

COVID-19: Operational Risk Assessment for School Reopening in Sept 2021

SCHOOL NAME: HOLLY PARK

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Ann Pelham Headteacher	18 th Aug 2021	30/9/2021	Staff, pupils, parents, visitors, volunteers, contractors

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Note: this template is based on current guidance as of July 2021 and that the situation may change by September

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust/Union documents	Recent Government Guidance:
<p>Health and Safety Policy</p> <p>First Aid Policy</p> <p>Child Protection and Safeguarding Policies</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012</p> <p>The Health Protection (Notification Regulations 2010</p> <p>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</p>	<p>Covid19 Education and Skills Service Strategy (July 2021)</p> <p>Education and Skills Service Recovery Planning support for schools (May 2021)</p> <p>Note: The Joint Trade Unions have called on the Government to reintroduce the use of face mask for pupils and staff in secondary schools. Therefore the unions recommend the wearing of face masks should be included as an additional control measure to reduce the risk of infection</p>	<p>New operational guidance has been published, in line with step 4 of the road map:</p> <ul style="list-style-type: none"> • Actions for schools during the coronavirus outbreak • Guidance for special schools and other specialist settings • Actions for FE colleges and providers during the coronavirus outbreak • Actions for early years and childcare providers during the coronavirus outbreak • Use of PPE in education, childcare and children's social care <p>Covid-19 Action for out-of-school settings guidance has been added which applies from step 4. It removes restrictions such as keeping children in consistent groups (bubbles), wearing face coverings in classrooms, communal areas and in community settings, limits on parental attendance, and restrictions on group sizes for residential visits. It also includes information about updating your outbreak management plan and what to do when an individual in your setting tests positive for Covid-19. From 16 August, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact</p> <p>The special schools and other specialist settings guidance has been updated to confirm that over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open. Advice has also been confirmed for testing in the autumn term.</p>

		<p>Apprenticeships guidance has been updated to reflect the change in the return to the workplace which will apply to apprenticeships as part of step 4 of the roadmap. This includes updated links and references to the redundancy support service, ending of flexibility permitting end-point assessment prior to functional skills qualification achievement, and an extension of the temporary policy on suspending the requirement for Level 2 apprentices to attempt Level 2 functional skills assessment</p> <p>Transport guidance has been updated to reflect step 4 of the roadmap out of lockdown. It removes the recommendations that distancing should be maximised and mixing should be minimised, and that children and young people aged 11 and over should wear face coverings. It provides advice on continuing to take proportionate measures to reduce the spread of infection.</p> <p>The public health guidance has been updated for exams with advice that applies from step 4. The guidance removes restrictions such as keeping students in consistent groups (bubbles) and wearing face coverings in classrooms and communal areas, and on dedicated transport</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p>
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Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major – e.g. likely to result in school closure	4. Likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green
1. Negligible	1. Negligible	Below 9 – green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed	Risk rating following controls (1-25)
A. Staffing Resources							
1. Risk that there are Insufficient staff to support all the pupils to be in school	3	3	9	<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus. Staff in settings who are CEV should attend their place of work if they cannot work from home. <p>Note: we are awaiting further DfE guidance re; CEV people.</p>	Y	<p>We have no CEV staff at the school currently</p> <p>If staff catch COVID and are ill may need to cover classes</p>	3 x 3 9
				<ul style="list-style-type: none"> Establish how many and which staff will be available, if staff develop COVID-19 symptoms and isolating, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments for the CEV staff where appropriate (guidance to be published by the DHSC) 	Y	<p>No CEV staff</p> <p>May need to cover if staff develop COVID</p> <p>Expecting everybody back in September</p>	
				<ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises. 	Y	<p>Have blended learning policy in place</p> <p>Details still on website</p> <p>Can activate if necessary</p> <p>Not expecting any immediate staffing problems</p>	
				<ul style="list-style-type: none"> Ensure flexible and responsive use of teaching assistants 	Y	<p>TAs can cover classes as needed</p> <p>TAs can move across year groups if necessary</p>	
				<ul style="list-style-type: none"> Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with 	Y	<p>EHCP children have allocated TAs – most have 2 TAs per day</p>	

				SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible			
				<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	Staff will be encouraged to follow NHS test and trace	
				<ul style="list-style-type: none"> Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school). 	Y	If a bubble closes refer to blended learning policy.	
2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	3	5	15	<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. 	Y	SMT are aware of staff issues No issues identified at present	3 x 3 9
				<ul style="list-style-type: none"> Full use is made of all qualified teachers. 	Y	Expecting all teachers to return in September Cover can be provided if necessary	
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Y	They will supervise as necessary	
				<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff who have been instructed to self-isolate through test and trace are not attending school 	Y	We will ask staff to follow national guidance on track and trace	
				<ul style="list-style-type: none"> A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve. 	Y	Expecting all pupils and staff back in September	
				<ul style="list-style-type: none"> Where possible, ensure pupils with SEND are prioritised to be in school, -. 	Y	All EHCP children are expected to return in September	
3. Risk of infection from use of supply teachers, temporary	3	5	15	<ul style="list-style-type: none"> Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies. 	Y	We tend to use long term supply as much as we can. Only use 2 agencies	3 x 3 9

teachers, peripatetic teachers and deployment of ITT trainees.						– we like to keep as small a range of supply as possible. Use TAS for some sickness as we already do	
				<ul style="list-style-type: none"> Ensure visiting staff are aware of hygiene measure and minimise contact to only pupils who need to be taught. 	Y	Staff reminded about step 4 guidelines Minimise visitors Minimise volunteers Keep parents to a minimum on site RA shared with all staff	
				<ul style="list-style-type: none"> Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor. 	N/A	We will expect the supply agency to have done that and will make sure they know this	
				<ul style="list-style-type: none"> Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to. 	N/A	No trainees Any work experience will be informed of expectations	
4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	4	5	20	<ul style="list-style-type: none"> Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible 	Y	PPE still available if requested Keep contacts to a minimum Remind them about distancing 3 identified with a family member at home	4 x 3 12
5. Risk of not covering essential functions (first-aid, DSL, SENCo).	3	1	3	<ul style="list-style-type: none"> Provide cover for the role from within available staffing 	Y	7 DSLs Lots of first aiders	3 x 1 3
				<ul style="list-style-type: none"> Or remote support via another school, Academy Trust or the LA 	N/A	Not necessary	
				<ul style="list-style-type: none"> Ensure First Aid certificates are up to date 	Y	This was addressed last term	
				<ul style="list-style-type: none"> Follow Covid19 first responders guidance and Public Health guidance on use of PPE when administering emergency first aid as 	Y	Following guidance	

				<p>maximising distancing may not be possible to maintain while attending to individuals.</p> <ul style="list-style-type: none"> Programme of training for additional staff in place (e.g. Safeguarding) 	N/A	Added one more DSL last term	
6. Risks to health and safety because staff are not trained in new procedures.	3	4	12	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to September start. Induction and CPD programmes are in operation for all staff prior to reopening (inc breakfast club and after school activities), and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	Updated September	3 x 2 6
7. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them.	4	5	20	<ul style="list-style-type: none"> An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance. Further guidance to be released by the DHSC All members of staff with underlying health conditions have been instructed to make their condition or circumstances known to the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated. Staff sharing their household with people with underlying health conditions places them at higher risk Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus. 	Y	No CEV members of staff If they were we would do a RA	4 x 1 4
					Y	We are aware of staff with underlying serious health conditions - 3 x staff	
					N/A	No CEV members of staff	

				<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable 	N/A	Does not apply	
				<ul style="list-style-type: none"> Current government guidance is being applied. 	Y	Using flexibility and discussing with staff as necessary	
B. Teaching Spaces, the Learning and School Environment							
8. Risks of transmission during use of the outdoor learning environment for young children	3	5	15	<ul style="list-style-type: none"> Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside 	Y	Hand sanitising before and after break times	3 x 3 9
				<ul style="list-style-type: none"> Close down drinking fountains and make arrangements for individual water bottles for children 	N	Water fountains will be turned back on Children encouraged still to bring in water bottles	
				<ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam 	Y	Most equipment is hard Not aware of any foam balls	
				<ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily 	Y	Will consider this for EYFS	
				<ul style="list-style-type: none"> Only equipment that can be washed or easily cleaned can be used. 	Y	As far as is possible	
9. Risks of transmission due to movement around the school.	4	3	12	<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible 	Y	This is not a huge problem at the school. Start and end of playtimes are most challenging	4 x 2 8
				<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance 	Y	Rotas will be as pre COVID – staff are very well spaced	
10. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	4	5	20	<ul style="list-style-type: none"> Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council's Highways Department 	N/A	Only have one entrance But will continue to use new playground entrance at the start of the day	4 x 3 12
				<ul style="list-style-type: none"> Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom 	Y	This will happen inside the classrooms to save queuing There will be a soft start to the day	

				<ul style="list-style-type: none"> Consider special arrangements for settling children who are new to the school to enable the reduction of contacts and maximising of distance from parents where possible 	Y	We will use the same system as last year. The play and stays will happen outside. Settling will be one family at a time for a school visit NOT home visit.	
				<ul style="list-style-type: none"> Identify drop off and pick up waiting areas that can reduce contacts and maximise distance 	Y	Parents will not come on site at the start of the day At the end of the day parents will wait in class groups as per pre COVID	
				<ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queueing 	Y	There will be a soft start at the beginning of the school day	
				<ul style="list-style-type: none"> Staff, pupils and parents are briefed and signage provided to identify entrances, exits routes 	Y	Letter to parents at end of the holiday Staff already aware	
				<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 	Y	Soft start No parents on site	
				<ul style="list-style-type: none"> Parents given advice on walking/cycling to school, avoiding public transport and minimising driving 	Y	In letter	
				<ul style="list-style-type: none"> Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage 	Y	However we can now have cycles and scooters on site	
				<ul style="list-style-type: none"> Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space 	N/A		
11. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout	3	2	6	<ul style="list-style-type: none"> Advice to pupils and families on maintaining road safety procedures despite changes. 	Y	Letters Texts Newsletters	3 x 1 3

measures and procedures and the need for social distancing.							
12. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes	3	5	15	<ul style="list-style-type: none"> Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 	Y	<p>Pre COVID supervision levels are adequate Some EHCP children have 1:1 support at playtimes</p> <p>Revert to bubbles and zones IF necessary</p>	3 x 4 12
13. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes	3	5	15	<ul style="list-style-type: none"> Pupils wash their hands before and after eating and on leaving and returning to the classrooms after outdoor play, break and lunch times or any activity away from their designated learning area. New guidance from Public Health Barnet reads as follows: 'PCR testing is strongly advised for all children that are a household contact of a case of COVID-19. Locally we recommend that schools apply this measure (children self-isolate while waiting for this test result if asymptomatic) for household contacts as part of their risk assessments to protect school communities.' At Holly Park we will be following this guidance If a child in a class is positive - The whole class will be sent home. They will need to get a PCR test. The children can return to school when they receive a negative PCR result and send it to the office as evidence they are negative. Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Yes – hand gel used as pre summer holidays</p> <p>As necessary</p> <p>Dining room as pre COVID Space is limited</p>	3 x 4 12

				<ul style="list-style-type: none"> If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food 	Y	This is always the case Pupils reminded too	
				<ul style="list-style-type: none"> Eating areas are thoroughly cleaned after lunchtime 	Y	Tables & benches are wiped down between groups Dining area cleaned afterwards	
14. Staff rooms and offices do not allow for observation of reduction of contacts and maximising distance guidelines	4	5	20	<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 maximising distance between users. 	Y	This can be reviewed continually and changes can be made to seating arrangements - staff can be involved in this. Staggered lunchtimes help to ensure that not all staff use the staffroom at the same time.	4 x 3 12
				<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms 	Y	Inset Day	
15. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures	3	5	15	<ul style="list-style-type: none"> Reduction of contacts and maximising distance provisions are in place for medical rooms 	Y	Keep to only 1 child at a time – or 2 max distanced in room - others wait outside	3 x 3 9
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged 	Y	Peripatetic music room or arboretum	
				<ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms 	Y	Plenty of PPE as needed	
				<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas 	Y		
16. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines	3	5	15	<ul style="list-style-type: none"> Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school. 	Y	Letter to parents Reminder in newsletter	3 x 2 6
C. Hygiene and protective controls							

17. Risk that reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission.	3	5	15	<ul style="list-style-type: none"> Ensure frequent hand cleaning and good respiratory hygiene practices 	Y	Reminders Tissues Bins	3x4 12
				<p>New guidance from Public Health Barnet reads as follows: 'PCR testing is strongly advised for all children that are a household contact of a case of COVID-19. Locally we recommend that schools apply this measure (children self-isolate while waiting for this test result if asymptomatic) for household contacts as part of their risk assessments to protect school communities.' At Holly Park we will be following this guidance</p> <p>If a child in a class is positive - The whole class will be sent home. They will need to get a PCR test. The children can return to school when they receive a negative PCR result and send it to the office as evidence they are negative.</p>	Y	As necessary	
				<ul style="list-style-type: none"> Regular cleaning 	Y	Summer deep clean Daily clean Some areas twice daily	
18. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear.	4	4	16	<ul style="list-style-type: none"> Testing of staff or pupils – if school has PCR home testing kits - give to any symptomatic staff or pupil when they are sent home. If not, ensure the staff/parents/pupils know the process to get tested. 	Y	Lateral flow available for staff who want them	4 x 3 12
				<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home 	Y	As far as possible	
				<ul style="list-style-type: none"> Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Y	Arboretum or peripatetic music room	
				<ul style="list-style-type: none"> PPE on hand. 	Y	Lots of it available	

				<ul style="list-style-type: none"> Active engagement with NHS Test and Trace 	Y	Remind staff and pupils	
19. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	4	5	20	<ul style="list-style-type: none"> Establish arrangements for all frequently touched surfaces and equipment e.g. <ul style="list-style-type: none"> door handles handrails tabletops play equipment toys electronic devices (such as phones) specialist equipment, including equipment used by pupils with SEN When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations. There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. Ensure parent/carers are aware of this 	Y	Cleaners daily Toilets and fountains cleaned at lunchtime too Milton available Wipes and spray available	4 x 4 16
					Y		
					Y	Sanitiser in all classrooms	
					Y	Hand sanitiser near copiers	
					Y	Parents reminded	
20. Risk of virus spreading because the school has insufficient materials and equipment	4	3	12	<ul style="list-style-type: none"> Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms Use of hand sanitisers at appropriate locations Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, Bins to be double bagged and emptied 	Y	Office staff and site manager to monitor in liaison with cleaning company	4 x 2 8
					Y		
					N	No lids – swing bins – risk of smearing tissues on lids Bin lids – another surface to touch	
					Y	Emptied daily	

				<ul style="list-style-type: none">Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom	Y		
21. Provision and use of PPE for staff where required is not in line with government guidelines	3	5	15	<ul style="list-style-type: none">Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.	Y	Own choice Advice is that no longer need masks	3 x 1 3
				<ul style="list-style-type: none">Those staff required to wear PPE (e.g. SEND intimate care) 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	Y	Donning & doffing posters in key areas	
				<ul style="list-style-type: none">Staff are reminded that the wearing of gloves is not a substitute for good handwashing	Y		
22. Pupils forget to wash their hands regularly and frequently	4	5	20	<ul style="list-style-type: none">Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.	Y	Reminders	4 x 3 12
				<ul style="list-style-type: none">Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class.	Y	Posters	
				<ul style="list-style-type: none">School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Y	SMT often in class for PPA etc and can see routines that are in place	
D. Premises and Buildings							
23. Risk that regular enhanced cleaning capacity is at a reduced level so that	4	5	20	<ul style="list-style-type: none">A plan for cleaning staff on return to school (including any deep cleans) is agreed with contracting agencies prior to September start	Y	Deep Clean over the summer Back to regular cleaning routine in September	4 3 12

any deep-clean and ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required				<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced cleaning schedule should include: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach the regular cleaning of toilets 	Y	<p>Toilets cleaned twice daily</p> <p>Cleaning team to continue routine during COVID</p> <p>Wipes and sprays available to staff</p>	
				<ul style="list-style-type: none"> Working hours for cleaning staff are increased 	N	Not necessary	
24. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures	4	5	20	<ul style="list-style-type: none"> Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently as laid out in the enhanced cleaning schedule Monitoring ensures a constant supply of soap and paper towels Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	Pupils will be allowed to access toilets during lessons within reason	4 x 3 12
					Y	Cleaned at lunchtime and end of day	
					Y	Cleaner refills at lunchtime if necessary	
					Y	Daily	
					Y	Especially in EYFS	
25. Fire procedures are not appropriate to cover new arrangements	4	4	16	<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 The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points A possible need for additional muster point(s) to where possible Staff and pupils have been briefed on any new evacuation procedures (inc breakfast club and after school activities) 	Y	<p>Number of fire marshalls was increased</p> <p>Not possible to socially distance at fire muster point</p>	4 x 3 12

				<ul style="list-style-type: none">Incident controller and fire marshals have been trained and briefed appropriately.	Y		
26. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively	4	4	16	<ul style="list-style-type: none">Plans for fire evacuation drills are in place which are in line with the School Fire Strategy plan	Y	No PPE needed No PEEPs – but will do as required if new children need them	4 x 2 8
				<ul style="list-style-type: none">Review Personal Emergency Evacuation Plans – buddies are assigned or reassigned according to available persons.	N/A		
				<ul style="list-style-type: none">Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency	Y		
27. Fire marshals absent due to self-isolation	4	5	20	<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.	Y	Now have 8 more fire marshalls than before COVID	4 x 1 4
28. All systems may not be operational	3	1	3	<ul style="list-style-type: none">Government guidance is being implemented where appropriate	Y		3 x 1 3
				<ul style="list-style-type: none">All systems have been recommissioned including: Water systems (particularly legionella testing and controls in place) Electrical and gas safety checks Emergency escapes, lighting and fire detection systems Security systems Lifts and escalators Heating Ventilation systems Mechanical ventilation systems should be checked before reopening	N/A	School has been operational and in use Normal checks re: water done as routine during summer hols No mechanical ventilation systems	
29. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	4	3	12	<ul style="list-style-type: none">All statutory compliance is up to date.	Y		4 x 2 8
				<ul style="list-style-type: none">Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.The following guidance has been followed where appropriate:	N/A	Were all operational as the school was open Regular checks all completed	

31. Visitors to the site (including parents) add to the risk	4	5	20	<ul style="list-style-type: none"> Limit the external visitors to the school during school hours. The school needs to weigh up the risks (how many sites they visit, how many individuals there are coming, how close they get to pupils & staff, etc) versus the specific benefits for each group before deciding whether the visit is allowable. 	Y	Keep visitors to a minimum No parents on site during school hours except end of day	4 x 2 8
				<ul style="list-style-type: none"> Signage giving routes, procedures, entrances and exits to be followed. 	Y		
				<ul style="list-style-type: none"> Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. 	Y	Hand sanitiser available in the foyer	
				<ul style="list-style-type: none"> Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable) 	Y	Encouraging telephoning, emailing Only in for first aid, emergencies or important meetings	
				<ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings 'virtually' where possible. 	Y	Continue doing this	
32. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control	4	3	12	<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. 	Y	No planned works while children on site	4 x 2 8
				<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe 	N/A		
				<ul style="list-style-type: none"> 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 reduction of contacts and maximising distance is maintained at all times. 	N/A		
				<ul style="list-style-type: none"> Reduction of contacts and maximising distance is being maintained throughout any such works 	N/A		

				and where this is not possible arrangements are reviewed.			
				<ul style="list-style-type: none"> 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). 	N/A	No works planned Implement if necessary	
E. General							
33. 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	3	5	15	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19 and its implications for the school. The school has carried out a full Health and Safety Risk Assessment to ensure it is compliant with Government guidelines Staff, pupils, parents and governors have been briefed accordingly. 	Y	Ongoing	3 x 3 9
					Y	All RAs updated annually	
					Y	Letter at start of term Ongoing as changes made	
34. Curriculum/ Learning Environment	4	5	20	<ul style="list-style-type: none"> Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g.: <ul style="list-style-type: none"> in PE - sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. In music lessons physical distancing and playing outside will be done wherever possible If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 	Y	Have followed guidance PPE available	4 x 2 8
					Y		

				<ul style="list-style-type: none"> Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support. 	Y	Where possible but this is not feasible in small classrooms and is not age appropriate in younger year groups	
35. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4	5	20	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff (inc staff at breakfast club and after school activities) Pupils Parents Governors/Trustees Local authority Health services Regional Schools Commissioner Professional associations Other partners Neighbouring schools/EY settings Highways department 	Y	Information shared in a letter ahead of Sept opening Pupil assemblies Share this RA RA on website	4 x 2 8
				<ul style="list-style-type: none"> Parents are communicated with to make sure they know: <ul style="list-style-type: none"> whether their child will be able to attend from 1st Sept what protective steps you're taking to make the school a low-risk place for their child what you need them to do (such as on drop off and collection) For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan 	Y	Letter sent end of August	
36. Pupils who are unable to attend school because they are complying with clinical and/or public health advice are not	4	4	16	<ul style="list-style-type: none"> All state-funded schools should provide remote education for school-aged children who are unable to attend school due to following government guidance or law relating to COVID-19 (for example if they need to self-isolate, or if they have tested positive but are well enough to learn from home). 	Y	Remote learning policy and page on website	4 x 3 12

receiving access to remote education				<ul style="list-style-type: none"> Schools should provide remote education equivalent in length to the core teaching your child would usually get in school. School is aware of current guidelines for remote learning 			
				<ul style="list-style-type: none"> Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. 	Y	Attendance in now mandatory Usual school attendance rules apply Letter end of August	
				<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. 	Y		
				<ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. 	Y		
				<ul style="list-style-type: none"> Staff are available to ensure pupils at home continue to be provided with remote education 	Y	There are no extra staff Follow blended learning policy	
37. Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	2	5	10	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Y	School Mental Health First Aider	2 x 4 8
				<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. 	Y	School Mental Health First Aider Qwell/Kooth	
				<ul style="list-style-type: none"> 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). 	Y	Assemblies Wellbeing activities PHSE Zones of regulation HT, DHT Ongoing training	
				<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Y	Practical activities in class Support for individual families Website resources	

38. 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	3	4	12	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Y	Staff treats Staff listened to Attempts to reduce workload as far as is feasible whilst still carrying out the job	3 x 2 6
				<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Y		
				<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing 	Y		
				<ul style="list-style-type: none"> Staff briefings/training on wellbeing are provided. 	Y		
				<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Y	DHT constantly reminds And https://www.educationsupport.org.uk/helping-you/telephone-support-counselling	
39. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	2	4	8	<ul style="list-style-type: none"> The governing body continues to meet regularly. 	Y	Planned meetings continue	2 x 1 2
				<ul style="list-style-type: none"> The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 	Y	RA shared with govs Committee meetings	
				<ul style="list-style-type: none"> 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. 	Y	As necessary	
				<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Y	HT and chair weekly calls	
				<ul style="list-style-type: none"> 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. 	Y		

40. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing	3	5	15	<ul style="list-style-type: none"> Guidance on NHS test and trace has been published. 	Y		3 x 1 3
				<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y		
				<ul style="list-style-type: none"> The guidance has been explained to staff 	Y	Staff Handbook	
				<ul style="list-style-type: none"> Post-testing and tracing support is available for staff. 	Y	If needed	
41. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	4	5	20	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 	Y	Registers in place Communication with parents First day calling	4 x 3 12
				<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y		

				<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 extremely vulnerable should these apply If a child in a class is positive - The whole class will be sent home. They will need to get a PCR test. The children can return to school when they receive a negative PCR result and send it to the office as evidence they are negative. <p>New guidance from Public Health Barnet reads as follows: 'PCR testing is strongly advised for all children that are a household contact of a case of COVID-19. Locally we recommend that schools apply this measure (children self-isolate while waiting for this test result if asymptomatic) for household contacts as part of their risk assessments to protect school communities.' At Holly Park we will be following this guidance</p>	Y		
				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is recorded 	Y		
42. Staff (inc breakfast club and after school activities 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	4	5	20	<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. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. 	Y Y Y	Continual This is voluntary Lateral flow tests available if staff wish to have them	4 x 4 16

				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	As and when needed	
43. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school including test and trace	4	5	20	<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	DFE guidelines shared in letter and staff handbook	4 x 4 16
				<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. 	Y		
				<ul style="list-style-type: none"> The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 	Y		
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y	Staff Handbook	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		
44. Staff, parents and carers are not aware of recommendations on transport to and from school	4	4	16	<ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). Pupils, parents and staff travelling on public transport to wear face covering and to remove these safely when coming into school, following school procedures 	N/A N/A	Some families have no choice but to travel on public transport Children do not need to wear face coverings at school Staff do not need to wear face coverings at school Face coverings on public transport is now optional	4 x 3 12