

RISK ASSESSMENT TOOL FOR THE FULL OPENING OF SCHOOLS IN SEPTEMBER 2020 and updated as required. Revised 10 May 2021

The Holy Trinity Church of England Secondary School

This risk assessment tool accompanies the revised version of the WS Framework for Re-opening Schools from September 2020, and provides some key steps which must be factored into the planning of the full opening of schools from 1st September 2020. It is expected that all steps will be completed prior to schools opening and will be amended as appropriate in the context of any future changes to DfE, government, and/or Public Health England (PHE) guidance.

The DfE latest documents and guidance webpage is being updated regularly

Risk assessment tabs:

- [1. School Building Assessment - Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 must complete this.](#)
- [2. Staffing - An individual staff member needs assessment must be completed for all staff members and volunteers - a separate tab should be used for each.](#)
- [3. Health and Safety - To be completed by all schools](#)
- [4. Curriculum](#)
- [5. Wellbeing](#)
- [6. Safeguarding](#)
- [7. Policies](#)
- [7. Finance](#)
- [8. Governance](#)

The following documents are referenced within this document and should be read in conjunction with this document

1. Briefing Paper regarding Full School Opening from September 2020 onwards. Issued to all staff on 17.8.20 and updated as a required
2. Risk Assessments prepared by each of the Leaders of Learning relating specifically to their Areas of learning

Useful Government guidance: -

The following Government guidance document has been used as the source for this risk assessment. Reference is made to this document throughout this risk assessment: -

[Guidance for full opening: schools: updated 7th August 2020 and updated by DfE periodically](#)
[What Parents and carers need to know about schools](#)

The system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include: -

- 1) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Cleaning hands thoroughly more often than usual.
- 3) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimising contact between individuals and maintaining social distancing wherever possible.
- 6) Where necessary, wearing appropriate personal protective equipment (PPE).

Health and Safety information and guidance can be found on WSSfS. Cut and paste this link to your browser to access the system. <http://schools.westsussex.gov.uk/P1007> , you will be asked to log in, then you will be taken to the Health and Safety A-Z.

Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk			
Hazard - What can cause harm	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	See Fire and Evacuation Policy and Fire Warden Handbook.	Yes
Fire – Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	See Fire & Evacuation Policy. Week commencing 7th September: all students to be walked through new exit routes and to new muster points. Fire drill planned for week commencing 14th September	Yes
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Check the school has sufficient number of 1 st aid trained staff to operate safely.	First Aider always on site, first aid room staffed normally. See register of first aiders	Yes
School building assessment - Where applicable, has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'School building assessment' tab.	School Building Assessment carried out. School has remained open. Premises staff have maintained usual checks	Yes
Staffing - Staff are physically and mentally able to return to work.	A risk assessment has been completed for every member of staff (see Staffing tab).	Risk Assessments to be undertaken by Lynn Mason	
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	Copy of UK Govt. poster to be completed and displayed.	Poster displayed	Yes
	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Home school agreement. Parents FAQ.	Yes
	Cleaning hands thoroughly and more often than usual.	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
	Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
	Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes

Risk of transmission of the virus - prevention of infection - see relevant part of Government guidance, section 1 PHE guidance	Minimising contact between individuals and maintaining social distancing wherever possible: -	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
	How children are grouped	Year group bubbles in designated areas of the school	Yes
	Measures within the classrooms	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
	Large gatherings (e.g assemblies, collective worship)	Large gatherings discontinued	Yes
	Movements around the school	Separate entry/exit points into the buildings for specific year groups.	Yes
	Break times / Lunch times	Staggered break / lunch times. See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
	Shared staff spaces	Subject area offices. Staffroom split for different staff members.	Yes
	Measures for arriving at and leaving school	Allocated entrances for different year groups.	Yes
	Measure for pupils with SEND	As per general students. Visitors available where required	Yes
	Measures for supply / peripatetic teachers	See Performing Arts Area of Learning Risk Assessment	Yes
	Measures for specialists, therapists, clinicians and other support staff	Conference Room and G62 made available for use. Bookings via AWH. On spec visits disallowed.	Yes
	Measures for visitors	All visitors must be pre-booked. No visitors permitted "on spec"	Yes
	Measures for contractors working in occupied parts of the school	See Contractors Policy. Contractors to be pre-registered. Contractors to provide Covid compliant method statement. Briefing from host member of staff prior to starting work.	Yes
	Requirements for individual equipment (e.g. pens and pencils)	Each student required to have their own pencil case.	Yes
	Requirements for classroom based resources (e.g. books and games)	Students expected to keep their own exercise / text books and bring them to class in a school bag.	Yes
	Requirements for shared equipment (e.g. sports, art and science equipment)	Deep clean between each use if separate stocks for specific year groups is not possible.	Yes
	Requirements for outdoor play equipment	Students bring their own basketball if they wish to use the goals. Social distancing encouraged.	Yes
	Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Students asked to bring their own stationary, bags, lunch box and water bottle.	Yes

	Restrictions on what equipment, books or shared resources can be taken home	Students are responsible for their own stationary, exercise books and text books.	Yes
	Where necessary, wear appropriate personal protective equipment (PPE)	PPE equipment available in First Aid for staff dealing with any suspected infection. Visors available for all staff if required.	Yes
	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	Surrey & Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069	Yes
	Booking a test	See government document. Postal test to be avoided	Yes
	Keeping records of personnel in the building	See InVentry. All staff and visitors are required to sign in. System allows contact details to be recorded	Yes
	Self-isolating	Records kept by Lynn Mason	Yes
	Ensuring parents and staff inform school of test results	Parents requested to inform school of test results. See letter to parents and FAQ. Staff advised to maintain contact via HR Manager	Yes
	Manage confirmed cases of COVID-19 amongst the school community	Follow government guidance	Yes

Response to infection - see relevant part of Government guidance, section 1 PHE Guidance	Positive case identified in school	Student or staff removed from class and placed in isolation using outdoor gazebo adjacent to first aid. Arrange for student to be collected from school at earliest opportunity. Staff member to be sent home. Student to be isolated throughout. PPE available in the event of a medical issue. Class or office occupied to be cleared and deep cleaning arranged. Seek advice of DfE/PHE with regard to students/staff who have been in close proximity and follow guidance, isolating and sending home as appropriate	Yes
	Contain any outbreak by following local Health Protection Team advice	Follow government / PHE advice	Yes
	General first aid provision	See First Aid protocol. All students reporting to the medical room as unwell are scanned for a temperature check. Any abnormal readings will result in parents being contacted to take the student home. The would be subjected to isolation, as above	Yes
	Public transport: -		Yes
School transport see section 2 of the government guidance ' School Operations '	Consideration of staggered start and finish times to avoid peak hours on public transport	Considered but not practicable	Yes
	Measures to encourage use of other forms of transport to avoid use of public transport	Parents advised to avoid public transport where possible	Yes
	Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport	Students and staff may where face coverings in school at their discretion. See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
	Arrangements for pupils who are following clinical and/or public health advice		Yes
	Arrangements to reassure pupils and parents who are anxious about the return to school	PLT to make phone calls home to highlighted students.	Yes
	For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab		Yes
	Arrangements for Supply Teachers and other temporary or peripatetic teachers	Managed by HR and to be in accordance with Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes

Attendance for staff see section 2 of the government guidance 'School operations'	All school - all the usual pre-term building checks must be undertaken to make the school safe	Usual building checks in hand	Yes
	Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 - see 'School building assessment' tab	School has been open since 23rd March	Yes
Catering see section 2 of the government guidance 'School operations'	Kitchen and refectory open from the start of Autumn Term	Catering in operation. See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
Estates see section 2 of government guidance 'School operations'	Arrangements to manage ventilation including air conditioning	Doors and windows to be kept open. Fire doors to be kept open when rooms are occupied on grounds that risk of coronavirus is greater than undetected fire in an occupied room. Fire and evacuation policy states that doors should be shut on leaving a room and in the event of fire. Air conditioning to be used as it is non circulation system.	Yes
	Arrangements for social distancing	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
	Maximised use of site	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
Educational visits see section 2 of government guidance 'School operations'	Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.	See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
Extra curricular provision- see section 2 of government guidance 'School operations'	Arrangements for resuming any breakfast and after school provision.	No breakfast provision. After school activities to be run in year group bubbles. See Staff Handbook Section 11 - Covid Supplement Procedural details Covid Safe Operation from September 2020	Yes
Curriculum risk see section 3 of government guidance 'Curriculum, behaviour and pastoral support'	Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting	See Performing Arts Area of Learning Risk Assessment	Yes
	General curriculum expectations	See Curriculum tab and See Staff Handbook Section 11 - Covid Supplement Procedural details Covid	Yes
	Arrangements to manage C19 risks during physical education, sport and physical activity	Students in PE kit for days of PE lessons. See Health and Well Being Learning Area Risk Assessment	Yes

Pupil wellbeing and support see section 3 of the government guidance - Curriculum and pastoral care	Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.	Curriculum based educational visits can go ahead subject to risk assessment being Covid 19 compliant	Yes
	Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation	Extra curriculum provision can go ahead subject to risk assessment being Covid 19 compliant	Yes
	Arrangements to manage school community anxiety to prevent escalation	2 EBSA trained staff undertaking outreach work and in school. ELSA, School Chaplain, EMHP, Kick London and school counsellor in place.	Yes
Contingency planning for outbreaks - see section 5 of government guidance 'Contingency planning for the outbreak'	Develop contingency plans to cover all eventualities.	Remote Learning provision established. NQT mentor programme in place. Curriculum guides in place	Yes
Visitors	Arrangements to manage visitors to school	See staff handbook Sections 4.4.17, 4.4.18 (safeguarding). All visitors must comply with government guidelines and legislation currently in place with regard to schools including social distancing, face coverings hand washing, cleaning and sanitising. All visitors are required to carry out a Lateral Flow Device test (or PCR test) no more than 12 hours prior to visiting the school and will be required to show evidence of this test having been logged with NHS on arrival at the school.	Yes

Staff member's (or volunteer's) name	Individual Risk Assessments held for each identified member of staff		
Job Role			
Person completing form (i.e. line manager)			
Date of assessment			
Any Known Chronic (i.e. long-term) health conditions			
Head teacher's decision - Can this staff member return to the workplace?		Reason(s)?	

	Is this a risk? Yes / No If a red box appears go to next column	If a red box appears in the previous column implement these required control measures	Additional control measures - Line manager may add further control measures if they consider it appropriate to further reduce the risk	Action owner	Date implemented	Is this still a risk? Yes / No If a red box appears go back to columns C and D
Is the staff member showing symptoms of COVID-19?	No	Staff member must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19.				
Does staff member live with someone showing symptoms of COVID-19?	No	Staff member must stay / work at home for minimum 14 days from when the symptomatic person first had symptoms.				
Is the staff member in the 'clinically extremely vulnerable' category?	Yes	Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is agreed. They must be especially careful and be diligent about social distancing and hand hygiene by washing their hands regularly, avoiding touching their face and keeping 2m away from people outside of their household or bubble wherever possible and in any case at least 1m with protective measures in place (e.g. wearing a face covering, installing screens, making sure people face away from each other, providing extra handwashing or hand sanitising facilities).	Individual Risk Assessments held for each identified member of staff	Lynn Mason	28.7.20	No
Is the staff member in the 'clinically vulnerable' category?	Yes	Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is agreed. However they must be especially careful and be diligent about social distancing and hand hygiene.	Individual Risk Assessments held for each identified member of staff	Lynn Mason	28.7.20	No
Does the employee have any of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes: Black or Asian ethnicity Dementia?	Yes	Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is agreed. However they must be especially careful and be diligent about social distancing and hand hygiene.	Individual Risk Assessments held for each identified member of staff	Lynn Mason	28.7.20	No
Is the staff member able to travel to work safely?	Yes	Line manager and staff member must either explore options to stay safe during commute to work - Options for travelling to work control measures can be found in Govt guidance.	Staff reminded to comply with government guidelines particularly in relation to car sharing and public transport		1.9.20	No
Will the staff member require an induction or re-induction to the school (especially if school routines have changed)?	Yes	Line manager must arrange a re-orientation / re-induction to the school for the staff member.	See individual staff risk assessment		1.9.20	No
Does the staff member require a Personal Emergency Evacuation Plan (PEEP)? that details the escape plan for a staff member who may have difficulties being able to quickly reach a place of safety unaided in the event of an emergency	Yes	Line manager should review existing PEEP's / complete a PEEP with the staff member to consider the options. Refer to guidance on fire risk management for further information on completing a PEEP (if you have access to WSSS - H&S pages).	See individual staff risk assessment		1.9.20	No
Does the staff member have any genuine concerns about coming back into the workplace?	Yes	Line manager must discuss staff member's concerns and options and, if necessary, consult with head teacher on possible alternatives for remote working for that staff member.	See individual staff risk assessment		1.9.20	No

If the staff member is to work at home will they be properly supported?	Yes	Line managers must check-in with home working staff regularly to enquire about their wellbeing. Staff members must follow the guidance on Home Working, Lone Working and Display Screen Equipment (on WSSFS - H&S pages). 24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP).	See individual staff risk assessment. Working at Home Risk Assessment to be completed		1.9.20	No
Does the line manager have concerns about the staff member's mental health?	Yes	Line manager and staff member should undertake a stress risk assessment. Refer to guidance on stress management on WSSFS - H&S pages.	See individual staff risk assessment		1.9.20	No
Will staff member have to work with another employer's staff?	No	Line manager must consult with other employer to ensure that their infection control measures are either equal to or better than the school's infection control measures.			1.9.20	No

Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk				
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Priority risks regarding curriculum provision continue to concern health and hygiene practices for staff and all pupils, and the impact of learning activity on staff and pupil wellbeing.				
By assessing and identifying the barriers/impact of the pandemic on pupils, schools should prioritise an appropriate curriculum to support emotional, social and physical wellbeing, and mental health needs.				
Support for curriculum planning has been developed within the wider Re-opening Framework for schools and, therefore, any associated risks is assessed as low at this time.				
Students will have fallen behind in their learning during school closures and achievement gaps will have widened	Yes		Gaps in learning are assessed and addressed in teachers' planning.	Already aware of students who were not engaged with online learning. This information will be supplemented by normal ongoing AFL techniques to be employed during teaching and planned assessments to be delivered during this next half term. This will enable teachers to plan for known gaps.
	Yes		Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.	(See protocols for teaching document) Staff will continue to provide PIA after every 6 lessons. SIMS behaviour points will be issued for students who do not engage with online learning and followed up. Students in Yr10 and Yr12 will receive a 4 point rag on engagement with remote learning to assess those who are most in need of additional assistance. These students will be targetted for onsite provision from the 15th June. Assessment weeks delivered during half term 6 to establish progress and identify gaps.
	Yes		Exam syllabi are covered.	(See protocols for teaching document) Year 10 and Year 12 continue to follow exam syllabus where possible. Year 9 have begun their GCSE course of study in half term 6. Year 12 students will begin receiving one 'face to face' lesson per subject per week as a minimum (as teaching staff become more confident with TEAMS as a learning platform). This will be rolled out to Year 10 as soon as staff are more confident, whilst also exploring whether teaching to full classes remotely is appropriate. Also roll out the use of recording the teacher's voice through power points to help assist with the concept of contact with teachers. Year 11 students have been dealt with in accordance with the guidance from OFQUAL. Staff have followed all guidance from OFQUAL (see 2020 planning document - Centre Assessed Grades). Year 11 students have all completed their courses of study during half term 5 to ensure they are in a position to take the November exam series if required.
	Yes		Plans for intervention are in place for those students who have fallen behind in their learning.	Students have been and will continue to be identified as needing to make accelerated progress due to known gaps. These students will receive targetted support both at school and in home learning to help address these gaps. Appropriate after school provision will also be established.

Students moving on to the next phase in their education do not feel prepared for the transition	Yes	A plan is in place for pastoral staff to speak with students and their parents about the next stage in their education and resolve any issues.	Yr11 and Yr9 transition planning will follow the normal framework for the following year with modifications to ensure they are COVID safe. This could mean that sixth form open evening is replaced with a remote/electronic event.
	Yes	There is effective liaison with the destination institutions (e.g. post-16 providers, universities, apprenticeship providers) to assist with students' transition.	Yr 13 students will spend their first day back in school working on their UCAS statements and applications. Yr11 and Yr13 students will continue to receive access to a careers officer in school and timetabled/requested 1 to 1 meetings.
	Yes	Regular communications with the parents of incoming students are in place, including letters and online/video broadcasts.	Year 7 students are being provided for through the creation of a variety of resources that they can use remotely, including a power point, video messages and letters from current Year 8 students. Year 12 students new to school have received contact from the Leader of Post 16 who continues to provide as much assistance as required.
	Yes	Induction days for students and parents are planned to meet strict social distancing regulations and include online options	The first week back has been designed to focus on Yr7 transition (they are the only year group in school for the whole week). Every other year group will have 1 day of induction to go through the new curriculum and pastoral set up as a result of COVID restrictions.
Changes to bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality and do not align with staggered start and departure times	Yes	The details of how students will travel to and from school are known prior to opening.	This is being communicated through a pastoral letter that will be sent out to all parents and carers.
	Yes	Effective liaison with bus companies is used as a basis for planning staggered start and departure times.	Additional services are run just for the school run and are not accessible by the general public.
Students miss out on learning due to Track and Trace measures or a local/national lockdown	YES	Arrangements in place to support students when not at school with remote learning at home.	SMHW coupled with support from Year Leaders, tutors and subject staff. See briefing documents for staff working from home

Students eligible for free school meals continue to receive a meal every day	YES		A member of the school's senior leadership team is tasked with ensuring that students eligible for free school meals receive them	KBR will lead on a drive to encouraging parents/carers to apply for free school meals if they meet the criteria. IMI will liaise with catering company to ensure they continue to deliver FSM as appropriate. Every year group has one access point during the day for cafeteria food to ensure we remain COVID safe
Changes to the school curriculum (4 week rotation, year group bubbles, 2 30min breaks) creates disruption to the curriculums delivered by individual subject areas	YES		Curriculum Deputy oversees the creation of Curriculum Guides that can operate under the new curriculum model. Curriculum Deputy and School Business Manager oversee creation of Area risk assessments based around the new COVID safe curriculum	

Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk					
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	Yes	To have DSL cover available at all times.	Yes	1 DSL and 2 DDSL share rota on site and are available to cover if required either remotely or on site.	Yes
Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance	Yes	Clear implementation plan shared with all staff and volunteers (where applicable)	Yes	COVID-19 school closure arrangements for Safeguarding and Child Protection at Holy Trinity School Policy shared with all staff 1/3/20 Safeguarding Policy updated in line with KCSIE Sept 2020 and WSCC model policy All staff receive safeguarding update training on 3 September in INSET and sent/sign to agree they have read Part 1 of KCSIE Sept 2020	Yes
Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.	Yes	Effective safeguarding activity to monitor children remotely, including with partner agencies where applicable.	Yes		Yes

Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk					
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
Individual risk assessments for children with EHCPs, those at are deemed "vulnerable" and those receiving SEN support and those from BAME community	Yes	Discuss changes in child's wellbeing with parents before their return to school allow a personalised approach. Revisit assessment tools such as Boxhall profiles, Strengths and Difficulties Questionnaire or with advice from specialist teams (ASCT, LBAT, EPS and others) to help identify pupils health and wellbeing needs which have changed due to experiences both at home or- if they have been in school- with the increase of children returning to school. Discuss with family how recent global discussions about race have impacted on pupil's mental health and emotional wellbeing.		Form Tutors, Year Leads, Welfare and Safeguarding Manager in contact with parents	Yes
Pupils externalising and using anti-social behaviour	Yes	Updated policies understood and consistently applied. Review and update existing individual behaviour plans in line with how you are going to manage physical interventions if needed. Are there proactive measures that can be put in place (timetabling, environmental, social load, academic expectation, sensory arousal) to reduce the need for physical interventions. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.		See behaviour policy and document - Classroom rules	Yes
Pupils internalising anxieties.	Yes	Set up reporting systems so that all staff and parents can share any form of concern quickly. Be alert to any changes in behaviour and smaller signs such as a change in eating or digestive habits, sleep, repetitive behaviours such as hair twiddling or picking of cuticles. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.		Reporting system through Year Leaders and Tutors in place	Yes
Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to help them exhibit pro-social behaviours.	Not Applicable	Ensure all teams are aware of this and that is applies consistently- plan staff training being aware that some pupils with SEND are not able to social distance, how will this risk be mitigated by good hygiene practices.			Yes

Pupil anxiety about return to school:	Yes	Plan transition support for those returning to school, explain how school will be safe and how the team is ensuring everyone's safety and how social and emotional needs are being met through a progressive, inclusive and diverse curriculum.		Reporting system through Year Leaders and Tutors in place	Yes
Parental anxiety about children allocated a place going back to school.	Yes	Clear transparent communication with parents about how the risks have been managed and how they'll be regularly reviewed		Communication with parents and Parent FAQ	Yes
Bereavement support for staff and pupils.	Yes	Access online resources eg Winstons wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support from SLT and others and that they are personally resilient enough to provide this support to the pupils. Contact the EPS if significant level of concern remains.		Bereavement policy updated and in place	Yes
Staff anxieties or diagnosed conditions preventing returning to school.	Yes	Use ideas outlined in the framework to support staff on their return to school. Liaise with HR as usual and plan group ratios to be safe. Maintain open communication with all staff and refer to EAP and Occupational Health if appropriate. Use ES Welfare box for specific and additional questions.			
Anxieties from staff and pupils escalate rather than reduce.	Yes	Ensuring all measures are regularly reviewed to ensure wellbeing of the school community is sustained, alert appropriate bodies of support and guidance proactively rather than reactively.			
The lack of availability of designated First Aiders puts children's safety at risk	Yes	First Aid certificates are current and have longevity		Reviewed	Yes
		The school has sufficient First Aid trained staff to cover for absences		Reviewed	Yes
		A programme for training additional staff is in place		Not required	Yes
		Social distancing provisions are in place for medical rooms.		See medical room protocol	Yes
Medical rooms are not adequately equipped or configured to maintain infection control	Yes	Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged.		See medical room protocol	Yes
		Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.		Cleaning provision in place with additional day time cleaner	Yes
The configuration of the medical room may compromise social distancing measures	Yes	Social distancing provisions are in place for medical room		See medical room protocol	Yes
		Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged.		See medical room protocol	Yes
		Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.		Cleaning provision in place with additional day time cleaner	Yes

Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk				
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
The non-compliance with statutory duties, currently, during lockdown and / or in re-opening phases from 1st September 2020	Yes	Ensure all statutory duties are met https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf	Yes	FGB continues to meet regularly on a virtual basis
The non-compliance with strategic functions currently, during lockdown, and / or during re-opening from 1st September 2020	Yes	Ensure all strategic functions are fulfilled in a pragmatic way	Yes	regularly on a virtual basis. Necessary governor monitoring visits arranged by phone or video call.
<p>The governing board (GB) are being operational and not strategic</p> <p>The governing board failing to act within the legal framework</p> <p>Due to a lack of availability, risk of all governors not having equal status and rights</p> <p>The governing board is not acting as a corporate entity with individual governors acting on their own without being delegated to do so.</p>	Yes	<p>Effective leadership and management of the GB by the chair</p> <p>Ensure virtual meetings are timely. Virtual meetings are safe. Ensure GB is confident that all meetings remain confidential. Ensure governors have been able to hear all aspects of the meeting and decisions are understood.</p>	Yes	Use of Microsoft TEAMS ensures security. Governors ensure privacy when conducting meetings for confidentiality. All governors have access to TEAMS and appropriate IT. Opportunity to comment on proceedings in advance if unable to attend in person. Chair continues to ensure that governors are strategic in their discussions. Clerk ensures GB acts within legal framework.
Governors not having sight of ongoing risk assessments	Yes	Being aware and monitoring risk assessments in a timely and agreed manner.	Yes	Risk assessments are available on sharepoint
Effective communication	Yes	Ensure safe forms of communication and transference of documentation.	Yes	Use of school emails and sharepoint ensures safe forms of communication and access to documents
Effective duty of care to leaders and staff	Yes	Improved communication. Devise means of monitoring workload.	Yes	Regular communication with SLT and discussions on workload.
Effective duty of care for governors	Yes	Improved communication by the chair.	Yes	Regular communication with governors.

[illegible]

