

Edge Hill Academy

COVID-19 Risk Assessment

To read in conjunction with the Fierte COVID-19 Risk Assessment

January 2022

COVID-19: Operational risk assessment for Edge Hill Academy (January 2022)

Please note: this risk assessment should be undertaken in conjunction with the most recent guidance for schools

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Implementing preventative measures in education settings](#)

Assessment conducted by:	Michael Mander	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of initial assessment:	September 2021	Latest Reviewed	January 2022	Date of next review:	April 2022
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Related documents	
Trust/Local Authority documents:	Government guidance: Guidance for full opening: schools Guidance for full opening: special schools Planning guide for early years and childcare settings Planning guide for primary schools Guidance for secondary school provision Contingency framework.
Local Note	Due to ongoing changes to government guidance please refer also to the Outbreak Emergency Plan

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
Likely impact	Major: Causes major physical injury, harm or ill-health.	Probable	Possible	Remote
	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. It is no longer necessary to keep children in Bubbles. Establishing a systematic approach to managing					
1.1 Organisation of teaching and communal spaces					
Following the return to school and normal operation classrooms sizes will contribute to rise in COVID numbers	M	<ul style="list-style-type: none"> Classrooms kept well ventilated. Doors and windows kept open. Staff organise classrooms to reduce the need to walk around. Enhanced cleaning of classrooms and all communal areas and touchpoints. All classrooms have CO2 monitors and these are monitored daily. Staff have received training on how to improve ventilation using the monitors to trigger prompt action 	Yes	<ul style="list-style-type: none"> Following further guidance from the government we will identify poorly ventilated spaces and take steps to improve air flow in these areas. 	L
Large spaces need to be used to enable meetings and meal times	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining room) for meetings and school dinners. (pupils separated into classes) Large gatherings permitted until a rise in numbers and Outbreak Emergency Plan initiated. Design layout and arrangements in place to reduce mixing. 	Yes	<ul style="list-style-type: none"> If there is a rise in numbers and Thresholds are met additional measures will be implemented following advice from the LA Outbreak Control Team Assemblies suspended Bubbles reintroduced where necessary 	L
1.2 Availability of staff and class					
The number of staff who are available is lower than that required to teach classes in school	H	<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. 	Yes	<ul style="list-style-type: none"> Mixing of year group staff reduced. Staff Meetings on Teams See Outbreak Management Plan for further information 	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)
and operate effective home learning		<ul style="list-style-type: none"> Full use is made of testing to inform staff deployment. All staff take Lateral Flow Tests twice a week and report. Outbreak Management Plan and Health and Safety Policy will be implemented if staff available fall below safe numbers for supervision 			
1.3 Prioritising provision					
The continued prioritisation of vulnerable pupils and other children who have to shield or self-isolate.	H	<ul style="list-style-type: none"> See Outbreak Management Plan. (Spring 2022) Plans are in place to meet the learning needs of the children who are unable to attend school due to self-isolation or shielding through Class Teams or Work Packs (See Remote Learning Policy) Pastoral and SEND support is deployed wherever possible to support prioritised pupils. 	Yes	<ul style="list-style-type: none"> Staff will provide remote learning activities to all children who have to isolate on the day after school is informed of the isolation period. Only on LA and PHE advice the school may have to introduce further measures including or reintroduction of bubbles. Closing a class or year group. Carrying out a 'Deep Clean 	L
1.4 The school day					
<p>The start and end of the school day increase risk of transmission.</p> <p>Pupils and parents congregate at exits and entrances which increases the risk of transmission.</p>	M	<ul style="list-style-type: none"> Different entrances/exits are used for different groups when on the school playground. Gates to playground opened earlier to give additional time for children to enter the playground which reduces congestion. <p><u>Following implementation of Outbreak Emergency Plan.</u></p> <ul style="list-style-type: none"> Parents wear masks on the school site unless they have health reasons not to do so. Playground separated into Year group zones. <ul style="list-style-type: none"> Weekly messages to parents stress the need for social distancing at arrival and departure times. Staff on duty at beginning and end of day to monitor arrival and departure and advice parents/visitors. 	Yes	<ul style="list-style-type: none"> Outbreak Emergency plan implemented when threshold has been met and local context considered LA control team contacted for additional advice 	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)
1.5 Planning movement around the school					
Movement around the school increases the risk of transition	M	<ul style="list-style-type: none"> Year groups enter through different doors and routes to classrooms to reduce mixing of year groups.. Pinch points and bottle necks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. <p><u>Following implementation of Outbreak Emergency Plan.</u></p> <ul style="list-style-type: none"> Movement around school reduced and managed to ensure classes do not cross in corridors. One way system introduced during Tuck shop 	Yes	<ul style="list-style-type: none"> All staff, children and parents to be notified of changes as soon as possible. 	L
1.6 Curriculum organisation					
Pupils will fall behind further during self-isolation and achievement gaps will widen	H	<ul style="list-style-type: none"> The curriculum content and delivery has been reviewed to meet children needs including academic, RSE, PSHE and Mental Health Gaps in learning will be assessed in a timely and appropriate way and addressed in teachers' planning. Remote learning will continue for those who need it and is calibrated to complement in-school learning and address daps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning funded by COVID catch up grant. Out of school hours remote tuition provided by staff Staff structure has been reorganised to ensure that highly trained TA's provide a programme of interventions for each year group. 	Yes	<ul style="list-style-type: none"> 	M

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)
Children will not be able to participate in sporting activities as planned		<ul style="list-style-type: none"> During normal operations a full programme of sports activities and curriculum will be implemented. Clubs and competitions will take place. <u>Following implementation of Outbreak Emergency Plan</u> <ul style="list-style-type: none"> Sports Clubs and competitions may be suspended or limited 		<ul style="list-style-type: none"> 	
1.7 Staff workspaces					
Staff rooms and offices may contribute to the transmission of the virus	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations remains in place to reduce transmission. Enhanced cleaning during the day Staff have been briefed on the use of these rooms. 	Yes	<ul style="list-style-type: none"> All meetings are held remotely via Teams 	L
1.8 Managing the school lifecycle					
Limited progress with the school's autumn term calendar and workplan because of implementation of restrictions	M	<ul style="list-style-type: none"> School calendar and plan for the autumn term initially organised to reflect the full opening of school. <u>Following implementation of Outbreak Emergency Plan.</u> <ul style="list-style-type: none"> reviewed to reflect guidance Assemblies, Clubs, etc. suspended as required School trips, visits, etc. postponed if necessary Autumn Term Parents Evening to be carried out via Teams 	Yes		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)
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<u>Summer term:</u> <ul style="list-style-type: none"> A plan is in place for pastoral staff to follow up transition of vulnerable children into Y7 Y2 staff to liaise with y3 staff to ensure high standards and consistency are maintained 	Yes	<ul style="list-style-type: none"> Transition activities and Summer schools to be organised in liaison with Y7 staff as part of coordinated approach. 	L
1.9 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"> On the reopening on school policies implemented as normal <u>Following implementation of Outbreak Emergency Plan.</u> <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 to be briefed accordingly. 			L
1.10 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to new procedures and precautions introduced at short notice	H	<ul style="list-style-type: none"> SLT have revised and adapted organisation and Parents and carers have been notified as soon as possible via letters and Texts. These will also be posted on the website. All children have access to Class Teams as required Staff have weekly updates via staff meetings and CPD <u>Following implementation of Outbreak Emergency Plan.</u> <ul style="list-style-type: none"> Communication via email and Teams is used for staff meetings/CPD and daily communication All parents – Office staff have emails of parents to send information. Guidance and information posted on the school websit 	Yes	<ul style="list-style-type: none"> 	L
1.11 Staff induction and CPD					

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)
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> All staff receive a programme of induction on appointment Staff meetings and CPD to be continued weekly face to face or through Teams if necessary Staff receive ongoing training and annual updates These focus on operational issues and training in <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"> 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school. New staff to visit school to meet with mentor in person or virtually The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> New staff have been contacted and initial information provided. Further induction to be provided when possible 	L
1.12 Risk assessments					
Risks are not comprehensively assessed in every area of the school and this is increased when additional restrictions and precautions are implemented	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken on a regular basis and any new activity is risk assessed prior to starting. All school trips are risk assessment and approved. Staff receive training on writing risk assessments and understand their responsibilities. <p><u>Following implementation of Outbreak Emergency Plan</u></p> <ul style="list-style-type: none"> The SLT will monitor cases on a daily bases according to PHE and LA guidance and changes to organisation and operations will be made to reduce transmission of the virus All activities during the period of enhanced measures will risk assessed and postponed or changed to ensure measures are followed 	Yes	<ul style="list-style-type: none"> See Outbreak Management Plan for further information 	L
1.16 School transport					

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)
If children travel to other venues on the bus transmission of the virus may be increased	N/A	<ul style="list-style-type: none"> During normal operating condition. Approved bus companies will be used and staff will assess these a part of the trip assessment The details of how pupils will travel to and from school are known prior to opening. <p><u>Following implementation of Outbreak Emergency Plan.</u></p> <ul style="list-style-type: none"> Each trip will be considered and risk assessed During enhanced measures school visits will using coaches will be postponed 		<ul style="list-style-type: none"> 	
2. Hygiene and Cleaning Arrangements					
2.1 Cleaning					
Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> There are sufficient staff to complete cleaning on a daily basis following guidance and cleaning schedule. An enhanced daily cleaning plan is agreed and implemented which minimises the spread of infection. Additional cleaning is provided during the day to ensure that communal areas and touch points are regularly cleaned. Working hours for cleaning staff are reviewed to include cleaning during the day. Tables are regularly cleaned by staff in the classrooms. 	Yes	<ul style="list-style-type: none"> Dining tables cleaned between sittings. 	L
2.2 Hygiene and handwashing					
Maintaining sufficient 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 regularly 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. Hand Sanitisers at photocopiers to be used prior to use. 	Yes	<ul style="list-style-type: none"> Children are regularly reminded to washy their hands 	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)
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	<ul style="list-style-type: none"> Monitor compliance and consistent implementation. Schedule in place 	L
2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. All staff take part in Lateral Flow Testing 2x per week. School is notified via email so prompt action can be taken. All staff are encouraged to have 2 vaccinations 	Yes	<ul style="list-style-type: none"> 	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. 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 staff or pupils who have a positive PCR test in staff or pupils is reported to the trust or local authority. 	Yes	<ul style="list-style-type: none"> Staff and parents reminded of responsibility if exhibit symptoms or may have come in close contact with a positive case See Outbreak Management Plan for further information. 	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"> All stakeholders informed of procedures. Available on website, emailed and signage, etc. to remind parents 	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)
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"> The school will follow guidance in the schools Outbreak Management Plan and liaise with the LA outbreak Team and PHE as required. The headteacher will take additional precautions as they deem necessary depending on context and circumstances. 	L
2.4 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> The school has a programme of First Aid training to ensure we are meeting requirements. Staff are receiving updated First Aid training as necessary. A programme for training additional staff is in place if necessary. The DSL regularly monitors all children in particular VC and is notified of any other concerns by staff as necessary. During normal operating the DSL meets face to face if possible but uses Teams during enhanced precautions to ensure Safeguarding compliance. 	Yes	<ul style="list-style-type: none"> Class Teams provides staff and children an additional method in through which to ensure communication and ability to take prompt action if they have to self-isolate. 	L
2.5 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Only 1 child to use the medical room at a time 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. 	Y	<ul style="list-style-type: none"> Staff will wear appropriate PPE as required 	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)
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Advice from PHE and the LA Outbreak Management team passed onto staff when received in response to increase in positive cases. Key messages in line with government guidance are reinforced regularly via email, text and the school's website. 	Y	<ul style="list-style-type: none"> 	L
2.6 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> During normal operating staff will wear suitable PPE to deal with First Aid and spillages, etc. <p><u>Following implementation of Outbreak Emergency Plan and guidance from PPE</u></p> <ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	<ul style="list-style-type: none"> Current guidance is that it is no longer necessary to keep pupils in bubbles. However the Outbreak Management plan covers the need to temporarily reintroduce bubble. E.g. during a local outbreak 	L
3. Ensuring the wellbeing and welfare of children					
3.1 Pupil behaviour					

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)
Pupils' behaviour in school does not comply with school expectations and school rules	H	<ul style="list-style-type: none"> The school will implement all social health and wellbeing policies. The school behaviour, anti-bullying and safeguarding policies are fully implemented and reviewed a regular basis. All staff receive ongoing CPD and regular updates in ensuring all children receive the support they need. The school has well embedded systems to support children to support wellbeing and self-esteem. The movement of pupils around the school is minimised. <p><u>Following implementation of Outbreak Emergency Plan</u></p> <ul style="list-style-type: none"> Bubbles may be introduced if necessary The introduction of face coverings may be introduced in communal areas. 	Y	<ul style="list-style-type: none"> See Outbreak Management Plan for further information. 	L
3.2 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks increasing transmission of virus	H	<p>During normal operations</p> <ul style="list-style-type: none"> Numbers kept to a minimum. Windows open for ventilation. <p><u>Following implementation of Outbreak Emergency Plan</u></p> <ul style="list-style-type: none"> All parents and visitor should wear a mask in communal areas and on site. Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. Parents are asked to visit reception after 9.00am and 3.30pm when all children have left school. 	Yes	<ul style="list-style-type: none"> 	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)
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
All pupils attending school and Pupils with underlying health issues or those who are shielding are not able to attend school	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Remote learning is provided through Class Teams or through regular packs to support these children. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. Schools have a regularly updated register of pupils with underlying health conditions. DSL in regular touch with vulnerable children and Teams 'worry box' available for all children 	Yes	<ul style="list-style-type: none"> Shielding requirements have suspended. 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups 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. Pregnancy: A risk assessment has been agreed with pregnant staff to ensure risks are minimised. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	Yes	<ul style="list-style-type: none"> Additional Risk Assessment written for Highly vulnerable staff (Pregnancy) will be completed. 	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)
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> The curriculum has been reviewed and implemented to remain broad and balanced whilst supporting children's wellbeing and mental health. Additional provision and interventions have been implemented Children at home will be provided with remote learning using Class Teams. The DSL and DDSL in regular contact with children and families Communication between staff & DSL robust following up regular contact with all children and parents There are sufficient numbers of trained staff available to support pupils with mental health issues. A member of staff is available to provide individual counselling and support There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health The Trust provides targeted support that is coordinated by DSL Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies, Resources/websites to support the mental health of pupils are provided. 	Yes		L
5.2 Mental health concerns – staff					

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 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	H	<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	•	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	•	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<p>During normal school operations</p> <ul style="list-style-type: none"> The School Fire Drill and Evacuation policy and procedures is implemented fully A fire drill is carried out termly. All staff have received training and clearly understand their responsibilities The alarm and emergency lighting is tested according to requirements. <ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to address needs if Outbreak Management Plan implemented Annual Fire Risk assessment completed January 2022 	Yes	<ul style="list-style-type: none"> HT reviewed Evacuation and Fire Escape policy. New Assembly point marked on playground <ul style="list-style-type: none"> 	L
6.1 Contractors working on the school site					

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)
Contractors on-site whilst school is in operation may pose a risk increase transmission of the virus	H	<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 <p><u>Following implementation of Outbreak Emergency Plan</u></p> <ul style="list-style-type: none"> • Alternative arrangements will be considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • All visitors will wear face mask in communal areas. • 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). 	Yes	<ul style="list-style-type: none"> • HT & Site supervisor to administer 	L
7. Finance					
7.1 Costs of the school's response to COVID-19					

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 costs of additional measures and enhanced services to address the impact of COVID-19 including staffing when they have to self-isolate.	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 have been identified and additional fund made available. Additional hours implemented for cleaning during the school day Additional COVID-19 related costs are being monitored and options for reducing costs over time and as guidance changes are under review. Additional sources of income/grants are identified by the Trust central and have been used to provide sufficient resources and additional staff to meet school needs The school's projected financial position has been shared with governors and trust. 	Yes	•	L
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. Governors not fully involved in making key decisions	M	<ul style="list-style-type: none"> A programme of meetings is established and aligned to Trust expectations. Meetings are all held virtually Group meetings and 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. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The headteachers 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. The Trust oversees the operation and efficacy of the local governing board 	Yes	•	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)
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Transmission of virus using Forest Schools equipment and use of Trim trail.	H	<ul style="list-style-type: none"> • Forest school now available to all children • Children attend in their pods and sessions held outside • Social distancing maintained • Trim trail available for all children <u>Following implementation of Outbreak Emergency Plan</u> <ul style="list-style-type: none"> • Review of use of external equipment will be carried out and additional cleaning implemented if necessary • Suspend use of Trim trail and outside equipment if necessary 	Yes	•	L
School Dog	H	<ul style="list-style-type: none"> • Kept under supervision at all times. • School Animal risk assessment is followed • Children reminded of how to behave around the dog. 		•	L
School animals	H	<ul style="list-style-type: none"> • Children not to clean out or feed animals during period of additional measures. • Sanitiser available at all times • Children supervised at all times by staff. 		•	L