

Reigate School

**Covid-19 Operational Risk Assessment for
School Reopening 15th June 2020**

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COVID-19: Operational risk assessment for school reopening


Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	Sue Wardlow Matt Alexander Nigel Gout	Job title:	Executive Principal Head of School Chair of Governors	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	05/06/2020	Review interval:	11/06/2020	Date of next review:	26/06/2020
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Related documents	
<p>Trust/Local Authority documents:</p> <p>BAMEed-Network- Schools-and-Covid-19 - guidance-for-BAME-staff-and-their-employers-2.pdf</p> <p>Guidance-note-on-BAME-08.06.20.pdf</p>  <p>Presentation to staff for June 15th change</p> <p>Safeguarding Policy Addendum</p> <p>Health and Safety Policy Addendum</p> <p>Fire and Evacuation Policy addendum</p> <p>Behaviour Policy addendum</p>	<p>Government guidance:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing physical distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p>

(Copies can be found in the P drive – Staff only – wider opening)

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)	Mitigation Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including physical distancing					
1.1 Net capacity					
Available capacity of the school is reduced when physical distancing guidelines are applied		<ul style="list-style-type: none"> Government specifies that only ¼ of year group allowed in school each day to enable compliance with physical distancing rules both in school and travelling. Agreed new timetable and arrangements confirmed for year 10, alongside Key Worker and Vulnerable children in all year groups. NB The site has capacity to accommodate more children and comply with physical distancing when permitted to do so. Arrangements in place to support pupils when not at school with remote learning at home. 3 zones set up to keep physical distances 	Y	<ul style="list-style-type: none"> We cannot guarantee 2 meters all of the time, but best endeavours with seating have been made and there is at least 1.5 meters at all times 	
1.2 Organisation of teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
Classroom sizes will not allow adequate physical distancing		<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks in place to allow for physical distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting physical distancing. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	Y	•	
Use of Large spaces problematic		<ul style="list-style-type: none"> Dining room not bring used Gyms only used for Key worker and vulnerable groups Year 10s using small astro and surrounding benching in the pods KW/V group have use of large astro and surrounding benching in their pods Large gatherings prohibited. Design layout and arrangements in place to enable physical distancing. 	Y	•	
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is still required Staff are clear about how to get tested 	Y	•	
1.4 Prioritising provision					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. Sufficient staff to organise both in school and remote learning 	Y	•	
1.5 The school day					
The start and end of the school day create risks of breaching physical distancing guidelines		<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Attendance patterns have been optimised to ensure maximum safety. Queuing should not be necessary Floor markings in place Staff and pupils have been briefed and signage provided to identify which entrances, exits and circulation routes to use. 	Y	•	
1.6 Planning movement around the school					
Movement around the school risks breaching physical distancing guidelines		<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where required There are no shared corridors for individual groups Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks have been identified and zoning organised to eliminate this. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Appropriate duty rota and levels of supervision are in place. Each pod will be assigned a staff manager who will be responsible for reminding both pupils and staff 	Y	<ul style="list-style-type: none"> Pupils will be regularly briefed regarding observing physical distancing guidance. Signage still to be put in place 	
1.7 Curriculum organisation					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation 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		<ul style="list-style-type: none"> Staff have identified children who do not appear to be engaging sufficiently with the learning. All are receiving phone calls. Those considered vulnerable receive regular phone calls and are encouraged to attend school. Teaching staff have adjusted their approach to home learning to ensure that the children submit their work more regularly. 	Y	It is impossible to fully mitigate this risk whilst children are unable to attend school <ul style="list-style-type: none"> Gaps in learning will be assessed and addressed in teachers' planning. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of physical distancing guidelines		<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 physical distancing. A staffroom has been planned for each zone so that staff do not share on the days they are in school 	Y	<ul style="list-style-type: none"> 	
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 in progress Premises work has been brought forward whilst parts of the site have been clear 	Y	<ul style="list-style-type: none"> Will need to plan for a variety of possibilities in September 	
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	Y	<ul style="list-style-type: none"> Transition work is on-going – working through the plan 	

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> Online meetings are now being held with governors. The Trust Board has a specific committee for overseeing the process. Chair of Governors involved in the risk assessment review process Governors are briefed regularly on the latest government guidance and its implications for the school. Governors have been updated 	Y		
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		<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on physical distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Relevant policies were updated at the start of lockdown to take account of government guidance on physical distancing and COVID-19 and its implications for the school. 	Y	•	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff – staff training sessions for all Meeting with union reps taken place Pupils Parents Governors/Trustees Other partners Further communications to parents to follow Staff sent the risk assessment, training PPT + policy updates and told to read 	Y	•	
1.13 Staff induction and CPD					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
Staff are not trained in new procedures, leading to risks to health	High	<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	•	Medium
New staff are not aware of policies and procedures prior to starting at the school when it reopens	High	<ul style="list-style-type: none"> Only applies to one person Induction programmes are in place for all new staff – either online or in-school – prior to them starting. SCA and HoD liaising 	Y	•	Medium
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	Medium	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Y	•	Medium
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of physical distancing and hygiene guidance.	High	<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 	Y	•	Medium
1.16 School transport					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
Changes to bus schedules and LA provided transport as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. Liaison with LA for those children provided with free transport 	Y	•	
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		<ul style="list-style-type: none"> Due to the size of the site it has been possible for cleaning staff to continue working with full physical distancing. The whole site has been deep cleaned Thorough rota in place for cleaning as more children and staff on site. Some facilities, including toilets, will be cleaned several times a day 	Y	•	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		<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. Handwashing facilities available in most rooms and every zone 	Y	•	
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Part of teaching routine to make children wash their hands 	Y	•	
2.3 Clothing/fabric					

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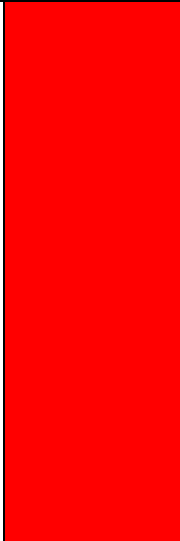
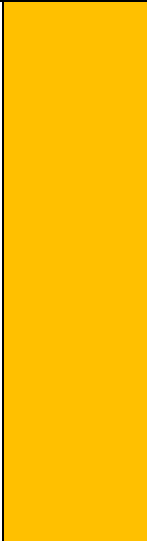
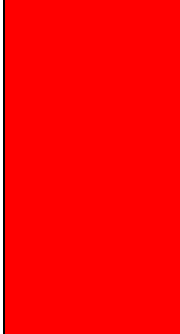
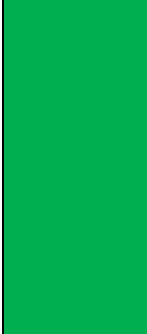
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
Not wearing clean clothes each day may increase the risk of the virus spreading	Yellow	<ul style="list-style-type: none"> Year 10 only in one day per week Children and staff asked to wear clothes that can be washed daily - mufti 	Y	<ul style="list-style-type: none"> 	Green
The use of fabric chairs may increase the risk of the virus spreading	Red	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. New staff rooms do not have fabric chairs Children do not have access to fabric chairs 	Y	<ul style="list-style-type: none"> Fabric chairs remain in the staffrooms 	Green
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Yellow	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance will be explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Y	<ul style="list-style-type: none"> 	Green
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Red	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Y	<ul style="list-style-type: none"> 	Yellow

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
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 is explained to staff and pupils as part of the induction process. 	Y	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	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. 	Y	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aid certificates extended for three months. All SLT have some level of first aid training Sufficient DSLs 	Y	<ul style="list-style-type: none"> 	M
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Physical distancing provisions are in place for medical rooms. Additional rooms are 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. 	Y	<ul style="list-style-type: none"> 	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Y	<ul style="list-style-type: none"> 	M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
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. 	Y	•	
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<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. SEND intimate care; receiving/handling deliveries; 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. Training video shared with staff 	Y	•	
3. Maximising physical distancing measures					
3.1 Pupil behaviour					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
<p>Pupils' behaviour on return to school does not comply with physical distancing guidance</p>		<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for physical distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model physical distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support physical distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with physical distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of physical distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of physical distancing. 	<p>Y</p>	<ul style="list-style-type: none"> • 	
<p>3.2 Classrooms and teaching spaces</p>					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with physical distancing measures</p>		<ul style="list-style-type: none"> • Zone arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with physical distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • 	<p>Y</p>	<ul style="list-style-type: none"> • Difficult to space exactly 2 metres apart in every room, but very close • Arrangements are formally reviewed every two weeks. Daily monitoring 	
<p>3.3 Movement in corridors</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
Physical distancing guidance is breached when pupils circulate in corridors		<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where required • There are no shared corridors for individual groups • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks have been identified and zoning organised to eliminate this. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Appropriate duty rota and levels of supervision are in place. • Each pod will be assigned a staff manager who will be responsible for reminding both pupils and staff • Signage in place 	Y	<ul style="list-style-type: none"> • Pupils will be regularly briefed regarding observing physical distancing guidance. 	
3.4 Break times					
Pupils may not observe physical distancing at break times		<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about physical distancing as break times begin. • Supervision levels have been enhanced • Year 10 will use the same outside space, but staggered. • Key Worker/Vulnerable use a different outside space, but staggered • Signage in place 	Y	<ul style="list-style-type: none"> • 	
3.5 Lunch times					
Pupils may not observe physical distancing at lunch times		<ul style="list-style-type: none"> • Pupils are reminded about physical distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining room not used, lunch eaten in zones + delivered to avoid movement around the site • Eating areas are cleaned after lunch. • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about physical distancing as break times begin. • Supervision levels have been enhanced • Guidance have been issued to parents and pupils on packed lunches to use washable containers, not fabric 	Y	<ul style="list-style-type: none"> • 	
3.6 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with physical distancing measures		<ul style="list-style-type: none"> • 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. • 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. • Separate toilets for the different zones...children and staff • Floor markings are in place to enable physical distancing. • 	Y	•	
3.7 Medical Rooms					
The configuration of medical rooms may compromise physical distancing measures		<ul style="list-style-type: none"> • Physical distancing provisions are in place for medical rooms. • Additional rooms are 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. 	Y	•	
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching physical distancing guidelines		<ul style="list-style-type: none"> • Physical 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. • 2/3 zones do not enter through reception. • Parents rarely visit reception 	Y	•	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making physical distancing measures difficult to apply		<ul style="list-style-type: none"> • Start and finish times are staggered. • Physical 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 physical distancing at arrival and departure times. • The use of available entrances and exits is maximised. • SLT presence in surrounding area at end of days • Parents and children told not to come early 	Y	•	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of physical distancing		<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how physical distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how physical distancing measures will be applied. 		<ul style="list-style-type: none"> 	
4. Continuing enhanced protection for children and staff with underlying health conditions					
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		<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. 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. 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. Schools have a regularly updated register of pupils with underlying health conditions. 	Y	<ul style="list-style-type: none"> 	
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them		<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. 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. 	Y	<ul style="list-style-type: none"> 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. Guidance from BAMEed and Stone King has been followed regarding specific consideration for BAME staff. Personalised risk assessments will be carried out if requested 			
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> 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 in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. Have a plan for using counsellors and pastoral staff moving forward 	Y	<ul style="list-style-type: none"> 	
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		<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 briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Y	<ul style="list-style-type: none"> Continue to monitor 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
Working from home can adversely affect mental health		<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups 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. 	Y	<ul style="list-style-type: none"> • Continue to monitor 	
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> • 	
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens		<ul style="list-style-type: none"> • 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. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Y	<ul style="list-style-type: none"> • 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: • Reduced numbers of pupils/staff • Possible absence of fire marshals • Physical distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable physical distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately 	Y	•	
Fire evacuation drills - unable to apply physical distancing effectively		<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with physical distancing measures. 	Y	•	
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	•	
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	NA	<ul style="list-style-type: none"> • School has remained open 	Y	•	
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> • All statutory compliance is up to date. • School has remained open with premises staff fully operational 	Y	•	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to physical distancing and infection control	N/A	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • 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 physical distancing is maintained at all times. • Physical 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). 		•	
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • 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. • 	Y	•	
9. Governance					

Reigate School operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Mitigation Further action/comments	Residual risk rating (H/M/L)
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.		<ul style="list-style-type: none"> • 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 Principal'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. 	Y	•	
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					
		•		•	
		•		•	