

Harden Primary School Risk assessment for school opening January 2021



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 on 2nd July 2020 as follows:

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

Assessment conducted by:	Kirsty Hutchinson	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	1 st September 2020 1 st January 2021 18 th May 2021	Review interval:	Monthly	Date of next review:	1 st July 2021

Related documents

Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications
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Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in primary schools					
1.1 Organisation of 'bubbles' in full class groupings					
Unintended mixing between classes will increase the risk of the virus spreading		<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Each class remains within its designated room/space and predominantly stays within this area. • Any facilities used by more than one class or group are cleaned on a regular basis. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are observed where possible • Staggered arrival and leaving times; break times and lunch times. 	Yes	<ul style="list-style-type: none"> • Training given to all staff on 4th September 2020. 	L

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced. • Contact between individuals minimised and social distancing maintained wherever possible. • Staff maintain distance from their pupils and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from children. • Pupils are seated side by side and facing forwards, rather than face to face or side on in year 5 and 6 • Unnecessary furniture is moved out of classrooms to make more space. • Classrooms re-modelled, with chairs and desks facing the front, wherever possible, in years 5 and 6 as per guidance. • Clear signage displayed in classrooms promoting social distancing. • Classes stay together with their teacher and do not mix with other pupils. • School rules have been amended to include principles from government guidance and displayed in each classroom. • Staff have been trained on the new ways of working, September 2020. • 	Yes	<ul style="list-style-type: none"> • All staff completed training and classrooms ready. 	L

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	M	<ul style="list-style-type: none"> • Larger spaces and specialist classrooms are used by one discrete class at a time. • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • Large gatherings prohibited. • Design layout and arrangements are in place to enable social distancing where possible. 	Yes	<ul style="list-style-type: none"> • Staff training given on 4th September 2020 	L
1.3 Staffing					
The number of staff who are available is lower than that required to teach classes in school.	M	<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. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of testing to inform staff deployment. • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. • We are engaging with Government guided mass home testing of all staff 	Yes	<ul style="list-style-type: none"> • Staffing levels good at present time. • All staff that need one, have an individual risk assessment • Staff are positively encouraged to participate in whole-school twice-weekly testing 	L

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.4 The school day					
The start and end of the school day create risks of contact between discrete class bubbles	M	<ul style="list-style-type: none"> Start and departure times are extended to ensure parents and children are spread over 15 mins. Each class is using their own fire door for entry and exit. Staff and pupils are briefed and signage provided to identify which entrances, exits. A one way system is in place in the playground to stop parents/carers congregating or passing each other. Social distancing reminders are visible around school. Parents/carers have been informed of the procedure for drop off and pick up. All parents and staff wear face coverings in the playground at pick up and drop off. 	Yes	<p>Face coverings requested from 2nd November 2020 for staff and parents</p> <p>Staff who are participating in twice weekly testing at home, will not enter the building if their LFT result is VOID Twice or POSITIVE – Staff who are participating will only be allowed into the building with a NEGATIVE result</p>	L
1.5 Planning movement around the school					
The start and end of the school day create risks of contact between discrete class bubbles	M	<ul style="list-style-type: none"> Appropriate signage is in place to remind of social distancing. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Pupils are regularly briefed regarding observing social distancing guidance. Class group 'bubbles' remain in their home bases for most of their learning. Timetabling avoids more than one class group in circulation at any one time in the same part of the building. Appropriate duty rota and levels of supervision are in place. 	Yes	<ul style="list-style-type: none"> Staff training has been carried out for all staff members. 	L

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.6 Curriculum organisation					
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. Gaps in learning are assessed and addressed in teachers' planning. Plans for intervention are in place for those pupils who need it. Part-time teachers time is carefully planned to maximise teaching time. Each teacher has a tight timetable with all elements of the curriculum included including extra 'catch up' time. EY provision has been modified to not include malleable material and sand. 	Yes	<ul style="list-style-type: none"> This will be reviewed on a regular basis and changes made as soon as need identified. 	L
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	M	<ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed. Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. Enrichment activities are reviewed and revised accordingly. 	Yes	<ul style="list-style-type: none"> This will be reviewed on a regular basis and changes made as soon as need identified. 	L

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The school does not make optimal use of the disapplications and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic	M	<ul style="list-style-type: none"> The EYFS Co-ordinator and team review the latest guidance on disapplication and modification of the EYFS curriculum. A plan is agreed by SLT which sets out how the school will make best use of the provisions in the guidance during the COVID-19 crisis. 	Yes	<ul style="list-style-type: none"> This will be reviewed on a regular basis and changes made as soon as need identified. 	L
The resumption of non-overnight school visits poses risks to infection control	M	<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete class group bubbles do not mix on school visits. 	Yes	<ul style="list-style-type: none"> This will be reviewed on a regular basis and changes made as soon as need identified. 	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<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. Staff have been briefed on the use of these rooms. Extra rooms have been made available if needed. 	Yes	<ul style="list-style-type: none"> Staff training has been carried out to all staff on 4th September 2020 	L
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. 	Yes	<ul style="list-style-type: none"> 	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	Yes	<ul style="list-style-type: none"> Some transition has been completed before September 2020 	L

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	H	<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. • Communication is open and regular with the governing body in particular the chair. 	Yes		L
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. 	Yes		L
1.11 Communication strategy					

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Key stakeholders are not fully informed about the plans for reopening and their implications	M	<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		L
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements		<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Contact records for pupils, parents and staff are kept up to date. 	Yes		L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 	Yes		L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. 	Yes, planned	<ul style="list-style-type: none"> Staff training has taken place 4th September 2020. 	L

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> The 9 PHE system control measures set out in the latest government guidance Organisational arrangements (i.e. class groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding 			
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Yes	• .	L
1.14 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	M	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	Yes	•	L
1.15 Risk assessments					

Harden Primary School operational risk assessment for Full school reopening (Primary)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used • School trips and visits 	Yes		L
1.16 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	M	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Class group 'bubbles' are kept discrete at all times. • School to liaise with Trust for guidance & to follow Trust procedures • The local health protection team is contacted immediately for advice when needed. • The school engages swiftly with NHS Test and Trace if cases are suspected. • Appropriate action is taken once advised by the local health protection team – this may mean that class group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Yes	Information included to staff in training session on 4 th September 2020.	L
The school is unprepared for a local lockdown should the rate of infection rise in the area		<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the school closure period are applied to the contingency plan. 	Yes	<ul style="list-style-type: none"> • 9 PHE system control measures are included in staff training on 4th September 2020 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Public Health England system control measures					
<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</p>	<p>H</p>	<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below is included in the school's reopening plan. 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 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • 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. 			

		<ul style="list-style-type: none"> • Infection control training is arranged for new staff. <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks. • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • 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 school. <p>3. 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 school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked on, 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. • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • The school's business manager 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 			
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		<p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Bubbles are extended to full class size. • Staff are kept consistent with each bubble as far as possible. • In class, furniture is arranged so that children are facing forwards and sitting side by side. • Any furniture that is surplus to requirements is removed. • As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time. • No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space. • Staggered start and finish times, staggered break times and staggered lunch times are implemented. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. • Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • 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 staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <p>7. Engage with the NHS Test and Trace process</p>			
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		<ul style="list-style-type: none"> School 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 event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. Staff induction for return to school includes information about the NHS Test and Trace process. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school 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 clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9. 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. <p>Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</p>			
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for caretaking staff are increased. 	Yes	<ul style="list-style-type: none"> Deep cleaning will take place during half term holiday Cleaners will clean all areas each evening. Caretakers hours adjusted to ensure cleaning of toilets and hard surfaces, door handles etc. throughout the day. Time is set for staff to clean equipment each day ready for use again. 	L

2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> Caretaker will monitor stocks each day. 	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes		L
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Yes		L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are sprayed and cleaned regularly. 	Yes		L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. 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. 	Yes	<ul style="list-style-type: none"> Guidance on testing has been emailed to all staff. Employee assistance scheme in place. 	L

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		<ul style="list-style-type: none"> Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the school's health provider. 			
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> 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. 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. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes		L
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	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Parent letter with guidance clearly stated has been sent and this information is on website. Guidance will be explained at staff training. 	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	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Guidance has been sent to staff and explained at staff training. 	L
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> All first aiders have up to date training. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Yes	<ul style="list-style-type: none"> 	L
2.7 Medical rooms					

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Medical rooms are not adequately equipped or configured to maintain infection control	M	<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	•	L
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. 	Yes		
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes		L
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<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; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<ul style="list-style-type: none"> • PPE is available to all staff for when needed. • All covered in staff training. 	L
3. Enhancing mental health support for pupils and staff					
3.1 Pupil behaviour					

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<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</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 and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • 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 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. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	<p>Yes</p>	<ul style="list-style-type: none"> • Pupils will be reminded through signs and verbal reminders constantly. • 'Help us all keep safe' points have been added to the behaviour policy. • Staff have attended training to be clear and consistent. 	<p>L</p>
<p>3.2 Classrooms and teaching spaces</p>					
<p>The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows in year 5 and 6. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	<p>Yes</p>		<p>L</p>
<p>3.3 Shared spaces</p>					
<p>The use of shared spaces (e.g. hall, dining room) risks different class group bubbles mixing</p>	<p>H</p>	<ul style="list-style-type: none"> • No more than one year group is scheduled to occupy a shared space at any one time. • Class group bubbles are kept at least 2 metres apart if occupying the same shared space. • Shared spaces are cleaned after use. 	<p>Yes</p>		<p>L</p>
<p>3.2 Movement in corridors</p>					

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<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>M</p>	<ul style="list-style-type: none"> • Class group 'bubble' arrangements are in place • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	<p>Yes</p>		<p>L</p>
<p>3.3 Break times</p>					
<p>Pupils may not observe social distancing at break times</p>	<p>M</p>	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	<p>Yes</p>	<ul style="list-style-type: none"> • Supervision levels are appropriate for age of children. 	<p>L</p>
<p>3.4 Lunch times</p>					
<p>Pupils may not observe social distancing at lunch times</p>	<p>M</p>	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Additional arrangements are in place, such as staggering lunch times, disposable containers, pupils eating in classrooms or other spaces. • Eating areas are cleaned after lunch. • Pupils eat lunch with others in their bubble. 	<p>Yes</p>	<ul style="list-style-type: none"> • Pupils have a 'playtime' slot in the playground. • Children are reminded of social distancing guidelines at the beginning of each lunchtime. 	<p>L</p>
<p>3.5 Toilets</p>					

Harden Primary School operational risk assessment for Full school reopening (Primary)

<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> • Pupils know that they can only use the toilet when it is their class's time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Additional supervision for younger children where necessary. 	<p>Yes</p>	<ul style="list-style-type: none"> • No more than 2 children will be allowed in the toilet at once. • Younger children will have adult supervision to ensure social distancing guidelines are adhered to. • Caretaking hours have been altered so bins can be emptied regularly. 	<p>L</p>
<p>3.6 Reception area</p>					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. • All parents and visitors are asked to wear face covering or a visor including in the playground. 	<p>Yes</p>	<ul style="list-style-type: none"> • Social distancing guidelines are clearly visible in the reception area. • Face covering requested from 2nd November 2020. 	<p>L</p>
<p>3.7 Arrival and departure from school</p>					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>M</p>	<ul style="list-style-type: none"> • Start and finish times are extended over 15 mins. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	<p>Yes</p>	<ul style="list-style-type: none"> • Reminders of social distancing are given on the weekly update. 	<p>L</p>

3.8 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	Yes		L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

Harden Primary School operational risk assessment for Full school reopening (Primary)

<p>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</p>	<p>H</p>	<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. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. 	<p>Yes</p>	<ul style="list-style-type: none"> • Guidance has been sent out to all parents. • Children's known health issues are discussed with parents. • Children who are classed as vulnerable or critically vulnerable are known to us. 	<p>L</p>
<p>4.2 Staff with underlying health issues</p>					
<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 are back working in school following the school measures put in place. 	<p>Yes</p>	<ul style="list-style-type: none"> • Current government advice is being applied. 	<p>L</p>
<p>5. Enhancing mental health support for pupils and staff</p>					
<p>5.1 Mental health concerns – pupils</p>					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>M</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 	<p>Yes</p>	<ul style="list-style-type: none"> • We have 2 staff members who are trained in mental health first aid. • Resources have been provided to help staff work with children. • Circle time is carried out at least once each week for each group or as need dictates. 	<p>L</p>

5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<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. 	Yes	<ul style="list-style-type: none"> Staff have access to the Employee Assistance Scheme and this is publicised throughout school and on email. 	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> Support is requested from other organisations when necessary. Staff can access Employee Assistance Programme. 	Yes		L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> Staff Training carried out and all procedures in staff handbook. Staff and pupils briefed in fire procedures. All staff have updated their fire marshall training. 	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> Plans are in line with social distancing measures 	L
6.2 Contractors working on the school site					

Harden Primary School operational risk assessment for Full school reopening (Primary)

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>M</p>	<ul style="list-style-type: none"> • 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. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • 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. • Temperature checks are carried out on arrival and before entering the school building. • 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. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • 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). 	<p>Yes</p>	<ul style="list-style-type: none"> • All adhered to. 	<p>L</p>
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7. Finance

7.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>M</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA or trust. 	<p>Yes</p>		<p>L</p>
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8. Governance

8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> Governing body meeting virtually. HT reports on school response to Covid 19. Chair is in contact with HT on a regular basis. 	L
Poor uptake of mass testing from staff	H	<ul style="list-style-type: none"> Staff positively encouraged to participate in mass testing Refer staff to guidance being sent out by PHE on the importance of mass testing in schools 	Y	<ul style="list-style-type: none"> Staff will be encouraged to share any concerns they have with a member of SLT 	M
Staff not reporting test results correctly	H	<ul style="list-style-type: none"> Clear procedures created for staff Procedures shared electronically and given to staff on collection of their test packs Question and answer sessions offered for staff unsure on any procedure Video links/reporting links shared electronically and via paper form Clear expectations of reporting results by staff 	Y	<ul style="list-style-type: none"> Microsoft forms created for test result reporting to school, to make it easy for staff to report this Forms created on Office@ account, so it can be accessed by a variety of staff if someone is absent from work Links for Microsoft forms shared electronically and via paper form 	M
A staff member causes injury to themselves when carrying out the test	H	<ul style="list-style-type: none"> Video of how to carry out the test shared Clearly explained on procedures to watch the video BEFORE carrying out the test Reporting of injury/non-clinical problem with the testing kits shared with staff electronically and via paper form 	Y	<ul style="list-style-type: none"> Procedures clearly state that injury should be reported and how to do this Procedures clearly state that non-clinical issues should be reported and how to do this 	M
Communication regarding Mass Testing is ineffective	H	<ul style="list-style-type: none"> Communication with staff via email – adding a read receipt where appropriate Zoom conversations with specific groups of staff Line managers share information with their team regarding the procedures for mass testing and what to do if they have any queries 	Y	<ul style="list-style-type: none"> SLT available to answer queries via phone, zoom or email Clear procedures support communication with staff, that can be referred to at any time 	M

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		<ul style="list-style-type: none"> Collection of test kit timetable created and shared with staff to ensure social distancing guidelines can be maintained followed Clear procedures created and shared about collection of kits to ensure social distancing guidelines are maintained and followed 	Y	<ul style="list-style-type: none"> Clear procedures support communication with staff, that can be referred to at any time 	M
Maintaining social distance during collection of test kits	H				