COVID-19: Operational risk assessment for QE full reopening in September 2020

To be implemented alongside specific risk assessments and working protocols for catering, housekeeping and Estates, and to dove-tail with detailed risk assessment for department areas and boarding procedures.

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education, from the 11th May 2020 to date.

Assessment conducted by:	Collegiate Leadership Team	Covered by this assessment:	Staff, students, contractors, visitors, volunteers
Assessment overseen by:	Health and Safety Team, Safeguarding and Complex Welfare Team.		

Date of assessment/ version no:	**17th August 2020 Version 1.0**	Review interval:	As required	Date of next review:	26th August 2020
Date draft presented to the Board:	6th August 2020	Date of draft approval by the Strategic Team :	17th August 2020	Board final approval:	18th August 2020

Related documents	
Key QE documents and Collegiate policies: **Anti-bullying Policy** **Behaviour and Discipline Policy** **BYOD with remote working appendix** **Child Protection and Safeguarding Policy** **Child Protection and Safeguarding Annex** **Emergency Medical Procedure** **E-Safety Policy**	**Government guidance:** Full opening for schools Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak What FE colleges and providers will need to do from the start of the 2020 autumn term Keeping Children Safe in Education September 2019 (To be updated 1st September 2020) Coronavirus (COVID-19) Implementing protective measures in education and childcare settings Education and childcare - Guidance for teachers, school leaders, carers, parents and students Protective measures for out-of-school settings during COVID-19 School attendance - guidance for schools Guidance for food businesses on COVID-19 Implementing preventative measures in education settings Managing school premises during COVID-19 COVID-19: cleaning in non-healthcare settings Coronavirus COVID-19: guidance on isolation for residential educational settings

Fire Risk (Prevention) Policy and Emergency Evacuation Procedures **First Aid Policy** **Intimate Care Policy** **Medical Policy** **Risk Assessment Policy for Student Welfare** **Staff Code of Conduct and Annex to the Staff Code of Conduct** **Student AUP** **Visitors Policy**	Collections - Coronavirus Covid-19-Guidance for schools and other educational settings Safe working in education, childcare and children's social care NHS UK Coronavirus COVID-19 People at higher risk NHS UK Coronavirus COVID-19 Self-isolation and treatment, when to self-isolate and what to do COVID-19 Decontamination in non-healthcare settings Behaviour and discipline in schools Flowchart for return to work symptomatic 30 July 2020 Working safely during Coronavirus COVID-19 Offices and contact centres Coronavirus business reopening Local Health Protection Team Working safely during Coronavirus COVID-19 - Restaurants offering takeaway or delivery takeaways **Staying COVID-19 Secure in 2020** We confirm we have complied with the government's guidance on managing the risk of COVID-19 **FIVE STEPS TO SAFER WORKING TOGETHER** ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here ✓ We have cleaning, handwashing and hygiene procedures in line with guidance ✓ We have taken all reasonable steps to help people work from home ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Risk matrix

Risk rating		Likelihood of occurrence		
High (H), Medium (M), Low (L)		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 opening (For Maximising Social Distancing - See Section 3)					
1.1 Net capacity					
Not being able to maintain appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students.	M	1. Design a system for the school premises minimising contact between individuals to maintain current social distancing requirements, wherever possible. 2. Reduce the number of contacts between children and staff, by implementing the above system. 3. Devise a feasible and effective way of operating consistent groups of staff and students in bubbles. 4. Adhere to social distancing within those bubbles, as far as is reasonably practicable. 5. We understand that older students will be more able to social distance, and we will assist all young people and staff to keep to these arrangements by encouraging and teaching social distancing. 6. We understand that maintaining social distancing may be difficult for younger children, and therefore focus on other control measures, such as hygiene, cleaning and rapid response to	Y	1. a) One-way entry and exits to buildings to minimise the chance of face to face contact. b) Plans shared with all staff and with students on their return. 2. Movement times and one-way entry and exits around the school ensure the avoidance of busy corridors, entrances and exits. 3. a) Implement a protocol on how this works in practice. b) Students to be taught in year group bubbles. 4-6 a) Implement an in-house strategy to ensure that consistent groups or bubbles do not mix, as far as is reasonably practicable. b) Where individuals cross over into other year groups ensure precautions are taken e.g. seating plans. c) We are aware of the Government guidance which	L

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		possible cases to minimise risk. 7. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave. 8. If teachers and other staff must work across groups, make them aware that a 2-metre social distancing is ideal. 9. Staff to be made aware that Public Health England strongly advises that **secondary school** staff should: a) stay at the front of the class b) stay away from colleagues where possible – and if not, at 2-metres, where appropriate c) stay away from students – again, at 2-metres where possible d) avoid face to face contact e) minimise time spent within 1 metre of anyone.		stipulates that if class-sized groups are not compatible with students' education or managing the practical logistics, then year group bubbles may have to be implemented. d) We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups. 7. Timetables reflecting modifications to be created by Heads of Schools.	
1.2 Organisation of teaching spaces					
Classroom may not allow adequate social distancing.	M	1. In classrooms, ensure that students are all facing forwards rather than face to face or side on, as far as is practicable. 2. Reduce number of students per room, to ensure spacing of desks where possible 3. Seating plans to take account of distancing/orientation of students 4. Classrooms should be well ventilated using natural ventilation (opening windows where possible)	Y	1. Check hygiene signage and display in rooms. 2. Academic staff to set up classrooms and ensure that they meet the control measures. 3. Wipes and bins needed to	M

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		5. Doors wedged open, if not fire doors, when the rooms are occupied, but closed for fire safety when unoccupied, to limit use of door handles and aid ventilation but comply with fire prevention policy. 6. Air conditioning will be functional with fresh air feed. All rooms have fresh air ventilation systems which can stay on. 7. Limit number of teachers for each group, where possible.		dispose of wipes. Full supply of wipes in rooms. 4. Estates to decommission water fountains near classrooms. 5. Estates to provide door wedges.	
Large spaces used to congregate	M	1. Online assemblies to be watched or form time led by the teacher. 2. Staff meetings to be held via Teams. 3. Meals times staggered. 4. Parents to be asked to maintain social distancing in the car park. 5. Staff to be asked not to congregate in car parking areas. 6. Assemblies and large gatherings will not physically take place.	Y	1. Parents to be informed of collection and drop off procedures and not to gather in car park. 2. Estates and security to monitor the car park and direct parents to the designated queuing area. 3. Estate team to be at the car park entrance on the first morning to explain to parents how and where they should park – arrange with Estates.	L
1.3 Availability of staff					
Some clinically vulnerable staff may not return immediately. **Staff may have to self-isolate or quarantine.**	M	1. Staff may not be available to teach if presenting with COVID-19 symptoms will adhere to Collegiate procedures. 2. Supply staff will be subject to strict controls, in line with government guidance.	Y	1. HR to collate information of health status of staff. 2. Ensure RA shared with all staff. 3. Ensure all staff training takes place, including supply staff.	L

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1.4 Provision for students unable to attend lessons during local lockdown					
A local lockdown may prevent the Collegiate from providing on-site education for all students.	M	1. Online learning to be made available to any day students not able to travel to the Collegiate because of local lockdown.	Y		L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	1. Clear process for hygiene control when entering the school premises, to support prevention of transmission where social distancing is difficult to maintain. 2. Clear process for staff and students who use face coverings in public and public transport to dispose of them safely upon entering the school. Masks may be worn on campus, if staff or students wish to do so, but they are not obligatory.	Y	1 Estates and security to monitor the car park and direct parents to the designated queuing area. 2. Estate team to be at the car park entrance on the first morning to explain to parents how and where they should park – organise with Estates.	M
1.6 Curriculum organisation					
Students may have fallen behind in their learning during school closures and achievement gaps may have widened. **Some curriculum areas may have to accommodate measures to prevent the spread of the virus, e.g. sport and creative arts.**	M	1. Any concerns with progress in learning, either at home or school, will be put on iSAMs intervention and followed up by the school teams. 2. Precautions to be taken by departments such as sport and creative arts, where government and regulating body guidance will be followed. Adaptations to delivery of the curriculum will be necessary.	Y	1. IT manager to ensure students working in school can safely access Teams.	L

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1.7 Staff workspaces					
Staff rooms and offices may present hygiene hazards	H	1. Kettles, water heaters, coffee machines, taps and all other kitchen equipment to be wiped down after each use. 2. There should be no more than 1 person in the kitchen area at any time. 3. Surfaces to be wiped regularly and particularly after sneezing. 4. Handwashing to be undertaken often and after use of shared facilities. 5. Where staff share equipment e.g. staff room workstations, these must be wiped down after use and hands sanitised or washed before and after use. 6. See 3.6 for detail on social distancing. 7. We have reviewed the staff room(s) layout and have ensured that those areas enable staff to socially distance. 8. We have where necessary inhibited large numbers of staff in any one area (e.g. meetings, staff rooms) at one time.	Y	1. Brief staff on spaces available and procedures for breaks. 2. Housekeeping to provide cleaning materials and Heads of CH and KM provided with a key to the CH cleaning cupboard.	L
1.8 Managing the school lifecycle					
Limited progress with the school's autumn term calendar because of COVID-19 measures e.g. educational visits, events and functions.	M	1. Events which involve large gatherings, such as concerts, and Parents Meetings are socially distanced, cancelled or postponed until guidance indicates these are safe. 2. School calendar for the term rationalised. 3. Staff recruitment for September 2020 completed. 4. Curriculum and timetable for September 2020 completed. 5. Educational visits will follow regulatory guidelines.	Y	1. Revised schemes of work and lesson planning. 2. Planning for September to include the need to take account of missed lessons.	L
Students moving on to the next phase in their education do not feel prepared for the transition	M	1. Regular communication with the parents of new starters, including letters, video calls with senior staff and invitations to online transition events. 2. Support available for students affected by the examination arrangements in summer 2020.	On-going		L

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1.9 Governance and policy					
Strategic Team and School Board are not fully informed or involved in making key decisions	M	1. Regular meetings held via Teams, and communication via email, the Strategic Team and members of the Collegiate Board. Minutes of meetings distributed as appropriate. 2. On-going liaison via Teams and email between the HOCQC, H&S Team and Board member responsible for Compliance. 3. Regular meetings between the Principal and the Chair of Collegiate Board. 4. All senior leadership team briefed regularly on the latest government guidance and its implications for the Collegiate.	Y		L
1.10 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	M	1. All relevant policies including Fire, Child Protection and Safeguarding, Staff Code of Conduct, Behaviour and Children Missing in Education updated for Covid-19 measures. 2. Staff to be briefed via Teams and required policies put on website. 3. Students given new guidance during form time when in school.	Y	**Policies updated:** 1. **CP/S policy** - Head of Collegiate Quality and Compliance, DSL, Director with responsibility for compliance. 2. **Anti-bullying policy** – Head of Faculty 3. **Behaviour policy** – Head of KM 4. **Staff Code of Conduct** – HOCQC 5. **Major Incident Policy** – Head of Faculty	L

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1.11 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	1. All changes to policies and procedures will be highlighted with the appropriate staff and students. This will be either by email or a team briefing. Staff INSET will be delivered via Teams. 2. Parents will be notified of changes to procedures and policies relevant to them.	Y	1. Communication of policy changes with staff. 2. Updated policies on school website for parents to view.	L
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	1. A link to the revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: ➢ Infection control: including all procedures on social distancing and handwashing; PPE; medical procedures; classroom organisation ➢ Fire safety and evacuation procedures ➢ Constructive behaviour management ➢ Safeguarding ➢ School day structure to minimise transmission risks ➢ Staff welfare, including kitchens and staff facilities ➢ Risk management.	Y	1. All staff will receive a copy of relevant risk assessments and will be asked to confirm understanding and acceptance of the control measures outlined. 2. Staff training implemented. 3. Procedures to be altered accordingly and shared.	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	1. Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 2. The revised staff handbook is issued to all new staff prior to them starting. 3. Staff have access to policies via SharePoint.	Y		L

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1.13 Risk assessments					
Risks are not comprehensively assessed in every area of the school in the light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	1. Risk assessments are updated before the Collegiate reopens, and mitigation strategies are put in place and communicated to staff covering: ➢ Different areas of the school ➢ When Students 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 ➢ Separation of groups of Students and staff (e.g. boarding groups, day Students, Estates Team, Housekeeping, Catering Team)	Y	1. Heads of School and HoD's, with the support of H&S, to update risk assessments for the areas being used. 2. SLT Boarding Lead to continue to monitor boarding risk assessments.	L
1.14 School transport					
The risk of spread of infection by using school transport and public transport.	L	**Dedicated school transport:** We have worked with relevant Estate personnel / private providers to ensure that as far as possible: **a)** that the seats available to students maintain distancing where possible **b)** that hand sanitiser is available for use upon boarding and disembarking **c)** that vehicles are cleaned more frequently **d)** that queuing is spaced, and boarding is organised and controlled **e)** that secondary school students should wear face coverings if the risk of being in close contact with others is likely. **Wider public transport:** Where it is impossible for people to walk or cycle, and public transport is required, please refer to the Government guidance on safe travel.	Y	1. Disinfectant fogger to be used by Estates to clean transport before and after use.	L

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2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity may be put under strain by increased requirements for deep-cleaning and ongoing cleaning of surfaces, so that these are not undertaken to the standards required	H	1. The Estate has invested in equipment to support cleaning e.g. disinfectant fogging machines. 2. Thorough deep clean of all rooms/areas each morning between 6-8am. 3. All frequently touched surfaces, shared equipment, door handles and toilets used during the day will be cleaned thoroughly each day, and at intervals during the day by students, teaching staff and housekeeping. 4. Availability of soap, hot water and hand sanitiser in every toilet, hand sanitiser in classrooms and wash basins in early years classrooms. Paper hand towels and lidded bins for drying hands, where hand dryers are not to be used. 5. Extra location of hand sanitiser and wash basin stations, for example at the school entrance, for Students and any other visitors accessing the Campus to use. 6. Bins located in classrooms and lidded bins in other key locations around the site for the disposal of tissues and any other waste requiring double bagging and emptying. Yellow bin liners to be used to ensure this waste is incinerated. 7. Ensure a good supply of disposable tissues to implement the **'catch it, bin it, kill it'** approach in each classroom and enough to top up regularly. 8. Cleaning logs for toilets to record cleaning. Additional cleaning of toilets during the school day. 9. Clothes and bedding of boarders will be washed regularly by the Housekeeping staff.	Y	1. Housekeeping to ensure sufficient supply of wipes and sanitiser. 2. Logs for daily cleaning to be produced and communicated to housekeeping.	M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that Students and staff do not wash their hands with sufficient frequency	H	1. An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. 2. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Y	1. Housekeeping checks carried out 6am-2pm with staff allocated to specific area.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students forget to wash their hands regularly and frequently	H	1 Staff to monitor younger children and encourage regular handwashing. 2. Staff and students to clean their hands, on arrival at the setting, before and after eating, after being outside and after sneezing or coughing. 3. Students are encouraged not to touch their mouth, eyes and nose. 4. Ensure a good supply of disposable tissues to implement the **'catch it, bin it, kill it'** approach in each classroom and enough to top up regularly. 5. Locate bins in classrooms and lidded bins in key locations around the site for the disposal of tissues and any other waste. 6. Relevant posters, reinforcing the need to wash hands regularly and frequently, displayed in classrooms and toilets. 7. Staff to monitor the extent to which handwashing is taking place on a regular and frequent basis. 8. No use of hand dryers unless downward blowing, and paper hand towels to be supplied.	Y	1 Staff training to ensure they remind Students of the need to wash their hands regularly and frequently and included in first assembly.	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	1. All students to wear full school uniform, in line with government guidance. 2. Staff dress code to apply, as detailed in Staff Code of Conduct. 3. Pegs for coats and belongings can be used outside classroom in CH, but items to be spaced out along corridors to avoid contact between the belongings of different children. 4. Guidance communicated to students, staff and parents.	Y	1. Ensure students, staff and parents are aware of uniform and dress code. 2. All to be asked to change clothing regularly.	L
The use of fabric chairs may increase the risk of the virus spreading	H	1. The use of Fabric chairs will be minimised.	Y		L

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2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	1. Staff should be tested for COVID-19 if they are showing symptoms. 2. The Collegiate will follow the Test and Trace guidance, and those exhibiting symptoms will be directed to the local testing station.	Y	1 Ensure staff are aware of the option for testing.	L
Infection transmission within school due to staff/students (or members of their household) displaying symptoms	H	1. Staff and parents will be informed of the requirement to stay at home and self-isolate, if they or their family members have symptoms of COVID-19. 2. Parents to be encouraged to inform school if their child or anyone in their immediate family has had a positive COVID-19 test. 3. Staff, students and parents to be informed of the procedure regarding the taking of temperatures. 4. Appropriate precautions and procedures are in place if an individual displays symptoms. 5. Staff will be required to follow the whole-estate procedure if they develop symptoms in the workplace. This procedure will be issued to staff. 6. Anyone exhibiting symptoms will be requested to take a COVID -19 test. 7. Where a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. 8. Where a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting may be sent home and advised to self-isolate for 14 days. 9. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take 10. Boarders displaying symptoms will be isolated in accordance with procedures laid down in the boarding protocol, with specific accommodation for isolation. See boarding risk assessment for details. All isolated persons are to remain isolated in the house apart from set times for exercise, where the rest of the community on site will not come into contact with them. 11. Newly arrived boarders and boarding staff will be quarantined	Y	1. Staff to be issued with guidance/reminders on the symptoms to look out for and government guidance. 2. SLT Boarding Lead to oversee procedure for boarders and to ensure that day duty staff are familiar with it. 3. All to follow guidance, as in Coronavirus (COVID-19): implementing protective measures in education and childcare settings.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	1. Staff and parents will have access to this risk assessment via the school website and email. 2. Any updates or changes to this guidance are communicated in a timely and effective way to all staff, parents and students.	Y	1. Ensure operational risk assessments are uploaded onto the Collegiate website and parents aware of this.	L
Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	1. Staff and parents will have access to this risk assessment via the school website and email. Procedure will be communicated to all relevant parties via email. 2. Any updates or changes to this guidance are communicated in a timely and effective way to all staff, parents and students.	Y	1. The RA to be supported by provision of procedures	L
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	H	1. First Aid certificates extended for three months and retraining to take place at the start of the academic year. 2. There will be first aid kits available in key locations, in line with the First Aid Policy, Designated people will have access to these bases and should be contacted, if a kit is required, to minimise transmission of infection. Gloves need to be worn when accessing resources from the first aid box and the outside of the box wiped down after use. 3. Senior staff will be called if it is a staff member requiring first aid or if the staff member needs support with giving first aid to a child. 4. DSL and/or DDSL available on site at all times. 5. Paediatric first aider on site whenever day children are on site.	Y	1. Organise First Aid kits.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.6 Medical/Isolation rooms					
Medical and isolation rooms are not adequately equipped or configured to maintain infection control	H	1. Room set up to allow for social distancing. 2. Access to full PPE equipment (mask, eye shield, gloves, apron) will be required in this room to be worn by the staff supervising the child. 3. Boarding provision includes designated isolation accommodation, equipped, staffed and configured to maintain infection control. 4. Medical/isolation rooms to be thoroughly cleaned by housekeeping after suspected COVID-19 cases, along with other affected areas, including toilets.	Y	1. Organise PPE and store in rooms. 2. Stock check of PPE 3. Liaison with housekeeping 4. Liaison with boarding staff	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the Collegiate	H	1. Guidance will be sent to parents as part of the overall communication sent about the reopening of school. 2. Parents will be asked to make sure that they are adhering to external socialising rules as set out by the government. 3. Boarding staff will act in loco parentis and will be fully briefed.	Y	1. Letter to parents.	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	1. Key messages in line with government guidance are reinforced regularly via email and the Collegiate website. 2. Instructions given in the guidance will be reiterated, should a child become ill and be sent home. Parents will be reminded that a test is available and encouraged to seek one, in the interest of limiting the spread of the virus. 3. No child exhibiting symptoms of COVID-19 will be allowed in school. 4. Should a child have a positive test result, quarantine procedures will follow the guidance and will require the whole class/group and staff to self-isolate.	Y	1. Key documentation to be available to parents on the Collegiate website. 2. Links to government guidance are detailed at the top of this document.	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	1. Guidance will be given to staff about when they are required to wear PPE equipment and reminders given that wearing of gloves is not a substitute for good handwashing. 2. Access to full PPE equipment (mask, eye shield, gloves, apron) in the isolation and medical rooms and worn by the	Y	1. Staff training on the wearing of PPE equipment.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		staff supervising a child showing symptoms of COVID-19. 3. Staff will adhere to the nappy changing policy when changing nappies and wear the standard PPE gloves and apron. Access to handwashing facilities in room and changing tables cleaned immediately after use and in between each child with disinfectant. See nappy changing policy. 4. Training given to any staff who may be required to wear full PPE to ensure safe removal and disposal to reduce contamination.			
2.9 Sunscreen in KG/CH					
Risk of sunburn with students spending more time outdoors on sunny days		1. Parents will be asked to apply Factor 50+ or '8-hour protection' sunscreen to their child before leaving home and to provide sunhats for the younger students. 2. If further application of sun cream is needed for Kindergarten children, following meals, then the sun cream must be supplied by the parents and staff must wear gloves to apply it.	Y	1. Parents reminded in letter.	L

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3. Maximising social distancing measures					
3.1 Student behaviour					
Students' behaviour on return to school does not comply with social distancing guidance	H	1. The Behaviour and Discipline Policy and the Anti-bullying Policy have been reviewed to include compliance with social distancing and will shared with parents, staff and students. Expectations of behaviour shared in form time with students. 2. Use of form time and online assemblies to share expectations and to avoid large gatherings of students. 3. It is recognised that early years children will have difficulty understanding social distancing so excellent hygiene practices will be encouraged and implemented by staff. 4. Pastoral support will be available for those struggling with a return to school, or whose behaviour is affected by their experiences during COVID-19 measures.	Y	1. Ensure students have behaviour briefings in form time – PPT to be organised. 2. Behaviour and discipline policy amended. 3. Behaviour expectations clearly outlined in communication with parents.	M
3.2 Movement around the school					
Movement around the school risks breaching social distancing guidelines. **Social distancing guidance is breached when Students circulate in narrow corridors**	H	1. Pinch points and bottle necks are identified and managed accordingly. One-way systems in operation. 2. Movement of students around school is minimised as much as possible. 3. Regular reminders to students about social distancing rules. 4. Allocated areas for outside break.	Y	1. Staff supervision rotas to be organised. 2. Heads of Schools to organise break rotas and timetable times altered accordingly.	L

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3.3 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	1. Reception subject to risk assessment for the CMU building. 2. Social distancing measures to be applied, with allocated toilets for visitors. 3. Staff instructed not to loiter in reception area. 4. Deliveries of post and other materials for the Estates department will be subject to stringent controls and remote checks, in line with Estates protocol and risk assessment. 5. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to strict social distancing and hygiene requirements. 6. We ensure that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic.	Y		L
3.4 Arrival and departure from school, including beginning of term					
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	1. Parents are not permitted inside the school buildings. 2. Parents to follow whole-school guidance on picking up/dropping off children. 3. Parents of returning boarders will not enter the campus beyond the car park. Students will be collected by staff.	Y	1. Boarding staff to ensure that parents of boarders do not enter the site. Information to be detailed in letters from boarding and Heads of School. 2. Estates and security to monitor car park.	L
3.5 Transport					
The use of public and school transport by Students poses risks in terms of social distancing	H	1. Parents will be encouraged to bring only their own child/children to school in own vehicles. 2. School transport subject to rigorous cleaning regime, using disinfectant fogging equipment. 3. School transport to take account of social distancing, where practicable, following latest government guidance. 4. Students to be allowed to wear masks, if old enough.	Y		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)
3.6 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	1. Specific areas to be given to staff for breaks and staff briefed on these areas. 2. Single-desked offices used for senior staff, where possible. 3. Other offices to allow for distancing or to mitigate risk e.g. with the use of Perspex screens, staff not facing each other and avoiding over-crowding. 4. See Section 1 for hygiene considerations.	Y	1. Wipes in kitchen and work areas.	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Students with underlying health issues					
Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	1. Parents will be provided with clear guidance and this will be reinforced on a regular basis. 2. Parents will be asked to make the school aware of students' underlying health conditions and the school will seek to ensure that the appropriate guidance is acted upon. 3. The Collegiate and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** 4. The schools have a regularly updated register of students with underlying health conditions.	Y		M
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	H	1. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been invited to make their condition or circumstances known to the Collegiate. 2. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. 3. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** 4. Current government guidance is being applied	Y	1. Staff asked to notify HR or their manager if unable to work due to these criteria – questionnaire from HR to be completed by staff 48 hours before return to work.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5. Enhancing mental health support for Students and staff					
5.1 Mental health concerns – students					
Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	1. Student support will be provided by the pastoral team. 2. DSL and/or DDSL are onsite and can be contacted for support. 3. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/student briefings (stories/toy characters are used for younger students to help talk about feelings). 4. Resources/websites to support the mental health of students are provided. 5. Opportunities for students both in school and at home to participate in THRIVE@QE sessions.ms. 6. The pastoral page on the main website is being updated regularly and has further support to supplement the 'normal' pastoral support and THRIVE@QE sessions. 7. The webpage offers self-help advice, recommends websites and apps that promote positive mental health and has a link for direct contact with the pastoral team.	Y	1. Pastoral team asked to provide information – on Pastoral website 2. Staff induction/training to raise awareness of possible issues associated with lockdown and the incidence of COVID-19 in families. 3. Staff to be made aware of potential issues for students with SEND.	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	1. Line managers encouraged to 'check in' with staff to ensure they are focusing on their own wellbeing. 2. Staff support can be provided by senior staff on duty in person, or a member of the staff welfare team, via phone or Teams. 3. Staff briefings/training on wellbeing are provided. 4. Staff have been signposted to useful websites and resources.	Y		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
Students and staff are grieving because of loss of friends or family	M	1. The school has access to trained staff who can deliver bereavement counselling and support. 2. Support is requested from other organisations when necessary.	Y		L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained should the Collegiate be subject to a local lockdown	M	1. Current government guidance is being followed. 2. Students will be asked to bring their own devices and resources, which will be wiped on arrival and departure. 3. In the event of a partial or full lockdown, provision will be maintained via distance learning.	Y		L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	1. Fire procedures reviewed, to take account of the need for distancing of groups of students 2. Staff and students are trained in fire procedures 3. Staff are aware of who are the fire wardens and marshals on duty are.	Y		L
Fire evacuation drills – unable to apply social distancing effectively	H	1. Briefing in form time on amended evacuation procedure. 2. There will be a practice evacuation as soon as is practicable, at the beginning of term. A revised procedure will be issued to all staff and students in attendance, and added to the staff handbook.	Y	1. Fire drill walk through planned at start of term. 2. Adapt muster points, to ensure social distancing – clearly explained in revised fire procedure and information in form time	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)
				PPT.	
Fire marshals or wardens absent due to self-isolation	H	1. Staff in attendance will be asked to be temporary Fire Marshals or Wardens and are emailed prior to school opening to ensure that are aware that they will be asked to provide support.	Y		M
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	1. The premises have been maintained over the period of closure and partially opened in line with easing of restrictions. No checks necessary.	Y	1. Estates to open building and confirm that all necessary premises checks have been carried out e.g. legionella, utility safety, operation of fire alarms and equipment.	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	1. All statutory compliance is up to date. 2. Water systems have been maintained under lockdown 3. External contractors have not been required to visit the site since school closure. 4. Asbestos removal was undertaken during the summer break.	Y	1. Estates to ensure all compliance is up to date – ongoing.	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)
7.3 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	1. All non-essential Estates work currently paused on campus. 2. Should the presence of contractors become necessary, they will be subject to controls and risk assessments by the Estates department.	Y		L
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places, the school in financial difficulties	M	1. The Collegiate Board has ensured that control measures necessary to protect the future viability of the organisation have been put in place.	Y		L
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.	M	1. Regular meetings held via Teams and communication via email with Strategic Team and members of the Collegiate Board. Minutes of meetings distributed accordingly. 2. All senior leadership team briefed regularly on the latest government guidance and its implications for the school.	Y		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)
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					
Policies and handbook procedures do not reflect additional provision for Covid-19	H	**Policies updated:** 1. Fire safety 2. Behaviour and discipline 3. Child Protection and Safeguarding 4. Anti-bullying 5. Staff Code of Conduct 6. Major Incident 7. Supervision 8. First Aid 9. Medical **Procedures updated:** 10. CH End of Day Arrangements 11. EYFS Snack and Mealtimes 12. Fire Evacuation 13. KG Pacifier **Procedure to issue:** 14. Break and Lunch Procedure	Y	1. Updated policies on website, as required. 2. Updated policies made available to staff. 3. Updated procedures to staff.	L