staff and parents. 	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)
symptoms of COVID-19		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 			
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	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. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		L
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"> A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed in the event of working on a rota. 	Yes	<ul style="list-style-type: none"> Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings. Schools will make its best endeavours to ensure a paediatric first aider is on site at all times children up to the age of 5 are on site. If this is not possible, a risk assessment will take place. 	L
Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Use local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, approach the nearest local resilience forum.(Speak to Richard Crabtree) 	L
Communication with parents					



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)
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks are created and updated. 	Yes		L
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, the school's website and Twitter. 	Yes	A member of staff who can speak Urdu is on site to interpret messages clearly.	L
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. Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<ul style="list-style-type: none"> Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. List of staff requiring PPE established to ensure enough supplies. Single use PPE – gloves, aprons etc double bagged with bot bags tied separately, secured for 72 hours then disposed of with school rubbish. Boxes of tissues and lidded bins to dispose of tissues in, to be available in all classrooms and offices. Separate bins for PPE disposal in medical rooms, kitchens and Early Years areas. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way If a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can go home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. The majority of staff in school will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: 	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"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. • 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. • Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. A risk assessments will be drawn up in order to support these pupils and the staff working with them. These pupils will not be denied face to face education. 	

Continuing enhanced protection for children and staff with underlying health conditions

Pupils with underlying health issues

<p>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so</p>	<p>H</p>	<ul style="list-style-type: none"> • All clinically extremely vulnerable (CEV) children should attend school unless they are one of the very small number under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. • Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. • 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. • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • The register of pupils with underlying health conditions is regularly updated. • Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. 	<p>Yes</p>	<ul style="list-style-type: none"> • Copthorne Primary respects It is important to respects the fact that some clinically extremely vulnerable staff wish to take a more cautious approach as restrictions are lifted. 	<p>M</p>
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff with underlying health issues					
<p>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</p>	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. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 	Yes	<ul style="list-style-type: none"> School will support staff to attend vaccination appointments by accommodating, wherever possible, requests for leave to be vaccinated Letter and online link from Exceed re staffing availability and underlying health issues. HR contacted all staff by phone to discuss underlying medical conditions. 	L
Enhancing mental health support for pupils and staff					
Mental health concerns – pupils					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	Yes	<ul style="list-style-type: none"> Online training for staff on supporting pupils with mental health needs Additional Mental Health and Wellbeing section added to the website. Staff have access to the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. 	M



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)
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. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> Communication strategy in place to ensure regular contact with staff to ensure wellbeing and keep workload under review. Guidance stating that TAs can teach groups will be used when drawing up rotas to allow staff adequate breaks / fair allocation of workloads. Staff are reminded of the Employee Assistance Programme Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss the risk assessment. 	M
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. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes.	<ul style="list-style-type: none"> Working from home training completed on Smartlog. 	L
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. (Haris Khan) Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> Bereavement Policy ratified May 2020 	M
6. Operational issues					
Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Staff and pupils have been briefed on fire evacuation procedures. Fire Marshalls have been trained appropriately. 	Yes	<ul style="list-style-type: none"> Refresher training for Fire Marshalls 	L
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. All systems have been recommissioned. 	Yes		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)
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	<ul style="list-style-type: none"> Health and Safety statutory compliance checklist to be completed. Site manager aware of all DFE COVID-19 guidance 	L
Contractors working on the school site					
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"> 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	<ul style="list-style-type: none"> Office complete COVID-19 induction check questions with all visitors Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site. Contractors to follow Government guidelines on self-isolation If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used. 	L
Finance					
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	H	<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. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. 	Yes	<ul style="list-style-type: none"> 	M



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 projected financial position has been shared with governors and LA or trust. 			
Governance					
Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes		L
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					
Adequate checks on the building are not in place	H	<p>Operational checks (to ensure good working order) to be carried out on :</p> <ul style="list-style-type: none"> Fire alarms/smoke alarms/panic and accessible-toilet alarms. Fire-door mechanisms Emergency lighting Gas supplies e.g. kitchens Kitchen equipment Ventilation systems including LEV in kitchens and classrooms Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy Water systems to look for leaks and ensure there is provision of hot water Windows, doors and gates including electronic gates and doors 		<p>Ensure Statutory Inspections are up to date for :</p> <ul style="list-style-type: none"> Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); Pressure systems (if the scheduled inspections have not taken place in the last 12 months); LEV (if the scheduled inspections have not taken place in the last 14 months); Gas supplies (if the scheduled inspections have not taken place in the last 12 months); Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) <ul style="list-style-type: none"> ➤ Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); ➤ Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); ➤ Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); 	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)
				➤ Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	
Educational visits create risks of breaching social distancing	H	<ul style="list-style-type: none"> Government guidance should be followed for national and international visits if restrictions are lifted. Guidance will be available of Evolve and will be updated as the situation changes. 		•	L
Poor uptake of mass testing from staff	H	<ul style="list-style-type: none"> Staff positively encouraged to participate in mass testing Refer staff to guidance being sent out by PHE on the importance of mass testing in schools	Y	<ul style="list-style-type: none"> Staff will be encouraged to share any concerns they have with a member of SLT 	M
Staff not reporting test results correctly	H	<ul style="list-style-type: none"> Clear procedures created for staff Procedures shared electronically and given to staff on collection of their test packs Question and answer sessions offered for staff unsure on any procedure Video links/reporting links shared electronically and via paper form Clear expectations of reporting results by staff 	Y	<ul style="list-style-type: none"> Microsoft forms created for test result reporting to school, to make it easy for staff to report this Forms created on Office@ account, so it can be accessed by a variety of staff if someone is absent from work Links for Microsoft forms shared electronically and via paper form 	M
A staff member causes injury to themselves when carrying out the test	H	<ul style="list-style-type: none"> Video of how to carry out the test shared Clearly explained on procedures to watch the video BEFORE carrying out the test Reporting of injury/non-clinical problem with the testing kits shared with staff electronically and via paper form 	Y	<ul style="list-style-type: none"> Procedures clearly state that injury should be reported and how to do this Procedures clearly state that non-clinical issues should be reported and how to do this 	M
Communication regarding Mass Testing is ineffective	H	<ul style="list-style-type: none"> Communication with staff via email – adding a read receipt where appropriate Line managers share information with their team regarding the procedures for mass testing and what to do if they have any queries 	Y	<ul style="list-style-type: none"> SLT available to answer queries via phone, zoom or email Clear procedures support communication with staff, that can be referred to at any time 	M
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