



Nene
Education
Trust

OPERATIONAL RISK
ASSESSMENT FOR
ST PETERS CE ACADEMY

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COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 17th August 2021 as follows:

[Coronavirus \(COVID-19\): Guidance for full opening: schools](#)

Assessment conducted by:	Julie Casswell	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	1 st September 2021	Review interval:	4 weeks	Date of next review:	1 st October 2021
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Related documents	
Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25 https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

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)
Establishing a systematic process for school opening					
The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Soft start to the start and end of school day; parents have a 10 - minute window to drop off children in the morning and 10 minutes to collect at the end of the school day for the first term. Single entry and exit point to main site; one-way system in place to support social distancing. Parents can wear face masks voluntarily on site to reduce aerosol transmission where social distancing is difficult to achieve. 5 different entry points used and 8 exit points to reduce the number of children gathering in one area at a time. Staff and pupils are briefed and signage provided to identify which entrance and exits routes to use. Attendance patterns have been optimised to ensure maximum safety. 	Yes		M
Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised; this includes movement to/from the playground at break and lunch times. External one-way systems in place around the outside of the building. Break and lunch times are staggered to minimise classes mixing. Appropriate duty rota and levels of supervision are in place. All teachers to minimise the pupil use of toilets during the school day. Maximum of 3 boys / girls to the toilet at any one time. Staff to wear masks when moving around the school site where social distancing can't be maintained. 	Yes		M
Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> Core lessons in English reading (45 minutes), English writing (1 hour) and maths (1 hour) are planned daily across the week in all year groups. Additional 'early bird maths' will take place daily before the start of core lessons (an additional 50 minutes of maths fluency per week). Core reading intervention programmes (Fresh Start and RWI) are built into the timetable on a daily basis. Plans for intervention are in place for those pupils who have fallen behind in their learning using a range of strategies, including PiXL IDL and LbQ. 	Yes		L

		<ul style="list-style-type: none"> Progress in children's learning will be monitored daily using formative assessment. All children have access to Office 365 and home learning is planned via a mixture of live lessons, Oak Academy and White Rose maths. Clear guidance shared with staff, parents and children on how to use Teams appropriately. (Trust IT guide and resources) Pupil Progress meetings will be planned termly to provide support to all teachers in closing the gaps in learning. 			
Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> Staggered breaks and lunches reduce the number of people accessing shared communal areas at the same time. All staff will be required to wear a mask in the staffroom when not eating or drinking. No through access through the office rooms to the Pastoral office. Shared photocopier has appropriate cleaning equipment to use after each use. All staff to wiped down the control panel after use. Staff have been briefed on the use of these rooms. 	Yes		L
Managing the school life cycle					
Limited progress with the school's annual calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> School development plan (SDP) and self-evaluation forms (SEF) completed for September 2021 and shared with all staff. All staff are clear of the priorities for the academic year to improve educational excellence. Annual calendar is drafted with a full programme of normal activities and tasks. 	Yes		L
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 Local Advisory Board (LAB). Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> Revised RA sent to LAB members. 	L
Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	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; updated policies include Behaviour policy, Fire Evacuation policy, Health and Safety policy, Remote IT guide and resources for staff. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Website to be updated with any revised policies following updated DFE guidance. 	L

Communication Strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local Authority Professional Associations External Agencies 	No		L
Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> A revised staff information pack is issued to all staff. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	<ul style="list-style-type: none"> All staff will receive updated information regarding the plans for school on 2nd September 2021. 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> Induction programmes are in place for all new staff in the Summer term prior to starting the role. The revised staff information pack is issued to all new staff prior to them starting. Risk assessment shared with all staff prior to joining. 	Yes	<ul style="list-style-type: none"> New staff induction procedures in place. 	L
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.	H	<ul style="list-style-type: none"> Risk assessments are updated every month and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	<ul style="list-style-type: none"> Risk assessments shared follow every update. All staff sign to confirm they have read it and agree to the changes. 	M

Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

Cleaning

Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Classroom tables will be cleaned twice daily. Onsite cleaner available all day to clear bins, wipe doors, clean toilets for both staff and children. Sanitising wipes placed in key areas such as the staffroom and staff toilets so areas can be self-cleaned after each use. 	Yes	<ul style="list-style-type: none"> A clear cleaning regime is in place after school for the whole site to be cleaned. 	L
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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 and additional supplies are purchased if necessary. Hand sanitisers placed outside every classroom door. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes		L
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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 reinforce the need to wash hands regularly and frequently. All children will wash their hands regularly; on arrival at school, before break and lunch. Schedule of handwashing for children is visible by the classroom door. Children will sanitise their hands after break and lunch time. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes		L
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Ventilation

Poor air circulation in class rooms, offices and shared spaces leads to infection transmission	H	<ul style="list-style-type: none"> All classroom spaces will have natural ventilation through partially opened windows and doors. All rooms will be 'aired' daily during break and lunch times. All office spaces, including the shared staff base will have natural ventilation through partially opened windows and doors. When occupied, the hall will have natural ventilation through partially opened windows. 	Yes	<ul style="list-style-type: none"> There is no mechanical ventilation in school. 	M
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Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> All staff complete LFD tests twice weekly and report results to the school and NHS Track and Trace. All staff are aware to self-isolate following a positive LFD Test and will book themselves in for a PCR test immediately. Any members of staff who are asked to self-isolate will do with immediate effect. Post-testing support provided through the school's health provider. 	Yes		L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. All staff and parents actively encouraged to use the NHS Test and Trace system. 	Yes		M
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	M	<ul style="list-style-type: none"> Staff, pupils and parents will receive clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19. 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. Guidance to be shared with all stakeholders and added to the website. 	Yes		M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> Staff, pupils and parents will receive 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. Guidance to be shared with all stakeholders and added to the website. 	Yes		M

First Aid / Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> 8 First Aid trained staff 8 trained diabetic staff 4 trained Designated Safeguarding Leads A programme for training additional staff is in place. 	Yes		L
Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> First Aid kits available for every class. A separate medical room is available for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Review of equipment needed and log of use of room for suspected COVID cases to be completed and reviewed at the start of each term. 	Yes		M
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> All first aid will be dealt with in the classroom or outside. Medical supplies are kept securely in classroom bases. An additional room is designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes		M
Communication with parents					
Parents are not fully informed of the health and safety requirements of the school	L	<ul style="list-style-type: none"> As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Yes		L
Parents may not fully understand their responsibilities should a child show symptoms of COVID-19	L	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text, the school newsletter and on the school's website. 	Yes		L
Visitors					
Visitors are not fully informed of the health and safety requirements of the school	L	<ul style="list-style-type: none"> Visitors must agree to testing in line with national guidelines on mass testing in schools. Visitors must confirm they have tested negative on a lateral flow test in the 48 hours before their visit. Wear a face covering in areas of the school will be encouraged. 	Yes		L

Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. All staff encouraged to wear a face covering if 2 metre social distancing is not obtainable. 	Yes		L
Maximising social distancing measures					
Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	M	<ul style="list-style-type: none"> Children who are accessing remote learning must adhere to Acceptable Use Policy and timely reminders given in accordance with IT guide and resources policy regarding online behaviour. The movement of pupils around the school is minimised. Break times and lunch times are staggered to reduce the number of children accessing the playground at the same time. 	Yes		L
Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Pupils know that only 3 children can access the toilet at any one time. Pupils provided with a PE cone to indicate they are using the toilet facilities. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes		M
Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	L	<ul style="list-style-type: none"> Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Deliveries to be dropped off at the gate. Arrangements are in place for segregation of visitors. 	Yes		L

Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	L	<ul style="list-style-type: none"> Extended drop off and finish time to the start and end of the school day (10 minutes) for the first term. The use of available entrances and exits is maximised. Parents can wear a face mask voluntarily on the school site. 	Yes		L
Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	L	<ul style="list-style-type: none"> All staff are double vaccinated. Staggered breaks and lunches reduce the number of staff accessing the staff room at one time. All staff encouraged to wear a face mask in the staff base when in the area for more than 15 minutes when not eating or drinking. 	Yes		L
Continuing enhanced protection for children and staff with underlying health conditions					
Pupils with underlying health issues					
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	L	<ul style="list-style-type: none"> Parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable. All students to attend school as per government guidance unless doctor advises otherwise. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes		L
4.2 Staff with underlying health issues					
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	L	<ul style="list-style-type: none"> 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 to attend school as per government guidance unless doctor advises otherwise. 	Yes	<ul style="list-style-type: none"> No CEV staff on site. 	L
Enhancing mental health support for pupils and staff					
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	M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. Welfare calls will be made weekly to families accessing remote learning during a full school closure. Regular access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Yes		L

		<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/assemblies/pupil briefings. Resources/websites to support the mental health of pupils are provided. Regular opportunities to talk about wellbeing using the PiXL Mind to be Kind resources alongside Jigsaw PSHE materials. 			
Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Additional meetings kept to a minimum or can be accessed remotely to reduce time in school. Staff encouraged to take PPA off site when possible. Staffroom contains a wellbeing board which signposts useful websites and resources 	Yes		L
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. National bereavement support via Cruse Bereavement Service on 0808 808 1677. Local contact – Beatrice Standon at CABS – refer via GP or RMC Support is requested from other organisations when necessary. 	Yes		L
Operational issues					
Review of fire procedures					
Fire marshals absent due to self-isolation	M	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes		L
Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<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. 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. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes		L

		<ul style="list-style-type: none"> All contractors will need to confirm a negative LFD test 48 hours prior to attending the setting. 			
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					
Attendance at breakfast club and after school club provision may pose a risk to infection control	H	<ul style="list-style-type: none"> Wraparound care available for children at Raunds Park Infants and St. Peter's CE Academy to support parents in limiting the number of child care providers the children will access. All children will access separate toilets in the hall for hand washing and hygiene practices. All children to wash hands on arrival, before and after any food is consumed. Activities will be planned for children to access them independently. All staff are first aid trained. Staffing levels are adequate for the number of pupils. Cashless booking system in place. Use of school hall to enable children to space out adequately. 	Yes		M