

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

COVID-19: Operational risk assessment for full reopening

Assessment conducted by:	J CALLAWAY	Job title:	HEADTEACHER	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	24/08/2020	Review date: :	05/11/2020 14/10/2020 05/10/2020 21/09/2020 12/09/2020	Date of next review:	12/11/20
		Review interval:	Weekly or as required		

Related documents	
<p>Related Avalon School Policies & Procedures:</p> <p>Social Distancing Policy Statement, Health & Safety Policy, Infection Control Policy, First Aid and Medicines Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH statement for cleaning products, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy, Behaviour Policy</p>	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic_children_action_list_SCHOOLS_FINAL.pdf</p> <p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</p>

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in primary schools					
1.1 Organisation of 'bubbles' in full class groupings					
Unintended mixing between classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance link above for Full Opening of Schools. Each class / bubble group remains within its designated room/space and predominantly stays within this area. Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group. Schemes of work and timetabling schedules are reviewed to minimise the need for bubbles to use specialist facilities one after the other. Pupils will follow school's hygiene guidance and wash hands frequently. Teachers moving between groups comply with social distancing and hygiene guidance. Timetable and arrangements for each class avoid contact between discrete bubbles when moving outside their 	Yes	Designated 'Super Bubbles' will be activated when two or more class bubbles have to share a space, however each class bubble will be kept separated from any other class bubbles sharing the same space (for example in the outdoor /playground area or dining hall: 1) Nursery & Pre School (21 approx) 2) Reception, Year 1 & Year 2 (31 children) 3) Year 3 & Year 4 (37) 4) Year 5 & Year 6 (38)	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving).</p> <ul style="list-style-type: none"> When two or more class bubbles come together in a shared space (e.g. for lunch) they are kept separate and social distancing guidance is observed. When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are fully observed. Staggered arrival and leaving times; break times and lunch times. 		<p>From 2nd Nov 2020: Nursery and PS will combine to become one class bubble group. Numbers will not exceed those stated in DfE guidance.</p>	
1.2 Organisation of teaching spaces					
<p>Teaching pupils in full classes will increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using EC4 Sanitiser spray and Anti-Virus Wipes suitable for tackling COVID 19 Classroom equipment wiped down and cleansed at the end of the School day by ICS and between activities, where possible by Avalon staff (Daily cleaning checklists used to monitor frequency of cleaning routines) Contact between individuals minimised and social distancing maintained wherever possible. Staff maintain distance from pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from children. Pupils are seated side by side and facing forwards, rather than face to face 	<p>Yes</p>	<p>Teaching spaces are adequate for each class size to be spaced safely and to allow teacher space of 2m apart from pupils.</p> <p>Any rooms that are not sufficient in size for a whole class group will not be used and an alternative space used (music practice room will not be in use for whole class groups over the size of 13 pupils – Hall space will be used as an alternative)</p>	<p>M</p>

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> Unnecessary furniture is moved out of classrooms to make more space. 			
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles		<ul style="list-style-type: none"> Larger spaces and specialist classrooms (Science /Art room, Computer suite, Learning Support Room, Hall and Music Practice Room) are used by one discrete class at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings such as whole school assemblies are prohibited. If two or more bubbles must come together in a shared space, they are kept separate and social distancing guidance is observed. Design layout and arrangements are in place to enable social distancing where possible. 	Yes	Before School Club will take place in the hall. There is potential for children from more than one bubble to be using the shared space of the hall. Children will therefore be supervised and kept in separated areas o the hall and social distancing is always observed.	M
1.3 Staffing					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school</p>	<p>H</p>	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding returning / being in work. • Risk assessments will be undertaken for any staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to increased risk, should they contract COVID-19). 	<p>Yes</p>	<p>Staff have been asked to complete status surveys to ensure that school is kept up to date and made aware of any medical/ health issues that may impact return to work.</p> <p>Staff should discuss any concerns with their Line Manager / Headteacher</p> <p>05/11/20 Updated DfE guidance communicated to staff : Clinically extremely vulnerable children and staff should <u>not</u> be on site from 5th Nov – 2nd Dec. Children and staff who live with someone who is clinically extremely vulnerable should still attend their setting. Children and staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable may continue to attend school in line with current guidance.</p>	<p>M</p>

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Key Staff personnel are absent due to sickness or other absence, COVID(19) related or unrelated</p>	<p>H</p>	<p>In the absence of the Headteacher, the Deputy Headteacher will undertake Headteacher duties, as far as possible. In the absence of the School Business Manager, the Headteacher and Deputy Headteacher (additional Admin staff may also be unfurloughed as required for any Admin duties) will undertake key duties that require covering until the SBM returns. For arranging Payroll, the Headteacher will procure the services of McLintocks Accountants for additional support, as required.(Annie Sharp: Senior Payroll Manager: 07890 294711 In the long-term absence of the Site Manager: A Relief Caretaker will be sought via TIB Agency: 0333 772 9633. The Headteacher will cover opening and closing of the site premises, if the absence of the Site Manager is expected to be for a short duration.</p>	<p>Yes</p>	<p>All key personnel must keep the headteacher fully informed of the reasons for any absence and the expected period of absence</p> <p>Further local supply agency identified for staffing needs</p> <ul style="list-style-type: none"> • Teaching Staff • Support Staff • Maintenance Staff • Cleaning Staff • Administration Staff <p>Contact: Terry Finnegan</p>	<p>M</p>

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
				Senior Education Recruitment Consultant at Dakota6 T: 0161-817-6200 Email: terryfinnegan@dakota6.co.uk	
1.4 The school day					
The start and end of the school day create risks of contact between discrete bubbles	H	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised, where at all possible. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • Where wraparound provision is provided for children both under and over the age of five, as far as possible, children are 	Yes	Staff, Children, and parents have been used to staggered start and departure times in previous summer term. Arrangements for drop off and collection will be based on the previous successful model. Staff on duty will manage the staggered arrival and departure of pupils and movement of parents, keeping social distancing measures in place and to avoid groups congregating and causing	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		kept in small, consistent groups of no more than 15, irrespective of their age.		congestion outside school entrance. Staff will use radio communication system between school office / After School Club/ Wraparound/ Main Entrance to support swift and safe arrival and departure of children	
1.5 Planning movement around the school					
Movement around the school risks contact between discrete group bubbles/ classes	H	<ul style="list-style-type: none"> Class group 'bubbles' remain in their home bases for most of their learning. Timetabling avoids more than one class group in circulation at any one time in the same part of the building, wherever possible. Staff moving between class groups always observe social distancing and hygiene procedures. One-way systems are in place where possible. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. 	Yes	Staff, Children, and parents have been used to circulation routes and floor markings in previous summer term. Arrangements will be based on the previous successful and familiar model. Some potential issues identified during staggered lunches: staff reminded to stick to allocated time slots for each class bubble, to avoid any possibility of bubbles mixing / lunch services not operating smoothly	M
1.6 Curriculum organisation					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Some pupils may not have attended school since the end of march and may have fallen behind in their progress during school closures and achievement gaps will have widened</p>	<p>H</p>	<ul style="list-style-type: none"> • The school will assess all children as they return to school will develop and implement comprehensive ‘catch-up’ work which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum and any additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically in teachers’ planning. • Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified, if required for any children not attending school. • Subject leaders will offer advice to other teaching staff, as appropriate, to support any gaps in children’s learning and how this can be effectively addressed. • Teachers will keep parents and children updated on pupils’ progress and any individual needs, as appropriate. 	<p>Yes</p>	<p>Timetabling has considered the need for time to support children’s readjustment into school and academic progress.</p> <p>Specific daily sessions will be timetabled and planned for ‘catch up’ needs to support groups and individuals throughout school. French lessons in Junior classes will be suspended temporarily to offer additional ‘catch up’ timetable slots. Spanish will continue to be offered to all classes.</p> <p>InCAS baseline assessments will take place during first few weeks of new academic year to help provide a profile of individual children’s learning and development and offer any recommendations of areas for support. Teachers will receive profile feedback and can use to support planning. Assessments will be shared with parents in Parent consultation meetings or as required.</p>	<p>M</p>

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection</p>	H	<ul style="list-style-type: none"> • Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly. 	Yes	<p>5th Nov DfE guidance: Singing activities may now take place with additional mitigations, such as extended social distancing in a well-ventilated space. Children will face forwards and side to side, not facing each other. Singing will only take place in strict class bubbles and microphones or singing quietly will be encouraged where appropriate..</p> <p>Sporting activities will not include contact sports. Extra-curricular and enrichment activities will not commence from the start of term and will only resume when risk assessments prove it is safe to do so and group bubbles can be organised to accommodate extra-curricular clubs in addition to before and After School Clubs.</p>	M
<p>Equipment and resources not cleaned or shared between groups may cause cross contamination</p>	H	<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a class bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, computers, are thoroughly cleaned before they are 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Pupils only bring essential items to school each day, e.g. hats, coats, books, stationery. • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. <p>EYFS continuous provision resources and other resources:</p> <ul style="list-style-type: none"> • Sand play: Provided in small trays. Children will sanitise hands before and after use. Sand is sterilised at the end of each day with diluted Milton fluid and left to dry for following day. Any Sand used is discarded at the end of every week. All play equipment used is disinfected after each use. • Water: Soapy water only, is provided in two small trays. This is discarded and replenished after each session in use. All play equipment used is disinfected after each use. • Playdough (used during focused adult led activities only) ; An individual amount of playdough is provided for each child. Children sanitise hands before and after use and the playdough is discarded after each use. • Role play equipment including clothing: Role play clothes are used on a daily/ sessional rotational basis and disinfected after each use with Genshield disinfectant / surface sanitiser spray and in accordance with the COSHH assessment report. • Small world play and construction resources sanitised after each daily session of use, with disinfectant surface sanitiser spray (Genshield) 		<p>Genshield sanitiser surface spray- see COSHH assessment report.</p> <p>Genshield will be stored in a locked cabinet, and out of reach from children.</p> <p>Play equipment and resources will be sprayed in a well-ventilated room with no children present. Staff suitably trained to use Genshield spray safely. Staff must use appropriate PPE when cleaning/disinfecting equipment and advised on safe use of surface sanitiser sprays.</p>	

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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 school does not make optimal use of the disapplication and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic	H	<ul style="list-style-type: none"> The EYFS Co-ordinator and team review the latest guidance on disapplication and modification of the EYFS curriculum. A plan is agreed by SLT which sets out how the school will make best use of the provisions in the guidance during the COVID-19 crisis. 	Yes		M
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> All school educational visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, will be undertaken for each visit. Measures are taken to ensure that discrete group bubbles do not mix on school visits. 	Yes	Due consideration would be given to any places visited and how COVID secure they are.	M
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	Yes	Perspex screens in School Office area in place by front desk where social distancing is more difficult to maintain	M
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	H	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for September 2020 completed. 	In progress	List of events that would normally take place at the start of the term will be reviewed. If possible. Alternative methods may be used such as online Parent Information Meetings Each class of parents have been offered Parent Information meetings (commencing WB 14 th	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
				Sept) with Class Teacher via Zoom Video Conferencing. SLT Team are exploring options of video call and online scheduling for Parent Consultation meetings.	
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters, and online meetings Virtual meetings and viewing of the school are available for parents and pupils after school hours, when it is safe and social distancing can be observed. 	Yes	<p>Online Zoom meetings took place in summer term to support transition sessions for new parents and pupils joining the school.</p> <p>Taster days for prospective pupils will only take place if parent can confirm prior to visit day that pupil does not have COVID 19 symptoms and has not come into contact with persons who have tested positive for COVID19. Pupil and parents will be informed of school's protective measures (outlined in Parent Handbook) and expected to follow all school policies and procedures including any related to COVID-19</p>	M
Safeguarding issues		<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school re-opening. 			

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 			
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	H	<ul style="list-style-type: none"> Information is shared regularly with governors digitally. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	Yes	The format of Governors meetings will be discussed with members of the Board at the start of term. Governors are kept informed via email and telephone updates.	M
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	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September. Staff, pupils, parents and governors have been briefed accordingly. All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following, and accessible on the school's website <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy 	Continually	All significant policies were reviewed and revised for reopening of school in summer term. Any further updates and review will take place following initial risk assessment review in first weeks of September 2020 and in response to updated DfE guidance.	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> - Social Distancing Policy - First Aid Policy - Coronavirus (COVID-19): Staff Handbook • Pupils are supported to understand and follow the relevant procedures, including, but not limited to procedures in the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - Social Distancing Policy - Behaviour Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' - DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' • Staff receive any necessary training/ information updates on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) 			

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements. Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. A record is kept of all visitors and contractors that come to the school site. The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. The SLT reviews relevant school policies to ensure they account for new provisions. 			
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications		<ul style="list-style-type: none"> Communications strategies for the following groups, as required are in place: <ul style="list-style-type: none"> Pupils Parents Governors/Trustees Local authority (as appropriate) ISA / ISI Professional associations 	Yes	All stakeholders were informed of plans for reopening and their implications before the end of the summer term. Any updates will be communicated to stakeholders before the start of term. Updates to School arrangements related to COVID-19 available on School Website	
An unforeseen lockdown situation	H	<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. 	Yes	Class email system worked successfully in previous term	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
prevents effective communication with pupils, parents and staff regarding contingency arrangements		<ul style="list-style-type: none"> A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Contact records for pupils, parents and staff are kept up to date. New Safeguarding booklets issued to all parents at start of term for them to update and return to school. 		and will be reintroduced as to enable ease of communications with parents and teachers as a contingency arrangement	
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 	Yes	<ul style="list-style-type: none"> Parent Handbook kept up to date following any changes to Government guidance; Handbook sent out to parents and made available on school website. 	M
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> A 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: <ul style="list-style-type: none"> The 9 PHE system control measures set out in the latest government guidance Organisational arrangements (i.e. groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
1.14 New Staff					
New staff or visiting staff (including peripatetic staff) are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either digitally or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	In Progress	Includes new Peripatetic staff member	M
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <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 School trips and visits 	Yes	Visitor declaration, Risk Assessment and Visitor policy in place to include COVID-19 protective measures	M
1.16 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Class group ‘bubbles’ are kept discrete at all times. The local health protection team is contacted immediately for advice. The school engages swiftly with NHS Test and Trace if cases are suspected. 	Yes	Local HPT to Avalon: PHE Cheshire and Merseyside Health Protection Team, Suite 3B 3rd Floor Cunard Building, Water Street, Liverpool, L3 1DS View on Google Maps View on Open Street Map	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> • Appropriate action is taken once advised by the local health protection team – this may mean that class group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate. <p>Public Health England (PHE) have introduced a new dedicated advice service, delivered by NHS Business Services Authority, for nurseries, schools and colleges. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>It can be reached by calling the <u>Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1.</u></p> <p>Opening hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 4pm</p> <p>This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts, and will inform you what action is needed based on the latest public health advice.</p>		<p>Phone: 0344 225 0562 option 1</p> <p>Out of hours for health professionals only: please phone 0151 434 4819 ask for public health on-call</p>	

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of your circumstances during the call.</p> <ul style="list-style-type: none"> • Staff are encouraged to download the NHS Test and Trace app • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. • Individuals who test positive are encouraged to report on the NHS Test and Trace app. • Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • If a member of staff receives notification, the school will consider the action that needs to be taken to ensure continuity of education. 			

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> • Test kits stored on the school site are kept at ambient room temperature (5 to 22°C). • Where an individual in the school community tests positive for coronavirus, the headteacher contacts the DfE's dedicated advice service immediately. • The school works with the dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 14 days. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. 			

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions. <p>EYFS: Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels.</p>			
<p>The school is unprepared for a local lockdown should the rate of infection rise in the area</p>	<p>H</p>	<p>There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</p> <ul style="list-style-type: none"> A contingency plan is in place should a local lockdown be announced, and staff are briefed on its contents. There is regular liaison with the local health protection team. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 	<p>Yes</p>		<p>M</p>
<p>2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19</p>					
<p>2.1 Public Health England system control measures</p>					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</p>	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below is included in the school's reopening plans. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. If the child uses the bathroom, it must be thoroughly cleaned and disinfected before use by anyone else. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. 	Yes	<p>All parents, staff , visitors and children are regularly reminded through school communications not to attend school if they are experiencing any of the COVID 19 symptoms.</p> <p>Parents, carers, staff, visitors and children (where appropriate) advised of Further local restriction guidance issued from Government to include the Wirral area: https://www.gov.uk/guidance/north-west-england-local-restrictions</p>	M
	H		Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
	H	<ul style="list-style-type: none"> Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. It is defined which bubbles use designated toilets. Staff remind children to wash hands at regular intervals. Handwashing routines are re-taught to pupils using suitable videos, action songs and rhymes at an age appropriate level. Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. The Site Manager ensures that there is always sufficient supply of hand sanitiser in school. <p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. The location of bins around the school is checked on, and more are ordered if necessary. A schedule for bins to be emptied / disinfected is in place and is adhered to. Pupils / staff using public transport are reminded of the need to wear face coverings/masks. 	Yes	<p>In addition:</p> <ul style="list-style-type: none"> Staff are reminded to follow the school’s infection control policy that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. Infection control training is included in the INSET day training for all staff before school reopens in September. 	M
	H		Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time. No more than one bubble group ever mixes in a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space. Staggered start and finish times, staggered break times and staggered lunch times are implemented. Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to all pupils and each pupil keeps this bag of equipment for their own use. Resources are boxed, including library books, that are needed for classes, to avoid pupils using shared areas such as the school library, where possible. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> The school continues to maintain and monitor stocks of PPE and has access to supplier lists. Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. Gloves and aprons are provided for cleaning staff. Face masks and face visors / Goggles and protective aprons / spill kits suits are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. 	Yes	<p>collecting and dropping off their children at school.</p> <p>Staff managing drop off and collection process also required to wear face coverings</p> <p>** NB For those staff supporting child who is profoundly deaf, full transparent face visors will be required, so that he is able to lipread / hear staff clearly.</p> <p>The headteacher assesses whether visitors and staff need to wear face coverings where social distancing is difficult in school.</p> <p>Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.</p>	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> Stocks of PPE are regularly monitored and replenished <p>7. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> SLT understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. Staff induction for return to school includes information about the NHS Test and Trace process. (24th Sept) Information shared with staff about the use of the NHS COVID-19 App and how it can be used to support Test and Trace. Staff regularly reminded in staff briefing about use of NHS COVID-19 App and link provided: NHS COVID-19 App <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> The contact details for local Public Health England team and local authority health and safety team are readily to hand. A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9. Contain any outbreak by following local health protection team advice</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff will manage and support children’s entrance and exit to school to enable staggering of class groups to minimise contact</p> <p>Wirral Local Authority Director of Public Health advises that all parents and carers in Wirral wear face coverings from Monday 21st September, when collecting and dropping off their children at school.</p> <p>Staff managing drop off and collection process also required to wear face coverings</p>	<p>M</p> <p>M</p> <p>M</p>

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 		<p>** NB For those staff supporting Y3 child who is profoundly deaf, full transparent face visors will be required, so that he is able to lipread / hear staff clearly.</p> <p>Spill kits are available in school for use when cleaning visible bodily fluids</p> <p>Parents and staff are also issued with Handbooks for information and guidance with regards to COVID 19 symptoms and the Test and Trace process</p> <p>DfE Checklist shared with all staff: Checklist for Schools if a child has symptoms of COVID-19 – what to do: Symptomic children action list for Schools Schools advised that they can now call the DfE dedicated COVID-19 Helpline number for support: Phone: 0800 046 8687 – option 1; Opening hours: Monday to Friday from 8am to 6pm</p>	

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
				Saturday and Sunday from 10am to 4pm	
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with ICS (contract cleaning company) prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased as needs require, after taking into account Avalon staff & Site Manager cleaning during the school day. 	Yes		M
	H		Yes		M
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	SBM and Site Manager to ensure daily checks and audit is maintained	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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 forget to wash their hands regularly and frequently	H	<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 and message boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes		M
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Yes	Letter sent to parents prior to end of summer term. Parents Handbook also confirms uniform expectations.	M
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	Yes		M
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction and Inset day training. Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. 	Yes	See staff Handbook and parent Handbook	M
		<ul style="list-style-type: none"> Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who 	yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).			
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. (Admin team to manage and report to HT) • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent 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 in line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or pupils is reported to the local authority, as appropriate. 	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	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction / Inset day training process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	COVID-19 Full Opening of School: Staff and Parent Handbooks	M
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. DSL / DDSL's or a responsible, designated Senior Leader will always be contactable on site or by telephone or email for any safeguarding and child protection concerns. 	Yes		M
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. An Isolation 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, before any further use. 	Yes		M
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance 	Yes	Use of other forms of communication such as the ABC news bulletin will also be made available for parents with	M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
requirements for the reopening of the school		<p>and the school's expectations on a weekly basis using a range of communication tools.</p> <ul style="list-style-type: none"> • A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. • A COVID-19 section on the school website is created and updated. • Parent guidance handbooks are created and updated. 		important messages regarding COVID 19	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website, including updating school's COVID-19 Parent Handbook 	Yes	Use of other forms of communication such as the ABC news bulletin will also be made available for parents with important messages regarding COVID 19	M
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<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 (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) 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. 	Yes	All staff trained during NSET days (posters and self-help video information also made available on correct use of PPE) Putting on and Removing PPE	M
3. Adopting the new organisational model of discrete group 'bubbles'					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete class group 'bubbles'	H	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for operating in group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, signage and floor markings. • Staff continue to model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to avoid different bubble groups coming in to contact with each other and are closely supervised. • The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of the discrete group 'bubble' model and arrangements are reviewed. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within group bubbles and following hygiene procedures will be sanctioned appropriately and proportionately. 	Yes	PSHCE sessions will include revisiting the Behaviour policy and ensuring that children are taught the behaviour rules in an age appropriate manner.	M
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	H	<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
Heating and ventilation	H	<ul style="list-style-type: none"> Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs High level windows are opened in preference to low level to reduce draughts Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 	Yes		M
3.3 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks different class group bubbles mixing	H	<ul style="list-style-type: none"> No more than one bubble group is scheduled to occupy a shared space at any one time. Class group bubbles are kept at least 2 metres apart if occupying the same shared space. Shared spaces are cleaned after use. 	Yes		M
3.4 Movement in corridors					
The discrete class group 'bubble' arrangements are breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> Class group 'bubble' arrangements are in place The use of shared learning spaces is timetabled to avoid different bubbles groups coming in to contact with each other. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. 			
3.5 Break times					
Class groups may mix at break times	H	<ul style="list-style-type: none"> Break times are staggered. Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced and staff roles clearly communicated. 	Yes	Staff reminded by SLT of importance of keeping strictly to the allocated staggered time slots for breaks and lunches to avoid any mixing of groups.	M
3.6 Lunch times					
Class groups may mix at lunch times	H	<ul style="list-style-type: none"> Lunch times are staggered. Pupils are reminded about staying in their assigned bubbles as lunch times begin. Pupils wash their hands before and after eating. Dining areas are cleaned before and after each class group has used them. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, Nursery & Pre School will be eating in classrooms or outdoor spaces. Pupils eat lunch with others in their bubble. 	Yes	<p>Catering and Welfare team will monitor and review systems, reporting any issues to SLT for further risk assessment and control measures as appropriate.</p> <p>Staff reminded by SLT of importance of keeping strictly to the allocated staggered time slots for breaks and lunches to avoid any mixing of groups.</p>	M
3.7 Toilets					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class group 'bubbles'	H	<ul style="list-style-type: none"> • Queuing zones and for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This will be achieved by pupils from a specified bubble visiting the toilets at set times. • 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	<p>Site manager to make cleaning and hygiene checks on all toilets throughout the school day to ensure optimum levels of hygiene are maintained.</p> <p>ICS cleaners will clean and disinfect all toilets and toilet areas after each school day.</p>	M
3.8 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19, if required, 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
3.9 Reception area					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Yes	Parents are not permitted on site unless by prior arrangement with an appointment, to minimise risks of breaching social distancing and reduce transmission risks.	M
3.10 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing	H	<ul style="list-style-type: none"> Start and finish times are staggered for each discrete group 'bubble' The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	Parents are not permitted on site unless by prior arrangement with an appointment, to minimise risks of breaching social distancing and reduce transmission risk.	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms. 	Yes	Use of staff rooms and office spaces is explained in the staff handbook. Perspex screens used in Main school office area and in Kitchen serving area where 2m social distancing is more difficult to maintain. Staff (ither than catering staff) not permitted to enter Kitchen food preparation area, unless approved by Catering manager	M
4. Continuing enhanced protection for children and staff with underlying health conditions					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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					
<p>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so</p>	<p>H</p>	<ul style="list-style-type: none"> • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • Any parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. • The school, 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 as set out in the latest government guidance. • The register of pupils with underlying health conditions is regularly updated. 	<p>Yes</p>	<p>Communication to be sent out to all parents prior to start of term.</p>	<p>M</p>
4.2 Staff with underlying health issues					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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 who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	H	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. • 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. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • School is aware of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19 and consider this for staff returning to work. • Current government guidance is being applied. 	Yes		M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. (JC, DMG) 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 in PSHE/class assemblies/(stories/toy characters are used for younger pupils to help talk about feelings. Resources/websites to support the mental health of pupils are provided and shared with all staff. 	Yes	Any support offered to pupils and resources will be shared with parents too, as appropriate.	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	<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. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. 	Yes	Further Information shared during staff Inset days	M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff / agencies who can offer bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	See School Bereavement policy for further details	M
6. Operational issues					
6.1 Review of fire procedures					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Staff and pupils have been briefed on revised evacuation procedures to include social distancing at assembly point, where possible. If any fire doors are propped open with door wedges to allow for air ventilation and to minimise touched surfaces during the COVID-19 pandemic, Staff, Fire Marshalls and Site Manager have been trained and know that they MUST ensure all door wedges to key fire doors are removed on the event of the fire alarm sounding and at the end of every day. 	Yes	Fire Evacuation policy revised and updated, placed on school website. Staff will receive training on new procedures on Staff Inset days.	M
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	Yes	Fire evacuation drill to take place during first full week of school. Fire Evacuation Drill took place on 9 th September – no issues	M
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	Schools did not completely close down, therefore all systems are suitably operational.	M
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have been maintained throughout lockdown, as school was not fully closed. 	Yes	Legionella testing carried out and found to be compliant (July 2020)	M
6.3 Contractors working on the school site					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools designated as essential work are set to continue. 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	<p>SBM will ensure documentation and assurances are received from contractors.</p> <p>Visitor to site form will be completed prior to visits to confirm status with regards to COVID 19 and symptoms.</p>	M
7. Finance					
7.1 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	H	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in will be included Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position will be shared with governors in due course. 	In progress	HT and SBM to review	M
8. Governance					
8.1 Oversight of the governing body					

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
Governor's oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	H	<ul style="list-style-type: none"> • The governing body continues to discuss school governance matters regularly. • The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings or discussions are recorded 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

Addendum: Period of national restrictions from 5 November 2020 to 2 December 2020 (inclusive)

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)
Awareness of policies and procedures	H	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> DfE (2020) 'Education and childcare settings: New National Restrictions from 5 November 2020' DfE (2020) 'Guidance for full opening: schools' EYFS DfE (2020) 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak' School ensures all staff and pupils are aware that the school remains open to all pupils during the national lockdown in place from 5 November 2020 to 2 December 2020 (inclusive). The school communicates the impact of the measures outlined in the guidance for the period of national restrictions to staff, pupils, and parents. The school puts in place the new required measures by no later than Monday 9 November. The school continues to conduct relevant risk assessments and implement the system of control as outlined in the 'Guidance for full opening: schools. 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
		<ul style="list-style-type: none"> • EYFS: The setting continues to conduct relevant risk assessments and implement the system of controls as outlined in the 'Actions for early years and childcare providers during the coronavirus (COVID-19) pandemic'. 			
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> • Staff, pupils, and parents are informed that clinically extremely vulnerable individuals are not expected or advised to attend school during the period of national restrictions. • School advises parents to contact their child's GP or specialist clinician, and advises staff to contact their GP or specialist clinician, to ascertain whether they should still be classed as clinically extremely vulnerable. School asks that staff and parents inform the school of the result of this assessment. • School ensures that appropriate remote learning arrangements are in place to support clinically extremely vulnerable pupils who are not attending school, • School ensures that appropriate support and home-working arrangements are in place to enable staff who are clinically extremely vulnerable to work from home, if possible. • School informs staff, pupils, and parents that individuals who live with someone who is clinically 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

		<p>extremely vulnerable, but are themselves not clinically extremely vulnerable, are expected to continue attending school.</p> <ul style="list-style-type: none"> • School informs all staff, pupils, and parents that individuals who are classed as clinically vulnerable are expected to continue attending school. • School encourages parents who are concerned about their child's clinically vulnerable or clinically extremely vulnerable status to contact the headteacher to discuss their concerns. • School informs staff who are concerned about their clinically vulnerable or clinically extremely vulnerable status to contact the Headteacher to discuss their concerns. 			
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)
Face coverings	H	<ul style="list-style-type: none"> • School informs all staff, parents, and pupils that their existing stance on face coverings, as outlined in the Infection Control Policy has not been impacted by the new national restrictions. • School encourages visitors and staff to wear face coverings where social distancing is difficult, e.g. in narrow corridors • The school remains sensitive to individuals who are exempt from wearing face coverings, and reminds all staff, visitors, and pupils that exempt individuals are not expected to wear face coverings at any time. 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

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)
Transport	H	<ul style="list-style-type: none"> • School informs staff, pupils, and parents that under national restrictions, travelling to deliver and access education is permitted. • School encourages staff and pupils to walk or cycle to and from school where possible. • The school encourages staff and pupils to avoid public transport; however, where this is not possible, School advises they avoid peak times. 	Yes		M
Physical activity provision	H	<ul style="list-style-type: none"> • School will provide music and sports teaching in line with the existing 'Guidance for full opening: schools'. • School will only provide team sports listed on the return to recreational team sport framework. • School will not arrange or be involved in any competitions between different schools. • During sport activities, pupils are kept in consistent groups and equipment is thoroughly cleaned between each use by different groups. • Outdoor sports are prioritised, and any large indoor space (school hall) is used where this is not possible. 	Yes		M

Avalon School Operation Risk Assessment: Full School Reopening from 3rd September 2020

		<ul style="list-style-type: none"> The school will continue to offer before- and after-school club as it is necessary to support parents and offers a child care service. 			
Additional Protective measures in early years settings		<ul style="list-style-type: none"> EYFS: Only visits that are absolutely necessary are permissible and this change is communicated to all parents. EYFS settling in Visits, where absolutely necessary should ideally last no longer than 1 hour. The PHE system of controls is communicated to parents and they must follow responsibly if visiting the school.(see section 3.5 Actions for Early years Childcare, providers) School ensures it is aware of the specific disapplications relating to the EYFS which are in place due to the restrictions imposed by the national lockdown. 	Yes		