

# The Robinswood Academy Trust - Operational Risk Assessment for School

## Increasing pupil capacity and specifically dealing with Covid-19

Areas for concern	Risk rating prior to action High - 3 Med - 2 Low - 1	Control measures	In place? Yes/No	Further action/comments	Residual risk rating High - 3 Med - 2 Low - 1
<b>1. Establishing a systematic process of fully opening, including social distancing</b>					
<b>1.0 School Cleanliness</b>					
School Cleaning Regime is robust and consistent	2	<ul style="list-style-type: none"> <li>Sufficient cleaning has been completed prior to opening</li> <li>Robust cleaning regime is in place for after school cleaning and additional cleaning during the school day - staff to periodically wipe surfaces, door handles, toilet flushes?</li> </ul>	Yes	Confirmation from Contractor/Own site staff that all measures are in place. All cleaning completed prior to opening. Central Staff to abide by local school assessments and operational plans.	1
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	2	<ul style="list-style-type: none"> <li>Current guidelines are that classes can return as a whole and at fully capacity.</li> <li>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	Yes	SLT to monitor guidance for any changes in school capacity. Parents/Carers should be periodically advised that the school bubbles will be maintained (excluding limited staff access first aid and other emergencies) but the school cannot guarantee social distancing in general. Central Staff to abide by local school assessments and operational plans.	1
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	2	<ul style="list-style-type: none"> <li>Classrooms re-modelled, with desks facing forward and children sitting side by side</li> <li>Where possible classes stay together with their teacher / year group and do not mix with other pupils</li> <li>Occupied spaces should be kept well ventilated. DO NOT PROP OPEN FIRE DOORS.</li> </ul>	Yes	Parents/Carers should be periodically advised that the school bubbles will be maintained (excluding limited staff access first aid and other emergencies) but the school cannot guarantee social distancing in general.	1
<b>1.3 Availability of staff and class sizes</b>					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	2	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> </ul> <p>Staff members previously shielding and those considered clinically vulnerable or who are pregnant cannot return to work until 31st March 2021. They should follow sector specific guidance detailed in the schools' risk assessment.</p> <ul style="list-style-type: none"> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>Guidance allows Forest school providers, Supply and Peripatetic Teachers to work across different settings.</li> <li>Staff to wear masks (visors NOT allowed) when moving around corridors, when waiting to use the photocopier etc. Wearing is not a requirement when teaching in classrooms, when with children or if people are sat at a desk working.</li> </ul>	Yes	Staff levels to be monitored. It should be noted that generally teaching staff will not be asked to move between schools for teaching and pupil supervision purposes. Majority of pupils should be returning to school and therefore home learning requirements will reduce. Central Services staff will maintain social distancing where possible when required to move between schools. IT Staff only to work on classroom equipment when the room is empty. Staff do not need to wear a mask if they have a valid exemption	1
<b>1.4 The School Day</b>					
The start and end of the school day create risks of breaching safe distancing guidelines	2	<ul style="list-style-type: none"> <li>Start and departure times are staggered and/or the number of entrances and exits to be used is maximised to reduce contact.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	Yes	CST Staff have self contained offices and therefore do not mix with individual schools.	1

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		<ul style="list-style-type: none"> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>			
<b>1.5 Planning movement around the school</b>					
Movement around the school risks breaching social distancing guidelines/ mixing of bubbles	2	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors / stairways are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Staff to wear masks (visors NOT allowed) when moving around corridors, when waiting to use the photocopier etc. Wearing is not a requirement when teaching in classrooms, when with children or if people are sat at a desk working.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>	Yes	Parents/Carers should be periodically advised that the school bubbles will be maintained (excluding limited staff access first aid and other emergencies) but the school cannot guarantee social distancing in general. IT Staff can work on equipment during the day but should maintain distancing as much as possible	1
<b>1.6 Curriculum organisation</b>					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	2	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> </ul> <p>Curriculum is reviewed to ensure that essential elements of the curriculum are identified in all subjects to maximise future progress</p> <ul style="list-style-type: none"> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Yes	Not applicable to CST	1
<b>1.7 Staff workspaces</b>					
Staff rooms and offices do not allow for observation of social distancing guidelines	2	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing and safe working practices, i.e. desks not opposite each other, chairs spaced apart</li> <li>Staff have been briefed on the use of these rooms. Additional welfare spaces identified across school to avoid gatherings of large numbers of staff. Spaces allocated to staff in bubbles.</li> <li>Occupied spaces should be kept well ventilated. DO NOT PROP OPEN FIRE DOORS.</li> </ul>	Yes	CST should pay particular attention if using local facilities.	1
<b>1.8 Managing the school lifecycle</b>					
Unable to deliver usual school events, i.e. parents evening, after school events with parents	3	<ul style="list-style-type: none"> <li>School calendar autumn term rationalised in first instance</li> </ul> <p>Parents' evening to be held remotely or written reports provided instead</p>	Yes	Not applicable to CST	1
<b>1.9 Governance and policy</b>					
Trustees are not fully informed or involved in making key decisions	2	<ul style="list-style-type: none"> <li>Online meetings are held regularly with Trustees</li> <li>Trustees are involved in key decisions on reopening.</li> <li>Trustees are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Yes	Trustees updated 4/1/2021	1

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<b>1.10 Policy Review</b>					
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	2	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Yes	Addendums created for <ul style="list-style-type: none"> <li>Behaviour</li> <li>Attendance</li> <li>Safeguarding</li> <li>First Aid</li> <li>Fire Evacuation (based on revised school plan)</li> <li>Staff Absence</li> </ul>	1
<b>1.11 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	2	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:               <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Yes	Communications are already in place between the Schools / Exec Team and relevant stakeholders. Risk Assessments will be published on each school website site and the Trust website.	1
<b>1.12 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	2	All staff to be briefed on risk assessments and expectations on return to full opening. All school based risk assessments to be shared with members of the central team who work across the Trust <ul style="list-style-type: none"> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul> </li> </ul>	Yes	Staff to be trained/updated on measures and processes to be followed. Regular reminders to be given at staff meetings All staff have seen operational plans.	1
New staff are not aware of policies and procedures prior to starting at the school when it reopens	2	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Yes	Staff to be trained on new systems and processes. New induction checklist in progress.	1
<b>1.13 Free school meals</b>					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	2	<ul style="list-style-type: none"> <li>A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> </ul>	Yes	Not applicable to CST	1
<b>1.14 Risk assessments</b>					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of government guidance.	2	<ul style="list-style-type: none"> <li>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"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> </ul> </li> </ul>	Yes	Full and ongoing review of site usage to take place to determine effectiveness of plans. Parents/Carers should be periodically advised that the school bubbles will be maintained but the school cannot guarantee social distancing in general. Home Visits Risk Assessment has been reviewed and updated. 11/1/21	1

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		<ul style="list-style-type: none"> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul>		Home visits Risk Assessment has been reviewed and updated. 11/1/21.	
<b>1.15 Educational visits</b>					
Educational visits are not appropriately risked assessed in line with current guidance	3	<p>Thorough risk assessments to be carried out by school staff and risk assessments of places being visited to be scrutinised in detail. School staff to take into account H&amp;S guidance from SHE unit &amp; Ellis Whittham.</p> <p>Use of transport for educational visits: children to travel in bubbles, distanced in vehicle where possible, use of hand sanitiser upon boarding and disembarking, organised queuing when boarding, additional cleaning of minibus</p>	Yes	Not applicable to CST	1
<b>1.16 School transport</b>					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	3	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening. Further safety guidance will be issued to these parents/pupils that use publi transport.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> </ul>	Yes	In general pupils do not use public transport School Mini Buses will not be used for the transportation of pupils.	1
<b>1.17 Extended Provision</b>					
Provision of Breakfast Club and After School Clubs	3	<ul style="list-style-type: none"> <li>Children to be kept in "bubbles"</li> <li>Guidance allows Forest school providers, Supply and Peripatetic Teachers to work across different settings.</li> </ul>	Yes	See school operational plans for specific details. N/A for CST Team.	1
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	3	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> </ul>	Yes	Continued review of cleaning to take place Any risk identified to be notified to contractor and/or cleaning staff Guidance and COSHH details to be given to all staff that help with additional cleaning. CST Staff given sanitiser and wipes.	2
<b>2.2 Hygiene and handwashing</b>					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	3	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Yes	Schools to ensure they have sufficient supply.	1
Pupils forget to wash their hands regularly and frequently	3	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Yes	Staff to enforce good hygiene practices for children . Not applicable to CST	1
<b>2.3 Clothing/fabric</b>					
Not wearing clean clothes each day may increase the risk of the virus spreading	1	<ul style="list-style-type: none"> <li>Normal pupil uniform and staff dress policy as to conform to HMG guidance.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	Yes		1
The use of fabric chairs may increase the risk of the virus spreading	1	<ul style="list-style-type: none"> <li>Latest HMG Guidance negates this as a risk.</li> </ul>	Yes	Updated HMG guidance indicates that this is not now a risk. 21/1/21 - Trustees has asked that staff should limit fabric chairs to single (not shared) use.	1
<b>2.4 Testing and managing symptoms</b>					

Areas for concern	Risk rating prior to action High - 3 Med - 2 Low - 1	Control measures	In place? Yes/No	Further action/comments	Residual risk rating High - 3 Med - 2 Low - 1
Testing is not used effectively to help manage staffing levels and support staff wellbeing	3	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Voluntary rapid asymptomatic twice weekly tests will be available for all staff w/c 25/1/21</li> <li>Post-testing support is available for staff</li> <li>HMG have increased testing capacity and more local centres</li> </ul>	Yes	QR codes are available for track and trace. Staff advised of Government testing regime and told to self isolate if they have any symptoms following government guidelines.	1
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	2	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the Operations Manager and the Trust updated accordingly.</li> </ul>	Yes	It should be made clear to parents/carers in communications that it is their responsibility to ensure that their child is tested without delay and that the school is informed of the results.	1
Staff, pupils and parents are not aware of the school's procedures (including on self- isolation and testing) should anyone display symptoms of COVID-19	2	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	Signage to be displayed in school and sent to parents/carers on regular basis. CST have moved to dedicated offices. School staff in general should not enter CST building, If visit is essential, social distancing and hygiene regime should be maintained.	1
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	3	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	Clear communication to all staff/pupils/carers and other visitors to the school. Not applicable to CST	1
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	2	<ul style="list-style-type: none"> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>	Yes	Extended certification allowance ended. Above minimum levels in place in schools. Additional updated training booked. CST has their own qualified staff.	1
<b>2.6 Medical rooms/areas</b>					
First Aid Rooms/Areas are not adequately equipped or configured to maintain infection control	2	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical areas.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical areas to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes	Not applicable to CST. Supply of emergency safety stock held centrally.	1
<b>2.7 Medical/First aid arrangements</b>					
		<ul style="list-style-type: none"> <li>Social distancing may not be possible and PPE will be provided</li> </ul>			

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Employees providing intimate care or first aid to pupils and ability to maintain 2m social distancing	3	<ul style="list-style-type: none"> <li>Washing hands or using hand sanitiser, before and after treating injured person or carrying out intimate care (changing nappies etc.)</li> <li>PPE to be worn if routine care of a child already involves PPE, i.e. wear gloves and apron</li> <li>Wear gloves or cover hands when dealing with open wounds;</li> </ul>	Yes	Supplementary first aid guidance has been issued. Currently adequate reserves of masks, gloves and aprons.	1
<b>2.8 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	2	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are regularly kept up to date with information, guidance and the school's expectations on a using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Yes	Not applicable to CST	1
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID 19	2	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website.</li> </ul>	Yes	Not applicable to CST	1
<b>2.9 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff.	2	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Face coverings are not a requirement for children under the age of 12.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; 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.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Yes	PPE to be provided to provide additional safety - Disposable gloves for general cleaning and IT (laptop) use - Gloves for personal care/first aid - Disposable aprons for general cleaning/personal care/First Aid - Face Masks for first aid or any personal care	1
<b>3. Organisation within school building; pupil behaviour</b>					
<b>3.1 Pupil behaviour</b>					
Pupils' behaviour on return to school does not comply with social distancing guidance	2	<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings are avoided.</li> <li>Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of social distancing.</li> <li>Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>	Yes	Revised policy addendum in place. Risk rating reduced as pupils now becoming more aware of the situation.	1
<b>3.2 Classrooms and teaching spaces</b>					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	2	<ul style="list-style-type: none"> <li>Home base arrangements in place.</li> <li>Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance</li> </ul>	Yes	If spaces do not allow for sufficient social distancing, areas should not be used Not applicable to CST	1

Areas for concern	Risk rating prior to action		Control measures	In place? Yes/No	Further action/comments	Residual risk rating
	High - 3	Med - 2				
Distancing measures			<ul style="list-style-type: none"> <li>All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>Arrangements are reviewed regularly.</li> </ul>		Not applicable to CST	
<b>3.3 Movement in corridors</b>						
Potential overcrowding when pupils circulate in corridors		3	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Corridors are divided where feasible.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of pupils around school is minimised as much as possible.</li> <li>Where possible, pupils stay in classrooms and staff move around.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>Appropriate supervision levels are in place.</li> </ul>	Yes	<p>If spaces do not allow for sufficient spacial distancing in circulation areas a revised plan will be required</p> <p>If not alternative can be found for circulation, this may impact on opening capacity</p> <p>Consider outdoors as circulation areas</p>	1
<b>3.4 Break times</b>						
Groups of children from different bubbles mixing at playtimes or lunchtimes outside leading to increased risk of spreading infection		2	<ul style="list-style-type: none"> <li>Break times are staggered.</li> <li>External areas are designated for different groups.</li> <li>Pupils are reminded not to mix with children from other groups</li> <li>Supervision levels have been enhanced to ensure segregation of groups is upheld</li> </ul>	Yes	CST Staff should where possible not move around school(s) in break times.	1
<b>3.5 Lunch times</b>						
Groups of children from different bubbles mixing at lunchtimes leading to increased risk of spreading infection		2	<ul style="list-style-type: none"> <li>Pupils are reminded about staying in their groups at the beginning of lunchtime</li> <li>Pupils wash their hands before and after eating.</li> <li>Dining area layouts have been configured to ensure groups do not mix</li> <li>Tables and chairs have been cordoned off where this is not possible.</li> <li>Floor markings are used to manage queues and enable pupils to remain apart where possible</li> <li>Additional arrangements are in place, such as staggering lunch times, pupils eating in classrooms or other spaces.</li> <li>Eating areas are cleaned between groups and after lunch.</li> </ul>	Yes	School meals will be provided where there is appropriate entitlement. These may be a mixture of hot and cold depending on facilities and staffing arrangements. CST Staff should where possible not move around school(s) in break times.	1
<b>3.6 Toilets</b>						
Queues for toilets and handwashing risk non-compliance with social distancing measures		2	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils know that they can only use the toilet one at a time.</li> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Yes	Toilets for CST at CST Offices should be more than suitable. Toilets limited to CST Staff. When mobile please abide by local school operational plans.	1
<b>3.7 Reception/school entrance</b>						

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Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	2	<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Arrangements are in place for segregation of visitors.</li> </ul>	Yes	Parents to make use of other forms of communication, i.e. class dojo, e mail, telephone to contact school. Meetings with staff to be pre-arranged. Parents to communicate with staff at drop off/pick up time if this is possible. QR codes have been posted for track and trace purposes.	1
<b>3.8 Arrival and departure from school</b>					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	2	<ul style="list-style-type: none"> <li>Start and finish times are staggered and/or the use of available entrances and exits is maximised to minimise contact.</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Regular messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Yes	Parents/Children will not be permitted to gather at exits and entrances and will be controlled by staff. CST Staff should not enter/exit the site via the WW school but via the external public path.	1
<b>3.9 Staff areas</b>					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	2	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>Staff will have designated areas for rest breaks and eating</li> </ul>	Yes	CST should pay particular attention if using local facilities.	1
<b>3.10 Transport</b>					
The use of public and school transport by pupils poses risks in terms of social distancing	2	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> </ul>	Yes	School Mini Buses will not be used	1
<b>3.11 Staff areas</b>					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	2	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	Yes	CST kitchen area limited to one person at a time.	1
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	2	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>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.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Yes	Schools to identify and communicate with those in these high risk groups. CST should pay particular attention if using local facilities.	1
<b>4.2 Staff with underlying health issues</b>					
		<ul style="list-style-type: none"> <li>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.</li> </ul>			



Areas for concern	Risk rating prior to action High - 3 Med - 2 Low - 1	Control measures	In place? Yes/No	Further action/comments	Residual risk rating High - 3 Med - 2 Low - 1
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	2	<ul style="list-style-type: none"> <li>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.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Current government guidance is being applied.</li> </ul>	Yes	Schools to identify and communicate with those in these high risk groups. Vulnerable risk assessments being processed.	1
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	2	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>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).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Yes	Not Applicable to CST	1
<b>5.2 Mental health concerns – staff</b>					
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	2	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Yes		1
Working from home can adversely affect mental health	2	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Yes	HMG guidance states that to ensure continued educational provision that staff should continue to work in their normal environment if they cannot effectively work from home. Schools should be mindful of recent union statements and act accordingly. CST offices are suitable for spaced, social distance working. No hot desking is required or allowed. Plastic screens in place between desks.	1
<b>5.3 Bereavement support</b>					
Pupils and staff are grieving because of loss of friends or family	2	<ul style="list-style-type: none"> <li>The school has access to trained staff (Health Shield) who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Yes	Bereavement policy put in place	1
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
Educational provision must still be maintained for priority children when the school reopens	3	<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> <li>Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>The facility for full-time attendance is available where required (even if their peers are only attending part-time).</li> <li>Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day.</li> </ul>	Yes		1

Areas for concern	Risk rating prior to action High - 3 Med - 2 Low - 1	Control measures	In place? Yes/No	Further action/comments	Residual risk rating High - 3 Med - 2 Low - 1
		<ul style="list-style-type: none"> <li>Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.</li> </ul>			
<b>7. Keyworks</b>					
<b>7.1 Review of fire procedures</b>					
Fire procedures are not appropriate to cover new arrangements	3	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Possible reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> </ul> </li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Yes	School has revised and tested new procedures. CST staff keep within their own bubble. CST staff attend other schools should when drills take place stand socially distanced from the local school staff.	1
Fire evacuation drills - unable to apply social distancing effectively	3	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Yes	CST staff keep within their own bubble. CST staff attend other schools should when drills take place stand socially distanced from the local school staff.	1
Fire marshals absent due to self-isolation	3	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Yes	CST offices are mainly open plan. All staff to take responsibility to check offices and toilets	1
<b>7.2 Managing premises on reopening after lengthy closure</b>					
All systems may not be operational	2	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Yes	Schools have been open during the closure period . There has been no shut down of systems or essential operational tasks.	1
Statutory compliance has not been completed due to the availability of contractors during lockdown	2	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes	Schools have been open during the closure period with statutory compliance tests taking place	1
<b>7.3 Contractors working on the school site</b>					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	2	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>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).</li> </ul>	Yes	All contractors should register with published NHS Track & Trace QR codes in reception areas. Contractors will only be on site outside of school hours for planned works. Emergency works will follow compliance procedures.	1
<b>8. Finance</b>					
<b>7.1 Costs of the school's response to COVID-19</b>					

Areas for concern	Risk rating prior to action		Control measures	In place? Yes/No	Further action/comments	Residual risk rating	
	High - 3	Med - 2				High - 3	Med - 2
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	2		<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with Trustees</li> </ul>	Yes	The schools have, since 1/8/20 incurred significant costs. There will be ongoing costs for additional cleaning and protection products in addition, excessive staffing costs due to staff isolating or the result of Covid. No additional funding is expected at present. The Trust has complied with Government guidance set out in PPN(20) regarding payment of suppliers during the closure and has ensured it's only paying suppliers who are not also accessing other government grants	1	
<b>8.2 Handling of money</b>							
Risk of COVID-19 from handling cash in the school office, extended clubs etc.	2		<ul style="list-style-type: none"> <li>The school should encourage parents/carers to pay online where at all possible.</li> <li>For situations where this is not possible then staff should follow the Trust issued safety guidance.</li> </ul>	Yes	Guidance issued in June 2020 has been resent 20/8/2020 Schools should work towards being 100% online and cash free by 31/3/2021	1	
<b>8. Governance</b>							
<b>8.1 Oversight of the governing body</b>							
Lack of Trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	2		<ul style="list-style-type: none"> <li>The Trustees continues to meet regularly via online platforms.</li> <li>The Trustees agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The EHT's report to Trustees 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.</li> <li>Regular dialogue with the Chair of Trustees and those with designated responsibilities is in place.</li> <li>Minutes of Trustees meetings are reviewed to ensure that they accurately record Trustees oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Yes	Trustees updated 4th January 2021	1	
<b>9. Additional site-specific issues and risks</b>							
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>							
The ability to maintain adequate IT support coverage	2		<ul style="list-style-type: none"> <li>IT have the use of remote connection systems to avoid the need to attend in most cases.</li> <li>Where IT is required to attend. Technicians have been based in a separate classroom with hand washing facilities and given supplies of hand sanitiser and wipes for cleaning laptops and other equipment before and after use.</li> </ul>	Yes	Technicians have been based in 3 key schools. GR, RW and WW to account for majority of peripheral devices. These technicians have been supplied with Hand Sanitiser, gloves and wipes.	1	
The shared use of CST phones	2		<ul style="list-style-type: none"> <li>Phones are sanitised at the start of each day</li> </ul>	Yes	All CST staff now have their dedicated own phone. All CST staff have wipes and sanitiser available.	1	
Lack of business support for admin, finance and queries such as invoicing, purchasing and personnel.	2		<ul style="list-style-type: none"> <li>Rota system in place so that expertise is in place a number of times per week. Staff are working from home and have access to email for general queries.</li> <li>Personnel software is not available remotely.</li> </ul>	Yes	CST have moved to dedicated offices. Each member of staff has their own desk, chair, phone and computer. No hot desking is required. Desks have been moved apart and portable screens placed between desks. New accounts, cloud based system installed so that if (finance) staff do need to isolate then they can still be operational. Need to roll out to all schools though.	1	

Areas for concern	Risk rating prior to action High - 3 Med - 2 Low - 1	Control measures	In place? Yes/No	Further action/comments	Residual risk rating High - 3 Med - 2 Low - 1
<b>Lettings: Risk of contamination from external operators and their customers.</b> Extra work and costs involved in hygiene procedures.	3	<ul style="list-style-type: none"> <li>Lettings suspended until further notice</li> <li>Contact with customers maintained to keep them fully informed of current situation</li> </ul>	Yes	Monitor situation on a monthly basis inline with HMG guidance and availability and capacity to ensure that the letting area hygiene is maintained.	1