



**Harbour
Learning
Trust**

**COVID-19: Operational Risk Assessment for
Great Coates Primary Academy
Autumn Term 2021-22**

Please note: this risk assessment should be undertaken in conjunction with the guidance on academy reopening issued by the Department for Education. Thank you to Star Academies for the use of their risk assessment template.

Assessment conducted by:	Emma Emson	Job title:	Acting Associate Principal	Covered by this assessment	Staff, students, contractors, visitors, volunteers
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Date of assessment:	30.08.21	Review interval:	This is an agile risk assessment. It will be reviewed weekly as a matter of course but more frequently when changes occur.	Date of next review:	10/09/2021
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Related documents	
<p>Trust/Local Authority documents:</p> <p>Procedures to follow if someone develops symptoms</p> <p>Categories of staff</p>	<p>Government guidance:</p> <p>This plan is based on the contingency framework for managing local outbreaks of COVID-19 and the schools operational guidance from step 4, published by the Department for Education (DfE).</p>

Current Government advice is checked daily for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Local Authority advice is checked weekly for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Document history			
Date of review	Conducted by	Reviewed by	Note of revisions

The risk rating and the residual risk rating may change depending on local circumstance/ building. Where the risk rating moves from a green or amber to a red or from an amber or red to a green, this must be agreed by the CEO and DoF&O.

Risk assessments are all quality assured to ensure they reflect the operational environment

Introduction

Risk matrix

PROBABILITY	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

The purpose of a risk assessment is not to eliminate all risks, but to put in place control measures in order to mitigate against them as far as possible. It is not realistic to expect that all risk measures should be rated as minor (green). The probability of something happening may be low, but should it happen, the impact would be high, and the risk would therefore be rated as red (severe). In practice, for example, if there was not sufficient cleaning capacity in place to clean an academy, the impact of this would be high, in that we would not be able to open the academy due to the stringent requirements around hygiene. This may therefore rate red on the risk assessment. This does not mean we do not have sufficient cleaning capacity, but only that should this be the case, the impact of this would be high.

Key

CEO	Chief Executive	DoSI	Director of Academy Improvement
DoF&O	Director of Finance & Operations	P	Principal
THR	Trust HR Manager	PSLFT	Primary Safeguarding Lead for the Trust
EP	Executive Principal		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in primary academies					
1.1 Organisation of classes (DoSI, EP & P)					
Unintended mixing between classes will increase the risk of the virus spreading	12 - major	a) There is full compliance with the DfE system control measures set out in the latest government guidance. b) Each class will predominantly remain within its designated room/space during teaching time. c) Timetabled use of shared areas d) Pupils observe hygiene guidance and wash/sanitise hands frequently limiting risk of contamination from frequently touched surfaces. e) A 1m gap will be left between classes in assemblies. f) Only one assembly per week will contain the whole-school, others will be split into Key Stages.	a) Y b) Y c) Y d) Y e) Y f) Y		8 - moderate
1.2 Organisation of teaching spaces (DoSI, EP & P)					
Teaching pupils in full classes will increase the risk of the virus spreading	9 - moderate	a) There is full compliance with the DfE system control measures set out in the latest government guidance. b) Pupils observe hygiene guidance and wash hands frequently. c) Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. d) Age appropriate signage is displayed promoting hand hygiene.	a) Y b) Y c) Y d) Y		4 - moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	12 - major	a) Design layout and arrangements are in place to enable a 1m gap between classes where possible.	a) Y		8 - moderate
1.3 Availability of Staffing (CEO, DoSI, EP & P)					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in academy	12 - major	a) Clinically extremely vulnerable pupils and staff can attend the academy with extra attention paid to washing hands and maintaining social distance with a full risk assessment in place. b) There is full compliance with the DfE system control measures set out in the latest government guidance. c) The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. d) Key contractors and visitors will be made aware of the academy's control measures and ways of working to minimise the risks CEV staff and pupils are exposed to.	a) Y b) Y c) Y d) Y		8 - moderate
1.4 The academy day (CEO, DoSI, EP & P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The start and end of the academy day create risks of contact between discrete class bubbles	15 - major	a) The number of entrances and exits to be used is maximised to avoid mixing. b) Different entrances/exits are used for different groups. c) Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. d) A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.	a) Y b) Y c) Y d) Y		10 - major
1.5 Planning movement around the academy (DoSI, EP & P)					
Movement around the academy risks contact between discrete class group bubbles	12 - major	a) Class / year group remain in their home bases for most of their learning. b) Appropriate duty rota and levels of supervision are in place. c) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional.	a) Y b) Y c) Y		4 - moderate
1.6 Supporting children with special needs (DoSI, EP & P)					
Pupils with special needs are not supported and fail to keep pace with their peers should they be unable to attend school (e.g. extremely critically vulnerable / critically vulnerable)	16 - major	a) The SENDCo keeps an up to date record of all children with additional needs. b) IEPs are reviewed regularly to ensure that children's needs are met. c) Vulnerable pupils and their provision are discussed every week at RAG and Pastoral Spotlight meetings. d) The SENDCo monitors engagement with remote learning where students are not accessing face to face teaching. e) Teachers and the SENDCo engage with parents to ensure that these pupils needs are being met through the remote learning offer. f) Where necessary, children with SEND will be provided with bespoke materials to continue with their learning. g) Specialist teachers will be given usual levels of access to the academy. h) Appropriate levels of supports will be provided with SEND in accordance with their EHCP.	a) Y b) Y c) Y d) Y e) Y f) Y g) Y h) Y		8 - moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
1.7 Curriculum organisation (CEO, DoSI, EP & P)					
Having missed on-site learning for an extended time, pupils will have fallen behind in their progress during academy closures and achievement gaps will have widened	20 - Severe	a) Gaps in learning are assessed and addressed systematically in teachers' planning. b) Where possible, foundation subjects are used to practise and deepen children's learning in core subjects. c) Remote learning continues and are calibrated to complement in-academy learning and address gaps identified where pupils are unable to attend school due to COVID-19. d) Groups of pupils may undertake sport / PE indoors in well ventilated rooms. e) Subject leaders will monitor coverage of their curriculum area.	a) Y b) Y c) Y d) Y e) Y		15 - Major
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	9 - major	a) Enrichment activities are reviewed and revised accordingly, and are preferably outside or in well-ventilated spaces b) Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance.	a) Y		4 - moderate
The resumption of non-overnight academy visits poses risks to infection control	9 - moderate	a) Visits and trips will be considered in context, and fully risk assessed, with the understanding that this could be subject to change at short notice.	a) Y		4 - moderate
1.8 Staff workspaces (DoSI, EP & P)					
Staff rooms and offices do not allow for observation of social distancing guidelines	15 - major	a) Staff rooms and offices will be well ventilated; doors and windows should be opened to improve natural ventilation where possible. b) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional. c) Social distancing in classrooms is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance.	a) Y b) Y c) Y		10 - major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
1.9 Managing the academy lifecycle (DoSI, EP & P)					
Pupils moving on to the next phase in their education do not feel prepared for the transition	16 - major	a) Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. b) Tours of the academy are available for parents and pupils. c) Induction for pupils and parents are planned.	a) Y b) Y c) Y		8 – moderate
1.10 Governance and policy (CEO, DoF&O, DoSI, EP)					
Governors are not fully informed or involved in making key decisions about reopening	20 - Severe	a) Meetings are held regularly with governors. b) Governing bodies are informed on key decisions on measures in place. c) Governors are briefed regularly on the latest government guidance and its implications for the academy and the Chair of Governors is kept fully informed. d) The principal provides regular updates to the Chair of Governors.	a) Y b) Y c) Y d) Y		9 - Moderate
1.11 Policy review (CEO, DoF&O, DoSI, EP)					
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	25 - Severe	a) All relevant policies have been revised to take account of government guidance b) Fire evacuation has been reviewed and amended. Any changes to trust policies are approved by the Trust board prior to circulation to all academies. c) Staff, pupils, parents and governors have been briefed accordingly.	a) Y b) Y c) Y		5 – Moderate
1.12 Communication strategy (CEO, DoF&O, DoSI, EP)					
Key stakeholders are not fully informed about the plans for reopening and their implications	20 - Severe	a) Communications strategies for the following groups are in place: b) Staff c) Pupils d) Parents e) Governors/Trustees f) Local Authority g) Regional Schools Commissioner h) Professional associations	a) Y b) Y c) Y d) Y e) Y		5 - Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		i) Other partners j) Academy and Trust websites are updated very regularly so that everyone has immediate access to the most recent updates.	f) Y g) Y h) Y i) Y	f) Via MAT	
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	20 - Severe	a) Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. b) A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the academy closure period. c) Information about remote learning – including the academy's policy and arrangements, are available on the academy website. d) Contact records for pupils, parents and staff are kept up to date.	a) Y b) Y c) Y d) Y		12 – Major
1.13 Pupil attendance (DoSI, EP & P)					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	20 - Severe	a) Attendance is prioritised in weekly leadership meetings to ensure all pupils and families understand the need to re-engage with school. b) The usual attendance procedures are followed, including first day absence call etc. c) Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns.	a) Y b) Y c) Y		12 – Major
1.14 Staff induction and CPD (CEO, DoF&O)					
Staff are not trained in new procedures, leading to risks to health	20 - Severe	a) A staff handbook is issued to all staff prior to reopening. b) Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> ○ The DfE system control measures set out in the latest government guidance ○ Organisational arrangements ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management 	a) Y b) Y c) Y		12 - major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		c) Staff are aware of arrangements for reporting illness.			
New staff are not aware of policies and procedures prior to starting at the academy when it reopens	25 - Severe	a) Induction programmes are in place for all new staff – either online or in-academy – prior to them starting. b) The staff handbook is issued to all new staff prior to them starting.	a) Y b) Y		12- major
1.15 Free school meals (DoF&O, DoSI, EP, P)					
Pupils eligible for free school meals do not receive them due to discontinuity during the academy closure period	20 - Severe	a) A member of the academy'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 academy.	a) Y		12 – Major
1.16 Risk assessments (CEO, DoF&O)					
Risks are not comprehensively assessed in every area of the academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	25 - Severe	a) Risk assessments are updated or undertaken before the academy reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the academy • When pupils enter and leave academy • During movement around academy • During break and lunch times 	a) Y		12 – major
1.17 Responding to cases of COVID-19 and local/national lockdowns (CEO, DoF&O, DoSI, EP, P)					
The academy is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	25 - Severe	a) Staff are fully trained in dealing with suspected or confirmed cases of coronavirus. b) There is full compliance with the DfE system control measures set out in the latest government guidance. c) The academy engages the local health protection team in the case of a local outbreak d) Arrangements are in place for home and remote learning for pupils who are required to self-isolate.	a) Y b) Y c) Y d) Y		12 - major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system control measures (CEO, DoF&O, DoSI, EP)					
<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the academy</p>	<p>25 - Severe</p>	<p>Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) do not attend academy</p> <p>This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. 	<p>1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y 8. Y 9. Y 10. Y 11. Y</p>		<p>12 - major</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>2. Face Coverings</p> <ul style="list-style-type: none"> Current government guidance regarding the wearing of face masks is followed <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> Handwashing / sanitising is scheduled into the academy day. Handwashing routines are re-taught to pupils using suitable video. 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 academy. <p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the academy, particularly by washbasins/toilets and at entry/exit points. The location of bins around the academy is checked, and more are ordered if necessary. A schedule for bins to be emptied / disinfected is in place and is adhered to. Pupils using public transport are reminded of the need to wear face coverings/masks. <p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p> <ul style="list-style-type: none"> The academy ensures delivery of the induction package to cleaning staff so they 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 <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> Where possible, a 1m distance is maintained between classes in shared spaces. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The academy continues to maintain and monitor stocks of PPE and has access to supplier lists. • Stocks of PPE are regularly replenished • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning / premises teams. <p>8. Keeping Occupied spaces well ventilated</p> <p>Once the academy is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • Natural ventilation – opening windows (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). Opening internal doors can also assist with creating a throughput of air • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>9. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • Academy leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<p>event that a child is sent home with symptoms, for the parents of that child.</p> <ul style="list-style-type: none"> Staff induction for return to academy includes information about the NHS Test and Trace process. <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the academy community</p> <ul style="list-style-type: none"> The contact details for local Public Health England team and local authority health and safety team are readily to hand. 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. Toolkit for confirmed COVID-19 cases in academy including the including the Action Plan is followed for all confirmed cases Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. <p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Advice provided by the local health protection team is acted on immediately. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 			
2.2 Cleaning (DoF&O, DoSI, EP)					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	20 - Severe	<p>a) A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</p> <p>b) An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</p> <p>c) Cleaning staff work appropriate hours to ensure the academy is COVID secure.</p>	<p>a) Y</p> <p>b) Y</p> <p>c) Y</p>		12 – Major
2.3 Hygiene and handwashing (DoF&O, DoSI, EP)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	20 - severe	a) An audit of handwashing facilities and sanitiser dispensers is undertaken before the academy reopens and additional supplies are purchased if necessary. b) Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	a) Y b) Y		12 - major
Pupils forget to wash their hands regularly and frequently	20 - Severe	a) Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. b) Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. c) Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	a) Y b) Y c) Y		12 - major
2.4 Clothing/fabric (P)					
Not wearing clean clothes each day may increase the risk of the virus spreading	12 – major	a) Where possible, children will wear full uniform. b) Staff will wear business dress with jumpers / cardigans now permitted during COVID-19.	a) Y b) Y		4 - moderate
The use of fabric chairs may increase the risk of the virus spreading	15 - Major	a) Where possible, fabric chairs are limited to single person use.	a) Y	Fabric chairs are disinfected during lunchtime period and before the start of each working day by the premises team	4 – Moderate
2.5 Testing and managing symptoms (DoF&O, DoSI, EP)					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	25 - Severe	a) Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. b) Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. c) Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. d) Post-testing support is available for staff through the academy's health provider.	a) Y b) Y c) Y d) Y		16 - major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in academy's going undetected	25 - Severe	a) In-academy testing is provided in line with current government guidance. <i>(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19)</i> b) Any testing arrangements carried out in academy are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. c) A positive result must require a full COVID test	a) Y b) Y c) Y	a) Staff are requested to LFD test twice weekly at home until the end of September	16 – Major
Staff, pupils and parents are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	20 - Severe	a) 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 academy. b) This guidance has been explained to staff and pupils as part of the induction process. c) Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	a) Y b) Y c) Y		12 – major
Staff, pupils and parents are not aware of the academy's procedures should there be a confirmed case of COVID-19 in the academy	20 - Severe	a) 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 academy. b) This guidance has been explained to staff and pupils as part of the induction process. c) Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	a) Y b) Y c) Y		12 - major
2.6 First Aid/Designated Safeguarding Leads (DoF&O, DoSI, EP)					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	20 - Severe	a) The Academy has appropriately trained Paediatric first aider. A programme for training additional staff is in place. b) Collaborative arrangements for sharing staff with other academies in the locality have been agreed.	a) Y b) Y		12 - major
2.7 Medical rooms (DoSI, EP)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Medical rooms are not adequately equipped or configured to maintain infection control	20 - Severe	a) Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. b) Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	a) Y b) Y		12 - major
2.8 Communication with parents (CEO, DoSI, EP)					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the academy	20 - Severe	a) As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the academy's expectations on a weekly basis using a range of communication tools. b) A specific communication on the requirements for academy attendance from September 2021 is issued and followed up with discussion where necessary. c) A COVID-19 section on the academy website is created and updated. d) Parent and pupil handbooks are created and updated.	a) Y b) Y c) Y d) Y		12 - major
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19	20 - Severe	a) Key messages in line with government guidance are reinforced on a weekly basis via email, text and the academy's website.	a) Y		12 - major
2.9 Personal Protective Equipment (PPE) (DoF&O)					
Provision of PPE for staff where required is not in line with government guidelines	20 - Severe	b) Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. c) 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. d) Staff are reminded that wearing of gloves is not a substitute for good handwashing.	a) b) Y c) Y d) Y		12 - major
2.10 Signing in System					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Inappropriate use of signing in will lead to the spread of the virus	20 - Severe	a) Sanitising station in place. b) Alcohol wipes available to wipe screen / pen. c) COVID-19 help declaration has been set up on the signing in system.	a) Y b) Y c) Y		12 - major
3. Adopting the new organisational model of discrete class group 'bubbles'					
3.1 Pupil behaviour (DoSI, EP, P)					
Pupils' behaviour on return to academy does not comply with the new guidance on operating within discrete class / year group 'bubbles'	16 - major	a) Break times and lunch times are closely supervised. b) Messages to parents reinforce the importance of adhering to the new arrangements. c) Wilful disobeying of rules relating to following hygiene procedures will be sanctioned appropriately.	a) Y b) Y c) Y		8 - moderate
3.2 Classrooms and teaching spaces (DoSI, EP, P)					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	9 - moderate	a) Social distancing in classrooms is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. b) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional.	a) Y b) Y		4 - Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
3.3 Shared spaces (DoSI, EP, P)					
The use of shared spaces (e.g. hall, dining room) risks different class / year group bubbles mixing	15 - major	a) Where possible, there will be a 1m gap between classes in shared spaces b) Shared spaces are cleaned after use.	a) Y b) Y		8 – Moderate
3.4 Movement in corridors (DoSI, EP, P)					
The discrete class / year group 'bubble' arrangements are breached when pupils circulate in corridors	9- moderate	a) Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance.	b) Y		4 - moderate
3.5 Break/lunch times (DoSI, EP, P)					
Class / year groups may mix at break times	15 - major	a) Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. b) Break times and lunch times are closely supervised. c) Pupils wash their hands before eating.	a) Y b) Y c) Y		8 – Moderate
3.6 Toilets (DoSI, EP, P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class / year group 'bubbles'	12 - major	a) The toilets are cleaned more frequently. b) Monitoring ensures a constant supply of soap and paper towels. c) Bins are emptied regularly. d) Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. e) High use areas and places visited by multiple classes throughout the day will be regularly cleaned	a) Y b) Y c) Y d) Y e) Y		8 – Moderate
3.7 Medical Rooms (P)					
The configuration of medical rooms may compromise social distancing measures	12 - Major	a) Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. b) Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	a) Y b) Y		8 – Moderate
3.8 Reception area (DoSI, EP, P)					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	12 - Major	a) Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. b) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional.	a) Y b) Y		6 – Moderate
3.9 Arrival and departure from academy (DoSI, EP, P)					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from	15 - major	a) Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. b) The use of available entrances and exits is maximised. c) Parents are encouraged to leave their child at the academy gate rather than entering the premises, particularly in KS2.	a) Y b) Y c) Y d) Y e) Y		10 - major

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
different class groups mixing		d) Parents are asked to stick to the timings of the academy day; not arriving too early or too late. e) SLT to supervise and ensure compliance at the start and the end of the day and staff in Hi-Vis jackets to supports pupils with new routines.			
3.10 Staff areas (DoSI, EP, P)					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	15 - Major	a) Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance. b) Staff are permitted to wear a face covering if they choose to do so, or have been advised to do so by a healthcare professional.	a) Y b) Y		10 - major
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues (DoSI, EP, P)					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend academy even though it is deemed safe to do so	25 - Severe	a) 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 academy from September. b) Parents have been asked to make the academy aware of pupils' underlying health conditions and the academy has sought to ensure that the appropriate guidance has been acted upon. c) The academy 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. d) The register of pupils with underlying health conditions is regularly updated. e) For clinically extremely vulnerable and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments offered.	a) Y b) Y c) Y d) Y e) Y		8 - Moderate
4.2 Staff with underlying health issues (DoF&O, THR, DoSI, EP)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	25 - Severe	a) 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 academy. Records are kept of this and regularly updated. b) 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. c) 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. d) For clinically extremely vulnerable and clinically vulnerable staff, concerns are discussed, procedures explained and risk assessments offered /reviewed. e) Current government guidance is being applied.	a) Y b) Y c) Y d) Y e) Y		10 – Major
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils (DoSI, EP, P)					
Pupils' mental health has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general	16 - Major	a) There are sufficient numbers of trained staff available to support pupils with mental health issues. b) There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. c) Wellbeing/mental health is discussed regularly in PSHE/assemblies. d) Meetings take place weekly to discuss any concerns and agree strategies moving forward. e) Resources/websites to support the mental health of pupils are provided.	a) Y b) Y c) Y d) Y e) Y		10 - Major
5.2 Mental health concerns – staff (CEO, DoF&O, THR, DoSI, EP, P)					
The mental health of staff has been adversely affected during the period that the academy has been closed and by	12 - Major	a) Staff are encouraged to focus on their wellbeing. b) Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. c) Staff briefings and training have included content on wellbeing. d) Staff have been signposted to useful websites and resources.	a) Y b) Y c) Y		6 – Moderate

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
the COVID-19 crisis in general			d) Y		
5.3 Bereavement support (CEO, DoF&O, THR, DoSI, EP, P)					
Pupils and staff are grieving because of loss of friends or family	12 - Major	a) The academy has access to trained staff who can deliver bereavement counselling and support. b) Support is requested from other organisations when necessary	a) Y b) Y		6 – Moderate
6. Operational issues					
6.1 Review of fire procedures (DoF&O, DoSI, EP, P)					
Fire procedures are not appropriate to cover new arrangements	25 - Severe	a) Fire procedures have been reviewed and revised to allow for safe evacuation. b) All fire marshals have deputies in case of absence. c) Fire drills have been carried out d) Staff and pupils have been briefed on any new evacuation procedures. e) Incident controller and fire marshals have been trained and briefed appropriately.	a) Y b) Y c) Y d) Y e) Y		10 – Major
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	20 - Severe	c) Plans for fire evacuation drills are in place. Social distancing is not required. Arrangements are reviewed regularly and there is full compliance with the DfE system control measures set out in the latest government guidance.	a) Y		10 – Major
6.2 Managing premises on reopening after lengthy closure (DoF&O, DoSI, EP, P)					
All systems may not be operational	16 - Major	a) Government guidance is being implemented where appropriate. b) All systems have been recommissioned.	a) Y b) Y		2 – Minor

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Statutory compliance has not been completed due to the availability of contractors during lockdown	16 - Major	a) All statutory compliance is up to date. b) Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. c) Statutory compliance information is available from DOFO.	a) Y b) Y c) Y		5 – Moderate
6.3 Contractors working on the academy site (DoF&O, DoSI, EP, P)					
Contractors on-site whilst academy is in operation may pose a risk to social distancing and infection control	12 - Major	a) Ongoing works and scheduled inspections for academies (e.g. estates related) have been designated as essential work by the government and so are set to continue. b) Due diligence is carried out prior to any contractors attending site, and methods statements and risk assessments are obtained and reviewed. c) Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) d) 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).	a) Y b) Y c) Y d) Y		2 - Minor
7. Finance					
7.1 Costs of the academy's response to COVID-19 (CEO, DoF&O, DoSI, EP, P)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the academy in financial difficulties	12 – Major	<ul style="list-style-type: none"> a) Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. b) Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. c) Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. d) Additional sources of income are under exploration. e) The academy's projected financial position has been shared with the Trust Board. 	<ul style="list-style-type: none"> a) Y b) Y c) Y d) Y e) Y 		2 - Minor
8. Governance					
8.1 Oversight of the Trust Board (CEO, DoF&O)					
Lack of Trust Board oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 – Major	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms. • The Trust Board agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. • The CEO's report to Trust Board includes content and updates on how the academies are continuing to meet its statutory obligations in addition to covering the academies response to COVID-19. • Regular dialogue with the Chair of Trust Board and those Trustees with designated responsibilities is in place. • Minutes of Trust Board meetings are reviewed to ensure that they accurately record Trustee's oversight and holding leaders to account for areas of statutory responsibility. 	<ul style="list-style-type: none"> Y Y Y Y 		2 - Minor
8.2 Oversight of the Local Governing Board (CEO, DoF&O)					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Lack of governor oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 – Major	<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 academy leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the academy is continuing to meet its statutory obligations in addition to covering the academy'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. 	Y Y Y Y		2 - Minor
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Local outbreak of c-19	20 - severe	Academy to contact Exec Prinicipal when either of these thresholds is reached first: <ul style="list-style-type: none"> - 5 pupils or staff who are likely to have mixed closely test positive within a 10 day period - 10% of pupils or staff who are likely to have mixed closely test positive for C-19 within a 10 day period Academy to contact DfE if anyone is hospitalised due to C-19 (08000468687)	Y		15 - major