



COVID-19: Risk assessment for school reopening – under constant review

Please note: this risk assessment is undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th 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:	Mrs Appah/Ms Akpojotor Three Teachers	Job title:	Head Teacher/Deputy Head KS1/KS2 Teachers	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	22.05.2020	Review interval:		Date of next review:	5th June 2020
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Related documents	
Trust/Local Authority documents:	Government guidance: <u>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</u> <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> <u>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</u> <u>Actions for schools during the coronavirus outbreak</u> <u>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</u> <u>Coronavirus (COVID-19): guidance for educational settings</u> <u>COVID-19: cleaning in non-healthcare settings</u>

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	L	<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. Max Expected pupils 130, Reception, Yr 1 and Yr 6 Agreed new timetable and arrangements confirmed for each year group. Yes agreed timetable for play and lunch – staggered timetables for start and end of day Arrangements in place to support pupils when not at school with remote learning at home. Yes remote learning in place 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Current numbers 43 (27.05.2020) which may vary weekly Timetable in classes to be further refined to meet with staggered playtimes and lunchtimes 	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M / L	<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 class) 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. Working progress In primary schools, classes stay together with their teacher and do not mix with other pupils. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Extra social distancing signs put as and when necessary Pupils given their own designated desk, zip lock wallets for stationery/books and any other equipment which will be left in school to minimise any potential cross contamination Outdoor leaning to be considered and undertaken maintaining social distancing Use of communal equipment will be avoided No fixed playground equipment to be used Soft furnishing such as soft toys/mats/rugs/bean bags/cushions to be removed from all classrooms and learning areas. Any shared equipment/toys being used will be cleaned and disinfected at the end of each session/play 	



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				<ul style="list-style-type: none"> Resources available will be limited to what is essential for use on a daily basis and planned in advance. Resources for EYFS will be selected to be easy to disinfect using Milton. Weather permitting windows will be opened to provide ventilation to be circulated in classrooms. Doors maybe propped open to provide ventilation and reduce contact with handles Light switches, windows and blinds only to be operated by a staff member in the bubble 	
Large spaces need to be used as classrooms	M / L	<ul style="list-style-type: none"> Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes Yes	<ul style="list-style-type: none"> Assemblies in halls, masses in Church cancelled until further notice 	
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H / M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. -email to all staff 24.03.2020 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 teaching assistants and pastoral staff to supervise classes is in place. 	Yes Yes Yes	<ul style="list-style-type: none"> Staff confidential health questionnaire sent 26.05.2020 Staff rota to enable staff to set and monitor pupils weekly learning effectively 	
1.4 Prioritising provision					



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<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>	M	<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. 	<p>Yes Yes Yes No</p>	<ul style="list-style-type: none"> Parents of SEND and venerable pupils and pupils in Rec, Yr and Yr 6 have been contacted by email and phone to ensure DFE guidelines are met to confirm attendance in School on 01.06.2020 Plan will depend on initial plan and pupil and classroom ratio 	
1.5 The school day					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	H / M	<ul style="list-style-type: none"> Start and departure times are staggered to reduce congestion. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups where possible. 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 on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Pupil's attendance patterns have been optimised to ensure maximum safety. 	<p>Yes Yes Yes Yes Yes Yes</p>	<ul style="list-style-type: none"> Families requested to send only one adult per family group to drop and collect pupils to reduce potential over crowding For collection Reception parents to wait socially distancing outside Nursery gate for their child to be brought out Year 6 pupils leave Bld 1 through the car park Year 6 pupils Bld 2 leave through the gate near the Church Yr 1 parents wait socially distancing on the main gate outside Bld 1, requested to leave immediately after collection All staff to enter and exit by main school entrance or car park <ul style="list-style-type: none"> 4 entrance and exists Staff briefing on 1st June 2020 Signage will be in place during half term and other hygiene advice/posters Letter to be sent to parents and carers – information also on the website 	



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1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines: <ul style="list-style-type: none"> • Cross over between bubbles • Passing virus through PE Equipment • Passing virus through contact • Catching virus from water fountains • Crossing sites safely avoiding cross over between bubbles • Passing on the virus between child and first aider 	H / M	<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 is 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. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Distance signage for two entrances to school building in place • Staff allocated to monitor staggered washing of hands and drinking fountains • Two adults for lunchtime crossing between buildings 	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Staff to be briefed on 1st June on bottle necks and pinch points Letter to parents/Carers	
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<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 gaps identified. 	Yes	<ul style="list-style-type: none"> • Teachers to be consulted on gaps identified and progress on assessments/planning for second part of the summer term • Remote learning first introduced to all staff therefore all / some /most or none of the learning was completed by pupils - closing the gap and pastoral support in learning will be a key in future learning for the children 	
1.8 Staff workspaces					



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 rooms and offices do not allow for observation of social distancing guidelines	M / L	<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. 	Yes	<ul style="list-style-type: none"> Staff to be briefed on 1st June Marking outside the school entrance Parents and visitors are not currently allowed into the school building without a arranged appointment Parents are advised to contact school by phone/email if the need to speak to a teacher and SLT Posters placed outside the main school building notice board to advise parent/carers how to contact the school Perspex screen to allow office staff to interact safely, no swapping of desks, fixed working stations All desks and equipment cleaned overnight 	
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Yes Yes Yes Yes	To review staffing and class reorganisation for Sep 2020 based on pupil numbers (falling rolls)	
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> A plan is in place for teachers to speak with pupils about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters, and website. 	Yes Yes Yes	<ul style="list-style-type: none"> Programme of transition for pupils in to secondary school is set and organised Meetings for pupils in their chosen secondary schools will take place Incoming pupils in Reception (Sep 20) have been sent letters of offer 	



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1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes Yes Yes	<ul style="list-style-type: none"> Governors discussed COVID-19 at Governing Body meetings held on 18.03.220– 20.05.2020- 27.05.2020 Full Governing Body feel assured that the school can be opened but risk assessments will be under constant review The Chair of Governors and Head Teacher have regularly email correspondence. 	
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire safety, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Yes Yes	<p>The following policies have been updated</p> <ul style="list-style-type: none"> Safeguarding Health and Safely First Aid Attendance Behaviour <p>Staff updated on amended policies – signposted to shared directory and website</p>	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: Staff- face to face - 12.05.2020 / 20.05.2020 Pupils-teachers contact via purple mash and phone Parents – texting/emails, phone calls Governors/Trustees – 18.03.2020 / 25.05.2020 / 27.05.2020 Local authority – 14.05.2020 / 18.05.2020 Professional associations-Staff led union meeting 20.05.2020 Southwark Diocese -07.05.2020 / 21.05.2020 	Yes Yes Yes Yes Yes Yes Yes	<p>All stakeholders are communicated by</p> <ul style="list-style-type: none"> email website zoom meetings Face to face contact 	



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1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff prior to reopening, and include: • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Yes Yes Yes Yes Yes	<ul style="list-style-type: none"> • Information sent by email from Head Teacher with DFE daily updates • Staff will be briefed on 1st June as to current procedure and practices regarding Covid-19 	
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	<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. 	Yes	Voucher/FSM subject to attendance in school – guidance from DfE / LA If not attending school – parents will continue to receive vouchers, if attending school dinner will be provided	
1.15 Risk assessments					
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.	M	<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: • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes Yes Yes Yes Yes	Staff will be briefed on 1st June	



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1.16 School transport					
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	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Parents encouraged to walk when they can 	Yes	<ul style="list-style-type: none"> Parental questionnaire to record details Monitor the influence for paid travel from June 22nd for pupils attendance at school 	
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M / L	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) 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 Yes Yes	<ul style="list-style-type: none"> Meeting held with cleaning staff 21.05.2020 to discuss roles, responsibilities and change in rota times. A more frequent and scheduled cleaning procedures throughout the school particularly communal areas and pinch points Taps and washing facilities Floors and walls where required Classrooms desks/tables and chairs Toilet flush handles and seats 	



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				Door handles and push plates Handrails on stairs Fire Extinguishers Eating areas including chairs Keyboards, photocopiers & other office equipment Telephone equipment Staff room-kettle, cupboards, Microwave , tables, chairs Staff encouraged to bring in their own mugs/plates/cutlery Empty lidded dustbins regularly <ul style="list-style-type: none"> • Rota timetable circulated to premises staff • Updated cleaning guidelines from DfE given to all cleaning staff • Lidded bins provided 	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<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 Yes	<ul style="list-style-type: none"> • Monitor EYFS and Yr 1 children's hand hygiene in line with hygiene practices – everyone washes their hands for at least 20 seconds as frequently as possible. • Additional wash hand basins in the playground Bld 1 & 2 ordered – awaiting delivery with soap dispensers and paper towels • Soap and hand driers in pupils and staff toilets • Hand gel in all classrooms / staff rooms/ office etc 	
Pupils forget to wash their hands regularly and frequently	M	<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 in classrooms, toilets, playgrounds, common areas reinforce the need to wash hands regularly and frequently. 	Yes Yes	<ul style="list-style-type: none"> • Pupils will be reminded to regularly wash hands in PHSE lessons and taught to understand importance of hygiene and not 	



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		<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	spreading the virus <ul style="list-style-type: none"> Hand washing advice posters on display around the building Lidded bins provided 	
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> It has been agreed prior to the school opening that parents will be informed of expectations on wearing clean uniforms to minimise risk of virus spreading. Expectations and guidance are communicated to parents. 	Yes Yes	Parents receive letter to inform them of expectations of wearing clean uniforms as per guidance from DfE	
The use of fabric chairs may increase the risk of the virus spreading	L	<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 Yes	Fabric chairs for staff use will have to have name of staff member to ensure single person use Staff briefed on 1st June	
2.4 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. The guidance has been explained to staff as part of the induction process. Staff informed of employee referral or self referral testing –testing sites at O2 Arena, Chessington and Ikea –North London – Postal testing options available – if showing symptoms 	Yes	Staff meeting on 20.05.2020 – ongoing guidance will be provided to staff	
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<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, display 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 	Yes Yes Yes	Data sent to Southwark and DfE daily Following guidelines from DfE & Health England Letter and text sent parents regarding reopening and changes to the school setting	



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		local authority.	Yes		
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	L	<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> <p>Yes</p> <p>Yes</p>	<p>Staff receive daily updates from DfE by email from Head Teacher</p> <p>Induction for pupils conducted when return to school</p> <p>Parents will be informed of schools procedures and practices through the website</p>	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	L	<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. 	<p>Yes</p> <p>No</p> <p>Yes</p>	<p>Posters on signs and symptoms displayed around the school premises and outside – parents informed through the website</p>	
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	L	<ul style="list-style-type: none"> First Aid certificates updated Sep 2019 (T.A.) Designated Deputy and Safeguarding leads are available in school or via email First aider available in each bubble and at playtimes Accident reporting slips will not be sent to parents – text or email sent to parents via Teachers 2parents. Recording accidents – no copy for parents, record to be given to admin staff to keep on file and contact parents. 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Updated first aid policy reviewed and considered the risk of Covid-19 First aiders will wear PPE when administering first aid PPE kit available in the first aid rooms All designated first aiders will ensure first aid boxes are fully stocked Accident reports- limit face to face contact with admin team. Accident 	



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				reports given to office for contacting parents. Adequate accident forms to be provided to limit entrance to office	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	L	<ul style="list-style-type: none"> Social distancing provisions are in place for medical room. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be deep enhanced cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Updated guidance on First Aid provision in school Parents room has been temporarily adapted to act as a isolation room Bld 1 and Rainbow room Bld 2	
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools.- office@englishmartyrs.southwark.sch.uk email Phone/Teacher2parents/ Website A COVID-19 section on the school website is created and updated regularly. 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Parents/carers are kept up to date in line with DfE information by text, phone, email and website 	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on via email, text and the school's website to parents. 	Yes	Send appropriate Gov Documents to parents and on website	
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	L	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff who have requested PPE 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. 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Disposal gloves / aprons / masks and face visors are available for use as required and where PPE is identified as required Any pupil arriving in school with a face mask will be asked to 	



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		<ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	remove, if parent refused parent will be asked to take pupils home. <ul style="list-style-type: none"> Staff to be briefed on hygiene when wearing gloves When administering first aid staff will follow wearing the requisite PPE and social distancing may not be possible during delivery of first aid. 	
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	M	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	Yes Yes Yes Yes Yes Yes Yes Yes	<ul style="list-style-type: none"> Behaviour policy updated Policy update notice sent to parents via text to view on school website Teachers and T.A.'s to reinforce message to pupils Timetables to be strictly followed Staff presented with updated policies at briefing 1st June Regular texts to parents as reminders 	



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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> <ul style="list-style-type: none"> • Door openings • Fire Drill • ICT Use –contact • Pupil tables • Water to drink 	M / L	<ul style="list-style-type: none"> • Home school arrangements in place. • 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. • Arrangements are reviewed regularly. • Door wedges to be put in place to avoid using handles • Fire drill practice, designated spaces for children to line up – social distancing still apply as reasonable practical • ICT timetable –Bubble 6 ICT Bld1, Bubble 7 –iPads, Bubble 8 –iPads and Kindles- Bubble 9 ICT Bld 2 (Wipes provided to clean necessary equipment) • Pupils allocated table for the week with all learning resources provided • Water bottles provided from home, left in school, filled in class room 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> • Extra social distancing signs put as and when necessary • Pupils given their own designated desk, zip lock wallets for stationery/books and any other equipment which will be left in school to minimise any potential cross contamination • Outdoor leaning to be considered and undertaken maintaining social distancing • Use of communal equipment will be avoided • No fixed playground equipment to be used • Soft furnishing such as soft toys/mats/rugs/bean 	



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 drinking fountains		bags/cushions to be removed from all classrooms and learning areas. <ul style="list-style-type: none"> • Any shared equipment/toys being used will be cleaned and disinfected at the end of each session/play • Resources available will be limited to what is essential for use on a daily basis and planned in advance. • Resources for EYFS will be selected to be easy to disinfect using Milton. • Weather permitting windows will be opened to provide ventilation to be circulated in classrooms. • Doors maybe propped open to provide ventilation and reduce contact with handles • Light switches, windows and blinds only to be operated by a staff member in the bubble • ICT - Wipes provided to clean necessary equipment • Wipe provided to clean taps 	
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	M / L	<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. • Start and end of day times are staggered to avoid overcrowding, 	Yes Yes Yes Yes Yes Yes	Staff briefing 1st June	



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)
		lunch and playtimes staggered. <ul style="list-style-type: none"> Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	Yes Yes Yes		
3.4 Break times					
Pupils may not observe social distancing at break times	L	<ul style="list-style-type: none"> Break times are staggered. – Timetable in place External areas are designated for different groups. Timetable in place 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. 	Yes Yes Yes Yes Yes	<ul style="list-style-type: none"> Rotas in place and staff informed 20.05.2020 Staff briefing 1st June Timetable in place for designated areas and staggered breaks 	
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	M	<ul style="list-style-type: none"> Pupils are reminded about social distancing as before and lunch times begin. Pupils wash their hands before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times. Guidance has been issued to parents and pupils on packed lunches Eating areas are cleaned after lunch. 	Yes Yes Yes Yes Yes Yes Yes	<ul style="list-style-type: none"> 2 meal supervisors in the dinner centre for cleaning tables during lunchtime 1 meal supervisor first aider – if requires support to approach designated first aider on duty Guidance will be issued to parents regarding packed lunches 	
3.6 Toilets					



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)
Queues for toilets and handwashing risk non-compliance with social distancing measures	L	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored, only one pupil at a time in the toilet. 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. Lidded bins provided and emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Assess situation on using toilets during the day – exception of Reception Meeting held with cleaning staff 21.05.2020 – draft timetable in place Class teachers and T.A. to remind children regularly on hygiene protocols 	
3.7 Delivery of First Aid					
The configuration of first aide locations may compromise social distancing measures	L	<ul style="list-style-type: none"> Social distancing provisions are in place for first aid location. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for isolation rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> First aid kits in each classroom, playground, dinner centre and Bld 2 hall Parents room and Rainbow room designated Covid-19 cases – Isolation rooms Staff aware of the risk to themselves and others – maintain a 2m distance if possible – appropriate PPE to be worn, hands to be cleaned thoroughly with soap and water / hand gel before putting on appropriate PPE and removal of appropriate PPE. 	
3.8 Reception area					
Groups of people gather in reception (staff) (which risks breaching social distancing guidelines	L	<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. staff distance at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. No parents to enter the school building – email or phone contact only 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> No parent/visitor until further notice Contact to be made by email office@englishmartyrs.southwark.sch.uk or phone 02077034726 Protective shielding to be placed 	



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)
				outside office reception window	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M / L	<ul style="list-style-type: none"> Start and finish times are staggered. 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. Lines marked outside 2meters apart to indicate social distancing Parents do not congregate outside the school gates Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes Yes Yes Yes	<ul style="list-style-type: none"> Information to be conveyed to staff and parents A link sent to parents to view how the new school day will be set out – courtesy of Itv News 	
3.10 Transport					
The use of public transport by pupils poses risks in terms of social distancing	M	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public Transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. All school trips cancelled until further notice 	Yes	Teachers and T.A.'s to speak to pupils regarding safety on public transport	
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	L	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	Yes	Staff briefing	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					



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>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>M / L</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 Yes Yes Yes</p>	<p>Parent leaflet guidance / questionnaire</p>	
<p>4.2 Staff with underlying health issues</p>					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>L</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/ 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 Yes Yes Yes Yes</p>	<ul style="list-style-type: none"> SLT are aware of staff who fall within clinically extremely vulnerable and given adequate protection and support to enable them to comply with government health recommendations No member of staff in this category is expected to come to work during the pandemic crisis or during recovery from lockdown – these staff are advised to follow government medical advice to stay home Staff who fall within the clinically vulnerable category should be considered on a case by case basis – using a graduated approach. Staff will be offered additional protection so they can achieve affective social distancing in schools where possible. SLT will keep in touch with both 	



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)
				categories who are staying at home to ensure they are well and prevent them from feeling isolated. <ul style="list-style-type: none"> All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations under and protected characteristics as defined under the Equality Act 2010. Regularly review of national guidance from public health England and DfE as changes are apparent daily. Ensure all staff are listened to and concerns taken onboard Staff confidential medical questionnaire sent – 26.05.2020 Regular contact with HR for advice and guidance on requesting underlying health issues in line with GDPR DfE daily updates sent to staff	
<ul style="list-style-type: none"> 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 / M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. (Pastoral leads) 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. Shared on website and newsletter 	Yes Yes Yes Yes	All teachers have mental health first aid training July 2019	
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 / M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. SLT are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff have been signposted to useful websites and resources. 	Yes Yes Yes	<ul style="list-style-type: none"> SENCO to liaise with Ed Pysch for CPD for staff HT to contact LA to see if staff can access support for staff wellbeing 	
Working from home can adversely affect mental health	M	<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. 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. 	Yes Yes Yes Yes	<p>Sending materials to support mental health</p>	

5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<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 Yes	SENCO carried out online bereavement training as part of CPD – April 2020	
<ul style="list-style-type: none"> 6. Maintaining educational provision for children of key workers and vulnerable children 					
6.1 Maintaining provision					



Educational provision must still be maintained for priority children when the school reopens	M	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • 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. 	Yes Yes Yes N/A	Parents of key workers and vulnerable children did not wish to send their child/ren to school during the peak of the pandemic for concerns of health and safety of the children Key worker parents are presently keen for their children to resume school as soon as possible	
• 7. Operational issues					
• 7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	L	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: • Reduced numbers of pupils/staff • Social distancing rules during evacuation and at meeting points • Possible need for additional meeting point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. 	Yes Yes Yes Yes	Staff briefing Staff to inform pupils of procedures	
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which is in line with social distancing measures. 	Yes	Fire drill will be held within a few days of pupils returning	
• 7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • All systems continue to be in safe working mode 	Yes	School kept open for staff and key worker and vulnerable pupils during lockdown -	
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Water systems have not been maintained throughout lockdown, chlorination, flushing. 	Yes	All statutory compliances are up to date	
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>L</p>	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 	<p>N.A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		
<p>• 8. Finance</p>					
<p>8.1 Costs of the school's response to COVID-19</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>L</p>	<ul style="list-style-type: none"> Additional ongoing cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA finance team has been consulted to identify potential savings in order to work towards a balanced budget. Following scheme of delegation additional ongoing COVID-19 related costs are continuously being monitored and options for reducing costs over time as guidance changes are under review. The school's projected financial position has been shared with governors and LA or trust. Southwark Council confirms that the Liability insurance arranged will provide indemnity should a claim be made as a result of a teacher or other member of staff or a pupil allegedly contracting Covid 19 at the school. This extends to include members of the public or visitors of any description in addition. The insurance provided is subject to the school leadership team and/or governing body having followed all Government, Public Health and Local Authority advice with regard to social distancing, pupil and staff management, cleansing and hygiene. It is expected that all schools will carry out and continue appropriate vigorous cleaning processes and to have in place detailed risk assessment's dealing with all aspects of the school and its environs and the management of the required controls to limit the risks of catching 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Governors Budget meeting 20th May – Approved budget for 20-21 and additional costs due to COVID-19 approved SBM attended LA SBM Briefing and was made aware of the key finance and guidance on current COVID- 19 school procedures – 19th May 2020 – this has helped in the financial decision making process on additional costs to the school 	



		<i>and or spreading the disease</i>			
<ul style="list-style-type: none"> 9. Governance 					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<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 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. 	Yes Yes Yes Yes Yes	FGM reviewed risk assessments for planned school reopening and approved the reopening of the school for staff, pupils and parents to ensure the safety, health and wellbeing for all – subject to risk assessment under consistent review once school is reopened.	
<ul style="list-style-type: none"> 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					
	H	Fitting new wash hand basins in the playgrounds		•	