



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

**COVID-19: Operational risk
assessment for school reopening**

William Edwards School

Contents

COVID-19: Operational risk assessment for school reopening.....	3
---	---

COVID-19: Operational risk assessment for school reopening

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

Assessment conducted by:	Leadership Team	Job title:		Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	4 th January 2021	Review interval:	Weekly	Date of next review:	

Related documents	
Trust/Local Authority documents:	Government guidance: Guidance for Schools Reopening Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
Available capacity of the school is reduced when social distancing guidelines are applied	Yellow	<ul style="list-style-type: none"> School reorganised into Year-group based 'micro-school' bubbles to ensure social distancing between year groups. 	Yes	Green
Classroom sizes will not allow adequate social distancing	Red	<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks in place to allow for as much social distancing as possible between pupils. 2m boxes marked on all floors to ensure a designated teacher only space is marked. Spare chairs and furniture removed Clear signage displayed in around the school promoting social distancing. Classes will only mix with other pupils within their year group. 	Yes	Yellow
Large spaces need to be used as classrooms	Red	<ul style="list-style-type: none"> Reorganisation of the school has ensured that large spaces will not be used as regular classrooms unless staff absence means this has to happen to continue teaching. If it does then: Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	Green
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning if necessary.	Red	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Lines of absence communication are known to staff. Staff are aware of the testing procedures following a suspected case. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes will be implemented if necessary. External cover staff will be used as a last resort only. Two regular supply staff who are former member of staff would be utilised in the first instance. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. Departmental staff are building a bank of blended learning resources. 	Yes	Yellow

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
The start and end of the school day create risks of breaching social distancing guidelines		<ul style="list-style-type: none"> Reorganisation of the whole school timetable will ensure that all year groups have different start and end times and different entrances into the school buildings. Staff and pupils are briefed and signage provided to identify which entrances to use. A key information guide outlining this has been produced for every pupils and member of staff. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Pupils will enter their micro-school immediately upon arrival. Floor markings are visible where it is necessary to manage any queuing. Pupils will be escorted off site at the end of the day and moved beyond the school gate. However, the risk remains that pupils will congregate away from the school gates. Parents have been written to outlining the issues surrounding pupils arriving before their designated arrival time. 	Yes	
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> The micro-school structure ensures that pupils will only move around their own year group 'bubble'. Key stage 4 pupils who require access to specialist rooms in other parts of the school will be timetabled in a room in their own micro-school where they will be met by the class teacher who will move them in a supervised manner to the new room via the entrance to that micro-school. Appropriate signage is in place to clarify entrance points. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around the micro-school is minimised as much as possible, with pupils staying in classrooms and staff moving round as much as the timetable will allow. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	Yes	
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> The school has a 'catch-up' learning enhancement plan in place which covers all year groups. Staff have been trained in google classroom which will be used to provide a blended approach to learning and additional resources. Year 11 pupils have an additional 75 minutes each school day in school. 	Yes	
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Individual offices have been reconfigured if it was previously not possible to social distance. Staff have been briefed on the use of these rooms including ventilation protocols. The PAC will be used as a staff work space which will allow for social distancing Shared offices in which staff face each other have screening in place between desks. 	Yes	

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
Trustees are not fully informed or involved in making key decisions	Yellow	<ul style="list-style-type: none"> • Online meetings held with Trustees • Trust boards are informed regarding process of key decision and risk assessment on reopening. • Trustees are well briefed on government guidance and its implications for Trust schools. 	Yes	Green
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	Yellow	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance and its implications for the school. • Staff, pupils, parents and Trustees have been briefed accordingly. 	Yes	Green
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Yellow	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	Green
Staff are not trained in new procedures, leading to risks to health	Red	<ul style="list-style-type: none"> • A revised guidance document is issued to all staff prior to reopening following discussion with staff. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Yes	Green
New staff are not aware of policies and procedures prior to starting at the school when it reopens	Red	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff • The revised staff handbook is issued to all new staff prior to them starting. 	Yes	Yellow

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	Red	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Micro-school structure Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	Light Green
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	Yellow	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. Where pupils have to wait in school before lessons start or after their last lesson in order to catch buses, bases within their micro-school have been established which will be supervised by staff 	Yes	Light Green
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	Red	<ul style="list-style-type: none"> Cleaning capacity is at 100% for September. An enhanced cleaning plan is in place with cleaning staff based in micro-schools. Additional cleaning capacity in place to ensure regular cleaning of toilets throughout the day. Working hours for cleaning staff are increased where necessary Individual spaces have cleaning checklists which are checked and signed by managers each day to ensure compliance. 	Yes	Yellow
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	Red	<ul style="list-style-type: none"> School has purchased and stockpiled additional supplies. Monitoring arrangements are in place to ensure that supplies of soap, disposable paper towels and sanitiser are maintained throughout the day. 	Yes	Yellow

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
Pupils forget to wash their hands regularly and frequently	Red	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. All classrooms and entrances to micro-schools have hand-sanitiser stations. 	Yes	Yellow
The use of fabric chairs may increase the risk of the virus spreading	Yellow	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Yes	Green
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Yellow	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff. Post-testing support is available for staff through the school's health provider. 	Yes	Green
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Red	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 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. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Additional COVID 19 only medical room has been set up. Any staff managing suspected cases will be required to wear full PPE. 	Yes	Green
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	Yellow	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	Green

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. School has contact details for Local Authority public health team to contact if necessary. 	Yes	
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> Large number of trained first aiders on site from September. Collaborative arrangements for sharing staff with other schools in the locality have been agreed should the need arise. 	Yes	
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil micro-school handbooks have been created and posted home. 	Yes	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	Yes	
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; medical room staff etc) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p style="background-color: red; color: black; text-align: center;">High</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model social distancing consistently. • Reorganisation of House teams to reflect new micro-school structure with senior staff oversight • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and the micro-school structure and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 	<p style="text-align: center;">Yes</p>	<p style="background-color: orange; color: black; text-align: center;">Medium</p>
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p style="background-color: red; color: black; text-align: center;">High</p>	<ul style="list-style-type: none"> • Pupil will only circulate within their own micro-school 'bubbles'. • Social distancing will still be enforced. • Any pupils moving to specialist rooms in other micro-schools will be supervised at all times and only use the managed entrances and exits 	<p style="text-align: center;">Yes</p>	<p style="background-color: lightgreen; color: black; text-align: center;">Low</p>
<p>Pupils may not observe social distancing at break time and lunchtime</p>	<p style="background-color: red; color: black; text-align: center;">High</p>	<ul style="list-style-type: none"> • Break times are staggered with only one micro-school at a time using the indoor canteen space or outside areas. • Floor markings used in canteen areas. • Duty posts to be marked by a 2m box for staff. • Pupils are reminded about social distancing as break times begin. • Seating has been removed to ensure pupils do not face one another at tables. • Social distancing signage is in place around the school and in key areas. 	<p style="text-align: center;">Yes</p>	<p style="background-color: lightgreen; color: black; text-align: center;">Low</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Eating areas are cleaned between micro-schools. Supervision levels have been enhanced to support social distancing. 		
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are using the toilets during lessons will be supervised by senior members of staff The toilets are cleaned regularly throughout the day. Monitoring ensures a constant supply of soap and paper towels. Lidded bins are emptied regularly. Pupils are reminded regularly on how to wash hands Face coverings are required to be worn by all pupils in toilets. 	Yes	
The configuration of medical rooms may compromise social distancing measures		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> Parents are not allowed on site without a prior appointment. Perspex screening is in place in reception areas. Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Yes	
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Staff will ensure that pupils do not congregate by entrances. 	Yes	

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
The use of public and school transport by pupils poses risks	Yellow	<ul style="list-style-type: none"> Guidance about mask wearing, sanitising and arrival at school made clear to pupils and parents Liaison with the bus company about specifics in the guidance is in place. 	Yes	Green
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	Yellow	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. 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. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	Green
Black, Asian and Minority Ethnic (BAME) pupils at greater risk	Yellow	<ul style="list-style-type: none"> The school is especially sensitive to the needs and worries of BAME pupils. Risk assessment is shared with parents. Health and wellbeing support for BAME pupils provided by the school throughout pandemic and beyond. 	Yes	Green
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	Red	<ul style="list-style-type: none"> All members of staff with underlying health issues, have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. All staff with underlying health conditions that put them at increased risk from COVID-19 have had adjusted work practices put in place. Current government guidance is being applied. 	Yes	Yellow
Black, Asian and Minority Ethnic (BAME) staff at greater risk	Red	<ul style="list-style-type: none"> The Trust is especially sensitive to the needs and worries of BAME staff. Risk assessment is shared with staff and unions. Health and wellbeing support for BAME staff is available from the Trust's employee assistance programme throughout pandemic and beyond. 	Yes	Yellow
Pupils' mental health has been adversely affected during the period that the	Yellow	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Yes	Green

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 		
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		<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources including the Trust's employee assistance programme (EAP). 	Yes	
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	Yes	
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • New micro-school structure • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and trust. 	Yes	
Lack of Trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<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 school leaders are held to account for their implementation. The Chief Executive Officer'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. Regular dialogue with the Chair of Trustees and those governors with designated responsibilities is in place. Minutes of Trust Board meetings are reviewed to ensure that they accurately record Trustees' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
<p>COVID 19 protection measures including sanitising process are not in place to ensure the safe movement of staff between micro-schools and in classrooms.</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Sanitising stations are placed at the entrance of each classroom and micro-school. These are checked and cleaned daily. • Staff issued with cleaning spray to clean down staff desks upon entry to a new classroom. • Lidded bins have been purchased and are in use in each classroom. They are emptied daily. • Staff have 2m box outlined at the front of each room • Ventilation requirements such as leaving doors and windows open if possible have been outlined to staff • Fans will not be used in classrooms. If classrooms have air conditioning these will only be run on full fan and not with recirculation enabled 	<p style="text-align: center;">Yes</p>	<p style="background-color: #90EE90; text-align: center;">M</p>
<p>Pupil books create a potential transmission risk</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • The guidance states that books can be taken in by teachers. • Staff have been advised that as an additional safety measure they can choose to 'quarantine' books in a lidded box for at least 48 hours before handling / marking as well as consider additional online assessments and feedback through google classrooms. • Details have been outlined in the new staff handbook. 	<p style="text-align: center;">Yes</p>	<p style="background-color: #FFD700; text-align: center;">M</p>
<p>The sharing of equipment creates a potential transmission risk.</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Staff can give out equipment. However, if it is to be returned then it is advisable to ask pupils to sanitise it via the sanitising stations and/or for staff to make arrangements to 'quarantine' the equipment for at least 48 hours before reuse. 	<p style="text-align: center;">Yes</p>	<p style="background-color: #FFD700; text-align: center;">M</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
<p>Staff are unclear about the wide range of new systems and structures and are therefore inconsistent in their practice</p>	<p>H</p>	<ul style="list-style-type: none"> • A staff guidance document has been produced for reference purposes. • Start of term induction will focus upon procedural changes and the guidance document. • New staff communication systems have been introduced. For example, a weekly electronic staff bulletin will be introduced to communicate any changes or considerations. • Mechanisms for staff to provide feedback about the effectiveness of new arrangements has been introduced. • Senior and middle leaders will spend most non-contact time walking the school to assist identifying issues, explain processes and support colleagues. 	<p>Yes</p>	<p>M</p>
<p>COVID secure arrangements mean that SEND pupils and those in receipt of an EHCP are in danger of falling further behind due to in-class support not being possible in the same way as before the pandemic</p>	<p>H</p>	<ul style="list-style-type: none"> • SEND support has been refocussed to ensure that each micro-school has a SEND base room in which withdrawal work with LSAs can take place. • 5 SEND bases have been set up • LSA training is in place and staff are aware of the changes and new ways of working 	<p>Yes</p>	<p>M</p>
<p>Staff supervision duties put staff at increased risk due to supervising large numbers of pupils and having to move around the school as part of circulation routes</p>	<p>H</p>	<ul style="list-style-type: none"> • Duty posts have been reconsidered and repositioned • Duty posts will be largely static and have marked boxes for staff to stand in • CCTV will be proactively used to cover any areas not covered as a result of staff being static • Face coverings are to be worn by staff in all indoor duty posts 	<p>Yes</p>	<p>H</p>

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
Fire evacuation procedures are unclear because of the change to micro-schools	High	<ul style="list-style-type: none"> • Normal evacuation routes remain (via nearest exit) and these are outlined around the school • Staff will ensure that any potential corridor blockages such as partitioning are moved to one side immediately • New year groups based evacuation lining up areas are established. • These are outlined to staff and pupils at the start of term and the usual fire drills will take place to ensure compliance and familiarity with new lining up areas. 	Yes	Medium
Guidance on the wearing of face coverings is unclear	High	<ul style="list-style-type: none"> • All pupils and staff are to attend school with a face covering kept in a sealable plastic bag. • Guidance issued to parents, pupils and staff about when they must wear a face covering and when they are not allowed. • The guidance is on the school website: https://williamedwards.org.uk/wp-content/uploads/2020/08/Trust-position-regarding-use-of-face-coverings-in-secondary-schools.pdf • The guidance includes advice on the putting on and removal of face coverings 	Yes	Medium
Wet breaks and lunchtime mean that there is not enough space to keep year groups apart	High	<ul style="list-style-type: none"> • Wet weather plan implemented • Weather outlook discussed at daily 8am SLT meetings • Year 8-10 to use blue undercover area which can accommodate the whole year group • Year 7 to use the main hall and the Fenn Suite space • Year 11 to use the main hall and their micro-school classrooms • When years 7 & 11 have a wet break, duty rotas are amended to ensure supervision levels are maintained 	Yes	Medium

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
Remote learning plan / Google Classrooms is not embedded well enough to ensure that all pupils can access learning if not in school		<ul style="list-style-type: none"> Resources produced for parents and pupils and placed on website about access and use. School identifying pupils that are not accessing it regularly and addressing issues Remote learning plan includes ensuring pupils with access issues are provided with printed materials. Staff encouraged to place all lessons onto Google classrooms as a matter of habit. Ongoing staff CPD about usage 	Yes	
UPDATE BELOW IN RESPONSE TO NEW NATIONAL LOCKDOWN (November 2020)				
With new national guidelines for schools in place around the wearing of masks in schools, Pupils do not bring masks to school		<ul style="list-style-type: none"> Pupils will be required to show masks to staff on the school gate each morning. Pupils without masks will not be allowed into lessons until a parent / relative delivers a mask to school These arrangements have been communicated to parents. 	Yes	
Pupils do not wear masks in corridors		<ul style="list-style-type: none"> All staff will enforce the wearing of masks in corridors and all indoor spaces other than lessons and in exam halls. If pupils are moving rooms at the end of the lesson, staff will ensure masks are worn upon exit 	Yes	
Increased numbers of staff contract COVID or are self-isolating		<ul style="list-style-type: none"> The school will implement a number of measures in order to mitigate staff absence and to try and avoid partial closures. These include (but are not limited to) using larger spaces which are well ventilated (such as S1) to teach larger number of pupils, even greater use of senior staff non-contact time and the cancellation of all line management meetings during the school day. Setting up of a classroom that can cater for 100 pupils in the badminton centre 	Yes	
Lettings and external visitors create an increased transmission risk and may breach national lockdown guidelines		<ul style="list-style-type: none"> All external lettings are suspended during the national lockdown period. All external CPD programmes offered through the TTSA that have external participants are suspended. All other meetings with external visitors will be held online if possible. 	Yes	

Template operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
The need for staff to meet with colleagues to plan provision has increased at the same time that it is less safe for them to do so.		<ul style="list-style-type: none"> All meetings of more than two people in school will be held via video-conferencing technology even when previously social-distancing could be observed. Staff are aware of this arrangement and it is enforced by senior staff 	Yes	
UPDATE BELOW IN RESPONSE TO NEW NATIONAL LOCKDOWN (January 2021)				
Increased numbers of staff contract COVID or are self-isolating		<ul style="list-style-type: none"> All office spaces have been re-assessed for use. Science and PE offices strictly limited to one person. HLs have been moved to individual working areas. Main office staff further distanced. Staff working in individual class-rooms Staff wear masks for all face to face contact with colleagues even when socially distant DLs understand that remote learning needs to be covered when teaching staff are absent 	Yes	
Remote learning plan / Google Classrooms is applied inconsistently		<ul style="list-style-type: none"> Remote Learning Guidance for staff updated and re-issued DLs fully aware of QA need to check that Google Classroom, Loom and Mote are all being used Training videos for staff re-issued 	Yes	
Public exams set for January and February are still taking place		<ul style="list-style-type: none"> Safety rules and procedures in place and have been communicated to staff, parents and pupils Exam regulations have been issued to pupils 	Yes	
Increasing number of key worker and vulnerable pupils on site		<ul style="list-style-type: none"> Staff rota in place to ensure supervision and academic support Pupils need to bring a mask to school and wear it at all times Parents have been informed of on-site arrangements 	Yes	
Some vulnerable pupils now off-site and potentially at risk		<ul style="list-style-type: none"> Pastoral team and HLs have identified lists of pupils to contact and make home visits to Tutors will make weekly calls to parent/carers Registration daily via Google Classrooms 	Yes	