CHS COVID-19: Operational risk assessment for school opening (CAMHS unit)

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education, last updated on 6th January 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-

outbreak/guidance-for-full-opening-schools

Guidance for full opening: special schools and other specialist settings

Assessment conducted by:	Stephen Deadman	Job title:	Head Teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	22.01.21	Review interval:	2 weeks	Date of next review:	05.02.21

Risk rating		Likelihood of occurrence		
High (H), Medium (M), Low (L)		Probable	Possible	Remote
Related documents				

School / Local Authority documents: Beacon / LPT risk assessments	Government guidance:
	Guidance for full opening: special schools and other specialist settings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrenssocial-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-theuse-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-otherproviders https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educationalsettings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/earlyyears-foundation-stage-coronavirus-disapplications

Risk matrix

Likely impact	**Major:** Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.2 Organisation of teaching spaces					

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)
Classroom allows adequate social distancing	L	• Teaching spaces re-modelled to allow for social distancing. • PPE used whenever working with pupils (Mask)	Yes		M
Large spaces need to be used as classrooms	M	• The teaching spaces at The Beacon are large enough to allow for social distancing. If patient numbers increase teaching may take place on the ward or access to OT room will be timetabled.	Yes		M
1.3 Availability of staff and class sizes					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	L	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Flexible and responsive use of teaching assistants to supervise classes is in place. • Full use is made of testing to inform staff deployment.	Yes		L
1.4 Prioritising provision					

The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	L	• Plans are in place to meet the learning needs of all young people on the ward	Yes	• All young people with equal access to education	L

1.5 The school day					
The start and end of the school day create risks •	All staff top	wear PPE (masks) when working with young people.			

1.6 Planning movement around the ward					

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)
Movement around the ward risks breaching social distancing guidelines	M	• Circulation plans have been reviewed and revised. • Movement of young people around ward is minimised as much as possible. • Young people are regularly briefed prompted and reminded to observe social distancing guidance.	Yes	• Ward risk assessment and safety measures known and adhered to • Manage lesson changeover and breaks	M
1.7 Curriculum organisation					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	• Gaps in learning are assessed and addressed in teachers' planning. • Any remote / independent learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered where appropriate. • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Personalisation of learning in place for all young people	Yes	• Intervention plans developed by staff where appropriate	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • PPE and other ward-based measures are known and followed by school staff • Limit of 3 staff using the office at any one time. Classrooms available as additional workspaces outside of lesson time	Yes	• Office working limits set out for staff • Learning spaces adapted to best fit ward limitations	M
1.9 Managing the school lifecycle					
Limited progress with the school term calendar and workplan because of COVID-19 measures	L	• School calendar for the autumn term rationalised. • Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. • Curriculum and staffing model for ward teaching in 2020/21 completed.	Yes	• All school events / QA activities considered and communicated • Timetable for 21/22 complete	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	• Individual plans being developed to support young people with transitions • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of young people • Reintegration planning back into home schools and visits outside of lockdown completed in line with school RA's. • When in lockdown, schools invited to contribute to discharge planning to support virtual learning provision at home.	Yes	• Transition work taking place / plans developed • EHCP students and others have support needed. Contact with SENCO maintained	M
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	• Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school.	Yes	• Regular contact and meetings continuing 'virtually' • RA and documents shared with governors	L
1.11 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	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. • School / ward documents shared	Yes	• Most relevant policies reviewed • Sharing of key documents between school / ward	M
1.12 Communication strategy					

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)

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)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	• Communications strategies for the following groups are in place: • Staff • Pupils • Parents • Governors • Local authorities (LLR) • Other partners e.g. Connexions, FSW, CAMHS, LPT NHS trust	Yes	• All stakeholders are communicated with regularly.	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	• Plans provided to staff on re-opening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: • Infection control • Fire safety and evacuation procedures • Safeguarding • Risk management	Yes	• Plans developed in conjunction with staff and ward. Final plans to be shared • Staff to be involved in joint planning	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	• Induction programmes are in place for any new staff – either online or in-school – prior to them starting. • Any revised staff information is issued to all new staff prior to them starting.	Yes	•	M
1.14 Free school meals					
Pupils eligible for free vouchers on the days that they are not in •	**school** All **school**	**meals do not continue to receive** inpatients receive meals Yes n/a n/a			
1.15 Risk assessments					

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)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	• Risk assessments are updated or undertaken with ward staff before the school reopened and mitigation strategies are put in place and communicated to staff covering: • Different areas of the ward • When pupils enter and leave lessons • During movement around ward • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used	Yes	• Ward specific risk assessments to be put in place and reviewed by liaison between school and ward staff	M
1.16 School transport					
Changes to transport arrangements as a result of COVID-19 adversely affect pupils' attendance and punctuality	M	• Any transporting of young people by school staff kept to a minimum and only if absolutely necessary • If transportation takes place then social distancing must take place as much as possible, PPE to be worn and cleaning regimes in place	Yes	• No transportation of young people planned. Any consideration to be discussed with senior staff first	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	L	• Cleaning regimes are in place and maintained by LPT. Procedures are in place for reporting concerns to ward staff. • School equipment and resources wiped down at end of day. • Extra cleaning routines in place by ward cleaning staff	Yes		L
2.2 Hygiene and handwashing					

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)

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	L	• Handwashing facilities are in place and are appropriate. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Yung people prompted to use hand sanitiser as they enter and leave the classroom. • Procedures are in place for reporting concerns to ward staff	Yes	• Sufficient soap, sanitiser, paper towels in place	L
Pupils forget to wash their hands regularly and frequently	M	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and messaging boards reinforce the need to wash hands regularly and frequently. • School and ward staff monitor the extent to which handwashing is taking place on a regular and frequent basis.	Yes	• Signage and communication to pupils to be put in place	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	• Policies are agreed prior to the school opening on the wearing of uniforms by staff to minimise risks. • Expectations and guidance are communicated to staff • Staff uniforms issued • Staff changing facilities available	Yes	• Sufficient uniforms purchased to allow cleaning	M
The use of fabric chairs may increase the risk of the virus spreading	M	• New office & classroom chairs are wipe clean	Yes	• Ward hygiene rules followed	M
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	• Guidance on getting tested has been published. • The guidance has been explained to staff • Post-testing support is available for staff through the school's health provider. • Routine testing of young people and staff in place • New admissions tested and isolated until results received • If someone with symptoms tests negative for Covid-19, then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately	Yes	• Publish information to staff and parents • Review PHE guidance	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)
		identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact. • All staff offered twice weekly lateral flow tests			
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	• Procedures are in place to deal with any young person or staff displaying symptoms in the ward. This includes the use of testing for both staff and young people and appropriate action, in line with government guidance, should the tests prove positive or negative. • Young people, 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.	Yes	•	M
Staff, pupils and parents are not aware of the school's procedures (including on selfisolation and testing) should anyone display symptoms of COVID-19	M	• 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 ward. • This guidance has been explained to staff and young people as part of the admission process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Visiting limits / rules in place to reduce contact	Yes	• Follow ward rules in terms of admissions / parental visits	M
Staff, pupils and parents are not aware of the ward's procedures should there be a confirmed case of COVID-19	M	• Staff, young people and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to parents and young people as part of the admission process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Yes	• Follow ward rules in terms of admissions / parental visits	M
2.5 First Aid/Designated Safeguarding Leads					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	L	• Sufficient first aiders on site (NHS staff) • Daily staffing includes DSL (school or ward staff)	Yes	• Ensure daily staffing includes DSL and first-aider, supported by WBS DSL when DSL away from the ward.	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	• Additional rooms are designated for pupils with suspected COVID-19 • Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes	• Ward has plan for room use. School staff understand and process for raising concerns in place	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements	L	• As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the expectations of school / the ward on a regular basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parent and pupil information developed. • Parental section on website updated	Yes		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	• Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. • Ward staff communicate with parents on admission and on a regular basis	Yes	•	M
2.8 Personal Protective Equipment (PPE)					

Provision of PPE for staff where required is not in line with government guidelines	M	• 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. • Masks are worn at all times on the ward by staff.	Yes	• Review PPE advice regularly with ward staff • Ensure supply of gloves, masks, aprons should staff require them • Processes in place for raising concerns with ward staff	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)

3. Maximising social distancing measures

3.1 Pupil behaviour

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' behaviour on return to school does not comply with social distancing guidance	M	• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff. • Staff model social distancing consistently. • The movement of young people around the ward is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing.	Yes	• Once arrangements are agreed, communicate with all and develop signage. • Reinforce messages with young people in coordination with ward staff • Any concerns raised with ward staff or in ward rounds / daily briefing	M

3.2 Teaching spaces

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The size and configuration of teaching spaces does not support compliance with social distancing measures	H	• Net capacity assessment completed, with each teaching space compliant with social distancing measures and in line with assessed to ensure social distancing or control measures in place • All furniture not in use has been removed from teaching spaces. • Arrangements are reviewed regularly. • PPE and other measures in place where 2m distancing is not possible	Yes	• Timetable plan to be developed once pupil numbers are known • Rooms to be re-modelled	M

3.3 Movement in corridors

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)
Social distancing guidance is breached when pupils circulate in corridors	M	• The movement of young people around ward is minimised as much as possible. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place.	Yes		M
3.4 Break times					
Pupils may not observe social distancing at break times	M	• Break times are managed by ward staff • Young people are reminded about social distancing. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	Yes		M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times in place	• Dining distancing.	• Pupils are reminded about social distancing as lunch times • Pupils wash their hands before and after eating. area layouts have been configured to ensure social Yes • Plans confirmed with signage M **lunch times** • Eating areas are	begin.	cleaned after lunch. and floor	markings

3.6 Toilets

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk noncompliance with social distancing measures	M	• 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.	Yes		M

3.7 Medical Rooms

The configuration of medical rooms may compromise social distancing measures	M	• Additional rooms are designated for pupils with suspected COVID-19 • Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes	• Ward has plan for room use. School staff understand and process for raising concerns in place	M

3.8 Reception area

Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	L	• Social distancing guidance is clearly displayed to protect reception staff • Non-essential deliveries and visitors are minimised. • Arrangements are in place for segregation of visitors. • Visitors wait outside where possible.	Yes	• Plans confirmed by ward with signage and floor markings in place	L

3.9 Arrival and departure from school

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils, parents and drivers congregate at exits and entrances, making social distancing measures difficult to apply	M	• Collection and drop off by parents is managed by ward staff • Segregation between ward staff and visiting parents • Young people wash hands after home visits	Yes	• Home leave arrangements in place and determined by ward staff • Isolation guidance and testing in place following leave from the ward.	M
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	M	• Any transporting of young people by school staff kept to a minimum and only if absolutely necessary • If transportation takes place then social distancing must take place as much as possible, PPE to be worn and cleaning regimes in place	Yes	• No transportation of young people planned. Any consideration to be discussed with senior staff first	M
3.11 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	• Reconfiguration of staff rooms and offices has been undertaken by ward staff to allow for social distancing. • Staff numbers limited to 3 in each office • Number of staff on site kept to a minimum and managed to align with student timetable • Social distancing measures for staff developed by the ward team and shared / understood by all	Yes		L

4. Continuing enhanced protection for children and staff with underlying health conditions

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4.1 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	M	• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the ward aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • School / ward have a regularly updated register of pupils with underlying health conditions. • Medical conditions shared with all during admission process, daily briefing and ward rounds as appropriate.	Yes	• School has very good overview of family health risks. • Communicate with families to ensure up to date information in place	L

4.2 Staff with underlying health issues					
Staff with underlying health issues or those • act on the advice of their **identified and so** L clear about the definitions **put in place to protect vulnerable.**	kept of this Members of current and strategies	• All members of staff with underlying health issues, those shielding have been instructed to make their condition or circumstances known to the school. Records are and regularly updated. staff with underlying health conditions have been asked **who are** GP/consultant/midwife or government advice. Yes • Review information held by SLT L associated mitigating relation to people who are classed as **clinically them vulnerable** • Current government guidance is being applied.	within and	vulnerable groups or who are **shielding are not** to seek and **measures have not been** • **clinically extremely**	Staff are

5. Enhancing mental health support for pupils and staff

5.1 Mental health concerns – pupils

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	• There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly • Resources/websites to support the mental health of pupils are provided. • Ongoing communication with CAMHS and ward professionals.	Yes		M
5.2 Mental health concerns – staff					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • Planned catchups / virtual meetings continue for those staff working from home • Wellbeing and stress assessments completed and acted upon • Additional Supervision is available form ward MDT if staff request it.	Yes		M
Working from home can adversely affect mental health	M	• Staff working from home due to self-isolation have regular catchups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. • Planned catchups / virtual meetings continue for those staff working from home • Wellbeing and stress assessments completed and acted upon	Yes		M

5.3 Bereavement support

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils and staff are grieving because of loss of friends or family	M	• The school has access to bereavement counselling and support. • Support is requested from other organisations when necessary.	Yes		M

6. Maintaining educational provision for children of key workers and vulnerable children

6.1 Maintaining provision

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)
Educational provision must still be maintained for priority children when the school reopens	L	• Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.	Yes		L

7. Operational issues

7.1 Review of fire procedures

Areas for concern	Risk rating	Control measures	In place?	Further action/comments	Residual risk rating
Fire procedures are not appropriate to cover new arrangements	L	• Fire procedures have been reviewed and revised where required, due to: • Reduced numbers of pupils/staff • Social distancing rules during evacuation and at muster points • Staff and young people have been briefed on any new evacuation procedures. • Key staff have been trained and briefed appropriately.	Yes	• Update plans and communicate to staff and pupils	L
Fire evacuation drills - unable to apply social distancing effectively	L	• Plans for fire evacuation drills are in place which are in line with social distancing measures.	Yes	•	L
Fire marshals absent due to self-isolation	L	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes	• Identify key roles – ward staff responsible	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)
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	n/a	• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	Yes	• Ward has remained open	n/a

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)
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	• All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Yes	• Regular compliance tests have taken place	L
7.3 Contractors working on the ward site					
Contractors on-site may pose a risk to social distancing and infection control	M	• Ongoing works and scheduled inspections have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • 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	• Check ward procedures are in place (specific wards RAs)	M

8. Finance

8.1 Costs of the school's response to COVID-19

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)

The costs of additional measures and enhanced services to address COVID-19 when reopening happens, places the school in financial difficulties	L	• Additional cost pressures due to COVID-19 identified and an end-ofyear forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA.	Yes	•	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.	L	• The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Head'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. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Yes	•	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

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)
				•	
		•		•	
		•		•	
		•		•	