



Risk Assessment

Return to Site

Week Zero, Days One to Five

Expected on site – Leadership Group
Teaching staff
Support staff
Vulnerable pupils and children of key workers
Select groups of pupils in Years 10 and 12

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 25th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	DE	Job title:	Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors
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Date of assessment:	06.06.20	Review interval:	2 days	Date of next review:	08.06.20
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Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p>

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 of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	Medium Remote = Low	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. There will be a maximum of 114 pupils and students on site on any day in Weeks 0 and 1. Agreed new timetable and arrangements confirmed for relevant year groups. Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	<ul style="list-style-type: none"> Phased return for pupils has been proposed Detailed timetable is completed and being consulted on and will be agreed in Week -1 Remote learning continues 	Low
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	High Remote = Low	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per normal classroom or more in an enlarged space such as the hall/drama studio) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Year 12 students will be restricted to Pouchot, Year 10s to Dacre and vulnerable and key worker pupils to Waterlow All areas have been designated a colour and handbooks for each zone have been prepared and circulated for further questioning. 	Yes	<ul style="list-style-type: none"> Class spaces have been agreed. Maximum group size in regular classroom is 15 for Y12 / 12 for Y10 Maximum year group = 25% Chairs and tables will be removed before pupils return to school and replaced by exam desks. Extensive signage covering expectations will be in place Classroom protocols have been agreed and training will support their implementation Training on classroom protocols are part of induction for staff and students Students are being grouped with no mixing possible in Y10 and little mixing in Y12. 	Low
Large spaces need to be used as classrooms	Medium Remote = Low	<ul style="list-style-type: none"> Agreed limits set for large spaces (e.g. hall, drama studio, LRC) for teaching or gathering. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> Protocols for larger spaces will be built into planning Training on protocols are part of induction for staff and students. 	Low
1.3 Availability of staff and class sizes					

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)
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	<p>High Remote = Low</p>	<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. Detailed risk assessments are made for all staff who have personal circumstances that put them at greater risk be it due to health factors, ethnicity, age or specific status (pregnant). Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teachers on rotation for some zones in the school, teaching assistants and pastoral staff to supervise classes is in place. Staff should undergo test for COVID-19 should they show symptoms and self-isolate if required Use of temperature checks and questionnaires on entry to school A blended model of home learning and attendance at school is utilised until staffing levels improve. 	<p>Yes</p>	<ul style="list-style-type: none"> Health of staff discussed at every leadership group meeting as a standing item and followed up at SMG. All members of staff will undergo a return to school individual risk assessment interview with LG additional risk assessments will be done with those that require this. List of staff is known and is monitored by LG. Staff who are ill, isolating or shielding have been asked to email cover@wcsch.com .They will be asked to continue with remote learning from home where appropriate. Staffing is generous in Weeks 0 and 1 in order to ensure that staff can provide extensive supervision or cover at short notice if there are transport delays or feel or fall ill. 	<p>Low</p>
<p>1.4 Prioritising provision</p>					
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>	<p>Low</p>	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts who are vulnerable due to the lack of completion of work. 	<p>Yes</p>	<ul style="list-style-type: none"> SEND, etc pupils have been set appropriate work, SEND team has been monitoring Definition of vulnerable children expanded by LG, 18th May to encourage learners who have been less engaged to attend school. Vulnerable pupils will be allocated a separate entrance (Reception) and building (Waterlow) when other cohorts return. 	<p>Low</p>
<p>1.5 The school day</p>					

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)
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people in all zones on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	<p>Yes</p>	<ul style="list-style-type: none"> • Pupils are being timetabled so that they are not all in at the same time. • Different entrances and buildings are being used for different cohorts. • Plan is to use Back Gate / Pouchot for Yr 12 (Yellow), Main Gate / Dacre for Yr 10 (Blue) and Reception / Waterlow for vulnerable (Green). • Signs have been put up throughout the school. • Tape / Bespoke signage will be used on the floor in appropriate places, • Planning includes staffing outside of school in key locations close to our site where pupils might congregate before or after school. • Video sent to pupil to educate them as to expectations. 	<p>Low</p>
<p>1.6 Planning movement around the school</p>					
<p>Movement around the school risks breaching social distancing guidelines</p>	<p>High</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage will be in place to clarify circulation routes. • 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. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Levels of supervision will be extensive both inside and outside of lessons. 	<p>Yes</p>	<ul style="list-style-type: none"> • Circulation plans and one-way system will be explained on training days and signs will be put up to make it clear which direction to go in and which areas are out of bounds • Staff and signage will remind students about distancing, this will be emphasised at both the training for staff and for students. • No student or staff member can be in school without training. 	<p>Low</p>

1.7 Curriculum organisation					
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>High</p>	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	<p>Yes</p>	<ul style="list-style-type: none"> • Pupils in years 10 and 12 will be have some supervised 'face-to-face' contact with staff at school, for the rest of term in order to support their learning and to catch up with work. • Years 7 to 9 will continue with remote learning. • Quality of work and submission rates are monitored by LG • Plans are enacted to raise submission rates for all pupils. • Tutorials will link with remote learning in order to secure improved learning from online learning and greater submission rates. 	<p>Low</p>
1.8 Staff workspaces					
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>Low</p>	<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. • ML have agreed layouts of departmental offices with their LG line manager to ensure social distancing can be maintained. • Purple zone covers all spaces not occupied by students with specific protocols in place within these zones 	<p>Yes</p>	<ul style="list-style-type: none"> • The staff room is small and will be used as a medical room. Signs will be up reminding staff about social distancing. • Staff will have access to their offices and a departmental classroom. • LRC and 6th Form Common Room will be used by staff when on breaks. • LG LM will sign off on plans for accessing offices and use of departmental classrooms in the purple zone • School Office is out of bounds for almost all staff. 	<p>Low</p>

1.9 Managing the school lifecycle					
<p>Limited progress with the school's summer term calendar and workplan because of COVID-19 measures</p>	<p>Low</p>	<ul style="list-style-type: none"> • School calendar for the summer term rationalised. • Leadership Group (LG) and staff workplans to include short- and medium-term planning. • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed. 	<p>Yes</p>	<ul style="list-style-type: none"> • Summer calendar has been minimalised. • LG meets twice a week. Also regular meetings held throughout the management structure. • Recruitment has been continuing as normal (with on-line interviews) • Work on timetable started w/c 4th May and is moving forward effectively. 	<p>Low</p>
<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>	<p>Low</p>	<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school will be available for parents and pupils. • Online induction days for pupils and parents are planned. 	<p>Yes</p>	<ul style="list-style-type: none"> • An induction programme has been planned for students starting Year 7 in September. • Plans for a summer school for Year 6 have been discussed but not finalised. • Y11s both within school and outside the school have access to key transition material. 	<p>Low</p>
1.10 Governance and policy					
<p>Governors are not fully informed or involved in making key decisions</p>	<p>Low</p>	<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing body Strategy Committee and nominated COVID Lead Governor are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. • H and S Governor has made a visit to the school to make checks on how effectively plans have been put into action. 	<p>Yes</p>	<ul style="list-style-type: none"> • Governors' meetings continue online. • Headteacher is in regular contact with governors and the Strategy Committee and COVID Led Governor receive daily updates to staff. • Key Governors have access to the Headteacher's weekly briefing and daily update. • Head and relevant Governors have meetings at least weekly. • Regular updates are emailed and uploaded by Gordon Carver to Governorhub. 	<p>Low</p>

1.11 Policy review					
<p>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</p>	<p>Low</p>	<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. Staff and pupils/students will be given bespoke COVID-19 handbook to cover planning and specific policies related to return to school 	<p>Yes</p>	<ul style="list-style-type: none"> RAs are being written and shared before each return phase. A revised behaviour for this specific period has been created and new fire procedures have also been developed. Other policies are not being re-written but new protocols are in place and staff, pupils and parents are being briefed before returning to school. 	<p>Low</p>
1.12 Communication strategy					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	<p>Medium</p>	<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 Foundation LDBS Local authority Professional associations Other partners 		<ul style="list-style-type: none"> There is constant communication between staff, pupils, parents and governors. All parents can email enquiries@wcsch.com with any questions they have. The website and social media accounts are kept up to date with relevant information and pupils and parents have been advised to monitor it. Extensive consultation has taken place with staff on all aspects of our planning. Regular updates are provided in meetings and weekly video briefings. Line Management structures are used to share information and ask questions. Use of surveys with staff, pupils and parents are used. HT Forum used as a mechanism to engage parent community. 	<p>Low</p>

1.13 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>Low</p>	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. 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 		<ul style="list-style-type: none"> A staff training day has been arranged prior to the return of pupils and all these issues will be covered then Plans for each area are released in Week -2. Staff handbook is distributed to staff in Week -1 and training programme supports the detail in this document Training for staff continues through Week 0 for staff. 	<p>Low</p>
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>Low</p>	<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. 		<ul style="list-style-type: none"> Staff beginning before 01.09.20 will receive training and induction in Week 0 if possible. 	
1.14 Free school meals					
<p>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school</p>	<p>Low</p>	<ul style="list-style-type: none"> A member of the school’s administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. Families will continue to receive vouchers because of the financial hardships caused for many families. 	<p>Yes</p>	<ul style="list-style-type: none"> Edenred scheme is being used by the majority of those eligible. Physical vouchers have been bought to be used in exceptional circumstances. 	
1.15 Risk assessments					
<p>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.</p>	<p>Low</p>	<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 breaktimes Hygiene practice and guidance Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	<p>Yes</p>	<ul style="list-style-type: none"> Year 12 will use the vehicle gate and Pouchot (Yellow zone), Year 10 to use the main gate and Dacre first floor only (Blue zone) and vulnerable pupils will use reception, taking them straight into Waterlow (Green zone). Movement round the school will signposted as one way where possible. Levels of supervision will be high to prevent breaches of social distancing. 	<p>Low</p>

				<ul style="list-style-type: none"> Lunch will be available to students on their departure. 	
1.16 School transport					
<p>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</p>	Medium	<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. 	No	<ul style="list-style-type: none"> The school's location means that almost all pupils use TfL. This is especially so now that the congestion Charge has been reintroduced. Morning arrival is likely to cause more issues than departure times. Review of practice around dealing with lateness will occur during Week +1. 	Medium
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	Low	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> Cleaning has continued on a daily basis whilst lockdown has been in place. Site staff and cleaning staff are directed to clean areas that have been opened before and after use. There will be a further deep clean before staff and pupils return focusing on areas where staff have expressed some concern.. 	Low
2.2 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	Low	<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"> Additional supplies have been ordered and are due to arrive early w/c 18th May. Business Manager to conduct audit on Wednesday of Week -1 before pupils arrive. 	Low
<p>Pupils forget to wash their hands regularly and frequently</p>	Low	<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. 	Yes	<ul style="list-style-type: none"> Pupils will be sent to wash their hands upon arrival and sanitiser will be available in key points through the 	Low

		<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 		<p>school, including entrances and classrooms.</p> <ul style="list-style-type: none"> Posters are already up Hygiene will be reinforced at training days Students and staff will be reminded 	
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	Medium	<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 and staff. 		<ul style="list-style-type: none"> Parents will be encouraged to wash children's clothes every day where that is possible. Pupil handbook and training for pupils will include information about expectations on wearing their uniform Pupils will not be required to wear blazers. 	Medium
The use of fabric chairs may increase the risk of the virus spreading	Low	<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	<ul style="list-style-type: none"> Classrooms have hard chairs. Where there are computer terminals with soft chairs, use will be minimised or chairs will be allocated to specific users. 	Low
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	High	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	No	<ul style="list-style-type: none"> Return to school interviews provide staff with an opportunity to share views on testing and information on whether tests have been conducted. The school may invest in antibody tests should feedback be that this would support staff wellbeing and the costs are not prohibitive. Specific question will be asked in the return to the school site interviews. 	Medium
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Medium	<ul style="list-style-type: none"> Temperature testing will take place on entry to the school site. 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 	Yes	<ul style="list-style-type: none"> Any student arriving on site displaying symptoms will be sent home. Specific plan for the schools' process – in line with 	Low

		<p>and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</p> <ul style="list-style-type: none"> • 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. 		<p>Government guidance – will be followed and will be in the staff handbook.</p> <ul style="list-style-type: none"> • Records of attendance and absence will be maintained absence followed up. • Guidance is clearly set out in Coronavirus (COVID-19): guidance for educational settings. It will be included in instructions to staff. • If a student or member of staff is confirmed with the case then all those who have come into contact on the school site will be traced and instructed to self-isolate. • The school will immediately inform Public Health England and follow the guidance of their local health protection team’s advice. • If a student is found to have become infected a deep clean will take place in the whole of the zone they have been in attendance in. 	
<p>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</p>	<p>Medium</p>	<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. 	<p>Yes</p>	<ul style="list-style-type: none"> • There have been frequent communications with parents and pupils via emails, bulletins and the website. These will continue. A day will be taken for staff training and another for pupil training before the next return phase. • HT will hold two Parents’ Forums before re-opening to Y10/12 begins • Plans and risk assessments have been shared with staff. Training based on a staff handbook will be completed. • LG will create videos for staff, and pupils/parents ahead of a larger re-opening • HT will create a video briefing for parents in order to help 	<p>Low</p>

				them understand the safety protocols in place.	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Low	<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"> When a pupil or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.. Public Health England will be informed and a local investigation team will guide next steps for the school. As above, the zone the affected person has been in will be deep cleaned if a students. 	Low
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	Low	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools will be agreed 	Yes	<ul style="list-style-type: none"> Office staff will be on site when pupils are there. Generous staffing means that the numbers of first aiders on site might be high. 	Low

2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	Medium	<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. • All first aiders will be expected to use full PPE. 	No	<ul style="list-style-type: none"> • Medical room is only large enough for one pupil. The staff room will be set up as a supplementary medical room. • If someone develops Covid-19 type symptoms while on site they will be isolated in a room behind a closed door whilst awaiting collection. Details will be provided in the staff handbook.. 	Low
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Low	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, 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	<ul style="list-style-type: none"> • Frequent communication with parents and carers. • At LG meeting decided to share aspects of RAs with parents before pupils return. • Website is regularly updated. 	Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Low	<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	<ul style="list-style-type: none"> • As above. 	Low
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	Low	<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.; 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 has been ordered and has arrived. • There is already a stock on site, SBM to audit before staff and pupils return. • PPE will be available for those staff who want it. • All staff will be reminded of the importance of hygiene 	Low

3. Maximising social distancing measures					
3.1 Pupil behaviour					
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>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 and floor markings • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Lunchtime (if agreed to) will be structured to support social distancing and will be 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. • Generous staffing levels will mean extensive supervision within and outside of the classroom. Opportunities for pupils to away from the direct supervision of adults are very few. 	<p>Yes</p>	<ul style="list-style-type: none"> • There will only be a short break time. There will be no lunch break. • Behaviour policy has been rewritten for Covid-19. • Training for staff and students will include specific details of changes to the behaviour policy. • Additional staff may be on standby should this be required. 	<p>Medium</p>
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>Low</p>	<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • LG will be complete inspections in Week -1 to ensure that the school is fully compliant. • Arrangements are reviewed regularly. 	<p>Yes</p>	<ul style="list-style-type: none"> • Limited numbers of rooms will be open. • Maximum group size is 15. • Chairs will be removed from classrooms before pupils return • Arrangements will be monitored by LG 	<p>Low</p>

3.3 Movement in corridors					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • 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. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	<p>Yes</p>	<ul style="list-style-type: none"> • Classrooms in use and circulation routes will be finalised before pupils arrive in school. • One way system in operation • Clear signage in place. • Minimal movement round school. • Maps of the school will be issued and also placed in classrooms. • Staffing levels are generous to ensure that all breaches can be dealt with swiftly and effectively. 	<p>Low</p>
3.4 Break times					
<p>Pupils may not observe social distancing at break times</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Movement between lessons is restricted. • External areas are designated for different groups at the start and end of the school day. • 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"> • Signage to be prepared and put up before pupils arrive on site. • Training for staff and students will support plans. • Not having a lunchtime will remove the chance for significant interaction outside classrooms. 	<p>Low</p>
3.5 Lunch times					
<p>Pupils may not observe social distancing at lunch times</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Pupils will be able to collect a grab bag as they leave the site.. 	<p>Yes</p>	<ul style="list-style-type: none"> • Arrange sandwich grab bag provision with Caterlink. 	<p>Low</p>
3.6 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>Low</p>	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored constantly by staff. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a 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 and pedal bins will be purchased so that there are four in each zone of the school.. 	<p>Yes</p>	<ul style="list-style-type: none"> • Specific toilets will be allocated to specific year groups. • Signs will be put up reminding people of social distancing • Specific floor signage will be placed outside the toilets at 2m intervals • Toilets will be cleaned during the day, monitored for soap 	<p>Low</p>

		<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 		and hand towels and bins will be emptied.	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	High	<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	<ul style="list-style-type: none"> Medical room will be cleaned whenever it has been used. It is too small for more than one person at a time. Staffroom has been designated as an auxiliary medical room. 	Low
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Low	<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. Staff will be placed in areas outside of school at peak times of arrival and departure to ensure social distancing guidelines are adhered to. 	Yes	<ul style="list-style-type: none"> Pupils are not using reception to enter school. Door is controlled by reception staff who will be reminded to limit visitors Entrance zone has been marked out. Deliveries by vehicle will be sent to the vehicle gate outside of times when used by Y12 for entry into school. Visitors will not be kept in reception any longer than possible. Conference room can be used as an overspill in exceptional circumstances 	Low
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	Medium	<ul style="list-style-type: none"> Start and finish times are staggered for different groups of pupils. 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. 	Yes	<ul style="list-style-type: none"> Different groups will use different entrances and exits. 2m markings will be in place Entrances will be monitored by LG Staff will be on duty in the local area 	Low

3.10 Transport					
<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>High</p>	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	<p>Yes</p>	<ul style="list-style-type: none"> Pupils will be reminded about social distancing on the way to and from school. Parents will be asked to support the school by ensuring that their children are aware of expectations on the way into school. Pupils' departure from school will be heavily supervised to ensure only the allowed number of pupils will be allowed onto buses. Face masks can be issued to students TfL will publish guidance about how it will be operating. Numbers using public transport means risk remains high. The Government has advised that, from 15th June, all users of public transport will be required to wear a face covering. LG will monitor published usage levels on TfL. 	<p>High</p>
3.11 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>High</p>	<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. Staff have been allocated rooms in the Zone handbooks. The staff room has been redesignated as an auxiliary First Aid room. 	<p>Yes</p>	<ul style="list-style-type: none"> Consultation has taken place with middle leaders to ensure they have had ownership of the set up of their spaces. 	<p>Low</p>

4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
<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>Low</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"> • There will be a separate plan for any pupil who we know to be clinically vulnerable or extremely vulnerable should they arrive in school. 	<p>Low</p>
4.2 Staff with underlying health issues					
<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>Low</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 working from home in line with national guidance. • Current government guidance is being applied. 	<p>Yes</p>	<ul style="list-style-type: none"> • Staff with underlying health issues have already advised the Headteacher. They will remain at home and continue with remote learning. • All staff will have a return to school site risk assessment meeting with a member of the LG. • Those deemed to be more at risk will have an extended meeting and adjustments made. 	<p>Low</p>
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<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>Medium</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • Online learning has included regular signposting to practices and sites that can support better mental health. • Regular welfare checks have flagged up situations where pupils or their families have been suffering poorer mental health. 		<ul style="list-style-type: none"> • Training for staff and students will include support from professional mental health experts. 	<p>Medium</p>

		<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. • Staff will be trained on key signs from pupils that are indicative of their mental health being adversely affected, 			
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	Medium	<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 through the weekly WCS Teaching and Learning bulletin. • A weekly or sometimes more frequent zoom meeting has been organised by staff to support positive mental health. 		<ul style="list-style-type: none"> • Staff will be surveyed in week +1 or week +2 to gauge their wellbeing. • Structure for monitoring staff wellbeing during lockdown will be replicated when back at school • A programme of support is in place for Week 0 and beyond. • Access to online counselling 	Low
Working from home can adversely affect mental health	Medium	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Opportunity to visit the school site during Thursday and Friday of Week -1 has been put in place. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 		<ul style="list-style-type: none"> • Structure for monitoring staff wellbeing during lockdown will be replicated when other staff are back at school whilst some remain at home. 	Low
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	High	<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. 		<ul style="list-style-type: none"> • Mechanisms are well established to support staff and pupils/students who are bereaved 	Medium

6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
<p>Educational provision must still be maintained for priority children when the school reopens</p>	<p>Low</p>	<ul style="list-style-type: none"> • Current government guidance is being followed. School is re-opening for these children on Thursday 21st May. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. All parents were contacted w/c 11th May and w/c 1st June. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. This has not been requested by any parents. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. School is open over half term. 	<p>Yes</p>	<ul style="list-style-type: none"> • 	<p>Low</p>
7. Operational issues					
7.1 Review of fire procedures					
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>Medium</p>	<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. 	<p>Yes</p>	<ul style="list-style-type: none"> • Training will be provided for staff on 15.06.20 • Years 10 and 12 will be escorted to their normal muster points in the playground. . Muster points will be marked as a reminder to maintain a 2m gap Cars will be parked next to the canteen so that there is plenty of space. Vulnerable and key worker pupils will be escorted to the forecourt via designated exits. Details will be published in the staff handbook. • If an off-site evacuation is required, all pupils will be escorted to Castle Lane. • Accurate registers will be kept of students on site and these will be used to ensure 	<p>Low</p>

				buildings are clear. This needs to be communicated to staff. <ul style="list-style-type: none"> Lack of fire marshals means due clearance procedures will not be used. 	
Fire evacuation drills - unable to apply social distancing effectively	Medium	<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"> Signs to go up in playground showing temporary muster points for pupils on site for vulnerable pupils, 10s and 12s return. Evacuation procedures to be included on training days. 	Low
Fire marshals absent due to self-isolation	Low	<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	<ul style="list-style-type: none"> Restricted number of areas open means there should be enough fire marshals to monitor open areas. 	Low
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	Low	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	<ul style="list-style-type: none"> Site has been open throughout. 	Low
Statutory compliance has not been completed due to the availability of contractors during lockdown	Medium	<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	<ul style="list-style-type: none"> Maintenance and safety procedures have been carried out during lockdown as the site has been open. Business Manager to audit with premises manager before pupils return. 	Low

7.3 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>Low</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. • No additional control measures are required to keep staff, pupils and contractors safe. Contractors will not be allowed into student occupied areas whilst students are on site • Assurances will be 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; we already use a different entrance for contractors. Contractors will not be allowed to enter the site at the same time as the pupils. • 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 		<ul style="list-style-type: none"> • 	<p>Low</p>
8. Finance					
8.1 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>Low</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. • school 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. 	<p>Yes</p>	<ul style="list-style-type: none"> • 	<p>low</p>

9. Governance					
9.1 Oversight of the governing body					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>Low</p>	<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. 		<ul style="list-style-type: none"> • 	<p>Low</p>
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
		<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • 	
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