

COVID-19: Operational Health and Safety Risk Assessment for Little Lever School

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 28th August 2020 as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	D. Mckeon	Job title:	Principal	Covered by this assessment	Staff, students, contractors, visitors, volunteers
Date of assessment:	30 th August 2020	Review interval:	Weekly	Date of next review:	7 th September

Related documents	
Trust/Local Authority documents:	<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>

	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications
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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 secondary schools					
1.1 Organisation of 'bubbles'					
Unintended mixing between year groups 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. Year groups have been grouped into 3 cohorts with a year group bubble in each cohort School day and timetable has been adjusted to minimise movement around the school – x3 100 minute sessions per day for each year group Outside Holding zones at transition points will help segregate year group bubbles as they move to their lesson. All classes and students will be escorted by their teachers to their holding zone or session Students will wear face coverings as they move through corridors and communal areas such as the canteen 	YES		M

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		<ul style="list-style-type: none"> Students observe hygiene guidance and wash hands on the entry and exit to every classroom. Hand sanitisers have been installed in every classroom Timetable and arrangements for each cohort and year group avoid contact between cohorts when moving to their lessons / break or lunch time. Staggered arrival and leaving times; break times and lunch times for all cohorts. Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), in Alternative Provision/ the isolation room and when pupils are in detention. Separate cohort detentions will take place i.e. Y7/8, Y9/10, Y11 in separate rooms where social distancing will be observed. 			
1.2 Organisation of teaching spaces					
Teaching pupils in full 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. Students observe hygiene guidance and wash hands on entry and exit to every classroom. Hand sanitisers are placed in every classroom and in prominent places around the school so students can wash their 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 standard products such as detergents and bleach in place. Desks and chairs will be wiped down at the end of each teaching session Pupils are seated side by side and facing forwards, rather than face to face or side on in every classroom Contact between individuals is minimised and seating plans will be in place for every classroom Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. Unnecessary furniture is moved out of classrooms to make more space. 	YES	<ul style="list-style-type: none"> In ICT classrooms or rooms where sitting in rows is not possible a Perspex sheet will be installed which will protect those students who may sit face to face who are closer than 2 meters to each other. A times in classrooms it will be difficult for teachers to maintain a 2 meter distance at all times , staff may need to be closer than 2 meters but will be strongly encouraged to not go within 1m of students and close contact should be minimised at all times. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of shared spaces increases the risk of infection between year groups	H	<ul style="list-style-type: none"> • Reduced the number of lessons per day to 3 to reduce the number of classrooms that are used • Students and staff must use the hand sanitisers on entry and exit to every classroom • Classroom desks will be wiped down at the end of each teaching session • Split breaks and lunches allow cohorts and year group bubbles to use the canteen separately. • All staff and students must wear a face covering on corridors and in communal areas such as the canteen . • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • Large gatherings such as assemblies will be reduced and only conducted within a year group bubble in the Sports Hall where social distancing can be adhered to. • Design layout and arrangements in place to enable social distancing, where possible. • Corridor Climate culture introduced • All students are escorted by teachers to their session, break and lunch 	YES	<ul style="list-style-type: none"> • It is possible there will be some mixing of year group bubbles as students move from the canteen to their designated Year group bubble area outside. It will be mandatory for all students and staff to wear face coverings while they do this. Corridor climate will support this as well as teachers escorting students to sessions and the canteen. 	M
1.3 Staffing					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	M	<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 on a daily basis • 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 return to work. • Risk assessments are undertaken for 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 risk of poor outcomes should they contract COVID-19). • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. 	YES	<ul style="list-style-type: none"> • 	L
1.4 The school day					

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 start and end of the school day create risks of contact between discrete year groups	H	<ul style="list-style-type: none"> Start and departure times are staggered. Staff and students 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. 	YES	<ul style="list-style-type: none"> Yellow 'holding zones' are painted on the floor to clearly signpost students where to stand when they arrive. All students will line up in their classes and be greeted by their teacher when they arrive All students will be escorted off site for departure procedures at their specific staggered departure time by their teacher. 	L
1.5 Planning movement around the school					
Movement around the school risks contact between discrete year groups	H	<ul style="list-style-type: none"> Timetabling avoids more than one cohort in circulation at any one time and reduced movement Students will be escorted to sessions / break and lunch by teachers at key times of the day Staff moving between year groups observe social distancing and hygiene procedures at all times. Students and staff will wear face coverings when moving on corridors and in communal areas One-way systems are in place where needed 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	<ul style="list-style-type: none"> 	M
1.6 Curriculum organisation					
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	L	<ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan 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, engaging in the National Tutoring Programme and additional planned intervention programmes. 	YES	<ul style="list-style-type: none"> 	L

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		<ul style="list-style-type: none"> 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. Middle leaders will ensure that exam syllabi are covered. 			
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	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 and will ensure that year group bubbles do not mix 	YES	•	L
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete year group bubbles do not mix on school visits. 	YES	•	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<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. 		•	L
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full reopening and taking into account the local context at any time of the year Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for September 2020 completed. Extended induction period and phased return implemented to prepare for the 'unknown' and address any significant local rises in 	YES		L

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		infection rates by building confidence among staff, students and parents			
Pupils moving on to the next phase in their education do not feel prepared for the transition	L	<ul style="list-style-type: none"> • A plan has been put in place for the DEEP support team to speak with students and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g post-16 providers, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including a dedicated webpage. • Parent Portal has been established to provide video guidance and all essential documentation so parents of incoming students are clear on the return to school plan and induction procedures • Virtual tours of the school will be available for parents and pupils as part of our Virtual 'open weeks' 	YES	•	L
1.9 Governance and policy					
Trustees are not fully informed or involved in making key decisions about reopening	M	<ul style="list-style-type: none"> • Online meetings are held regularly with the Trust board. • The Trust are involved in key decisions on reopening. • The Trust is briefed regularly on the latest government guidance and its implications for the school and the Chair of the Trust is kept fully informed. 	YES	•	L
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<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 policy on attendance from September. • Staff, students, parents and Trustees have been briefed accordingly. 		•	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)
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Students Parents Trustees Local authority DfE / Regional Schools Commissioner Professional associations Other partners 	YES	<ul style="list-style-type: none"> The implementation of our new website and Parent and Student Portal have greatly enhanced the speed with which we communicate. 	L
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	M	<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for remote learning, pastoral care and safeguarding. A communication strategy for students, 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 students, parents and staff are kept up to date. 	YES	<ul style="list-style-type: none"> 	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	M	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. A phased induction period allows us to build confidence with parents and carers as well as providing additional support to parents and carers to encourage them to attend. Dialogue is held with parents who have concerns. 	YES	<ul style="list-style-type: none"> 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> An extended induction and phased return will allow staff to be trained but most importantly deliberately practice new routines and structures with a reduced number of students in the building through this period A revised staff return to school plan has been issued to all staff prior to reopening with full consultation. 		<ul style="list-style-type: none"> 	L

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		<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"> • The 9 PHE system control measures set out in the latest government guidance • Organisational arrangements (i.e. new school day and timetable, cohorts , year groups operating as 'bubbles') • Infection control • Fire safety and evacuation procedures • Positive behaviour management • Safeguarding • Risk management 			
New 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 online or in-school – prior to them starting. 		•	L
1.14 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	M	<ul style="list-style-type: none"> • A member of the school's Leadership and admin team are tasked with ensuring that the list of students eligible for free school meals is accurate and up to date and that students receive free meals when in school. • FSM students will also receive a free breakfast served from 8am each day 		•	L
1.15 Risk assessments					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	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"> 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 Key areas and communal areas of the school (i.e. toilets) 	YES	<ul style="list-style-type: none"> 	L
1.16 School transport					
Conditions and arrangements on dedicated school transport pose risks to infection control	H	<p>Agree with the operators of dedicated school transport the following measures where possible:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet We will encourage all students to walk or cycle to school where possible 	YES	<ul style="list-style-type: none"> The normal school buses have been organised with no additional buses available to support Year group bubbles. Students must wear a face covering on the bus Bus company legally classifies the school bus as a 'Public bus' so students will need to wear face coverings and socially distance where possible. Year group bubbles are likely to mix on the school bus 	M
Changes to public bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. Holding zones established outside at the front of school established for early arrivals 	NO	<ul style="list-style-type: none"> Still awaiting revised bus times from the school bus company 	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)
1.17 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. Year group 'bubbles' are kept discrete The local health protection team is contacted immediately for advice The school engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that year 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. 	YES	<ul style="list-style-type: none"> Student timetables are uploaded onto Parent Portal ready to be used for remote learning. 	L
The school is unprepared for a local lockdown should the rate of infection rise in the area	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. 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. remote learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 	YES	<ul style="list-style-type: none"> Remote learning plan is available on the website for all parents, students and staff. Subject leaders will adapt Lockdown remote learning plans to suit their subject 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Public Health England system control measures					

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>The 9 PHE system of control measures are not adhered to...</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: • 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>The information below is included in the school's reopening plan. 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 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any student 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 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. • 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>In addition:</p> <ul style="list-style-type: none"> • All staff will be trained on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. This will be completed as part of the INSET days. 	YES	<ul style="list-style-type: none"> • Parent portal will support this process with video guidance, letters and notices/updates. 	M

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		<ul style="list-style-type: none"> • Infection control training will be organised for any new staff throughout the year • Clean hands thoroughly more often than usual • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when students and staff enter and exit the classroom, when students, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • visual reminders are placed across the school to remind students staff and visitors of good hand hygiene procedures • Handwashing routines are re-taught to students using suitable video guidance. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school at all times. • Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • Posters are downloaded/made/bought that remind students and staff about the approach and the importance of handwashing and 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. • Students using public transport are reminded of the need to wear face coverings/masks. • All students and staff will need to wear face coverings on corridors and in communal areas which may mean they pass someone outside of their Year group bubble. • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. • Staff who wish to wear visors while teaching will be given the option to do so if they wish. 			

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		<ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. • Minimise contact between individuals and maintain social distancing wherever possible • Students are organised in cohorts and into year group bubbles. This will involve staggered start and finish times, staggered break times, staggered lunch times. • Movement around the school by students is minimised via the new school day and timetable. • When movement does occur outside of the classroom staff and students must wear a face covering and at key parts of the day students will be escorted. • Transition breaks and holding zones will be used to manage Year group bubbles as they move to their sessions/lunch/break. • The movement of staff between bubbles and around school during the day is minimised. All sessions are 100mins with only 3 sessions per day. • For each year group, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that students routinely need is collated and kept in separate bags. These are made available to any student who does not have their own equipment. Each student keeps this bag of equipment for their own use. Arrangements and systems are in place to monitor equipment each day ensuring any equipment that is loaned when a student forgets or has lost their equipment has been cleaned and left for 72hours before it is re-used. Equipment will only be loaned within an Edge group within the same bubble. • Arrangements are in place to avoid using mobile phones and to avoid queues forming if students need to collect them from a central point. 			

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		<p>There will be a mobile phone free policy implemented. A system is in place to swiftly confiscate and collect mobiles should this policy be breached. Staff will need to wash their hands using the nearest hand sanitiser (one in every classroom) if they touch a mobile phone.</p> <ul style="list-style-type: none"> • Students are instructed to wipe down their desk and chair at the end of each session • Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops -will not be used. Students are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble. • Resources are boxed, including library books, that are needed for particular classes, to avoid students using shared areas such as the school library. • The need for staff to take students' work away from school is minimised. Students' self -assessment of work in books is undertaken where appropriate and in most cases will take place in the session. The extension of sessions to 100minutes should allow this to happen. Where possible work is completed and assessed in the lesson or online. Work done on paper that requires teacher input/feedback is placed in a plastic box (for the class teacher / subject teacher as appropriate) and retained in school for 48 hours before being marked. • The use of mini-whiteboards /pens will be used when most appropriate to support learning. Once a set of mini whiteboards has been used by a class they will not be used by another class that day. They will be placed in a sealed and clearly labelled box. All mini whiteboards that have been used will be cleaned and wiped with disinfectant by the teacher before they are used again the following day. Each teacher will be given 60 mini-whiteboards with two clear boxes labelled 'Used' and 'Clean' • Where necessary, wear appropriate personal protective equipment (PPE) • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a student who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) 			

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		<p>and for the provision of routine intimate care to pupils that involves the use of PPE.</p> <ul style="list-style-type: none"> • Gloves and aprons are provided for cleaning staff. • Face coverings (including a visor) are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <p>• Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders 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. <p>• Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • 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. • Spreadsheet linked to the timetable taking into account seating plans and attendance of students and staff is established to monitor and quickly identify individuals who have been in close contact with infected cases. • A spreadsheet is maintained to record all staff and students who are self-isolating who have tested positive. These spreadsheets are kept up to date and are in line with the Bolton PHT guidance • Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>• Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. 			

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		<ul style="list-style-type: none"> • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 			
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 contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. 	YES	•	L
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	•	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Students cannot enter the classroom unless they wash their hands using the hand sanitiser • Staff training includes the need to remind students of the need to wash their hands regularly and frequently • Posters and electronic messaging 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	•	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)
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<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	<ul style="list-style-type: none"> • Normal uniform expectations in line with the guidance issued in the return to school plan 	L
The use of fabric chairs may increase the risk of the virus spreading	M	<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	<ul style="list-style-type: none"> • Chairs have been removed from all communal rooms 	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, 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. • Staff, parents and students are clear that they should <u>book a test</u> if they are displaying symptoms. • Staff, parents and students 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. • Staff, parents and students are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). • Post-testing support is available for staff through the school's health provider. 	YES	<ul style="list-style-type: none"> • Details on this has been communicated vis the Return to School webpage • Further guidance will be issued on the Parent Portal if needed 	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)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and students and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • Students, 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 students is reported to the trust or local authority. 	YES	•	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, students 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 students 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	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff, 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, students 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 students 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	•	L
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. 	YES	•	L
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. 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. 	YES	•	M
2.8 Communication with parents					

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)
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<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 and the school's expectations on a regular basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. COVID-19 relevant sections on the school website have been created and updated. 	YES	•	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	YES	•	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	•	L
3. Adopting the new organisational model of cohorts and year group 'bubbles'					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with the new guidance on operating	H	<ul style="list-style-type: none"> Phased and extended induction process that allows students to deliberately practice the new and existing routines so we actively 'teach students how to behave' under the new restrictions and have the staffing capacity to ensure this culture is embedded swiftly. 	YES	•	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)
within discrete year group 'bubbles'		<ul style="list-style-type: none"> • Clear messaging to students on the importance and reasons for operating in year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff continue to model social distancing consistently. • The movement of students around the school is minimised. • Large gatherings are avoided...assemblies are conducted in year group bubbles in the sports hall and will be kept to a minimum. • Break times and lunch times are structured to avoid different cohorts coming in to contact with each other and different Year group bubbles mixing 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, students and parents. • Senior leaders monitor areas where there are breaches of the cohort and year 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 year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where and if necessary. 			
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	M	<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain at least 1m distance from students. Staff are encouraged to keep 2m where possible • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	YES	•	L
3.3 Specialist learning spaces					
The use of classrooms and specialist learning spaces (e.g. science labs, technology and arts)	M	<ul style="list-style-type: none"> • Students are instructed to wipe down their desk and chair at the end of each session • All students must wash their hands as they enter and exit the classroom. 	YES	•	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)
areas) risks the spread of infection between different year group bubbles		<ul style="list-style-type: none"> Any specialist equipment is thoroughly disinfected before a new bubble enters. Schemes of work are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. Teachers' planning is reviewed to maximise the use of teacher demonstration. 			
3.4 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	H	<ul style="list-style-type: none"> The assembly hall shared space will only ever be used by one year group at a time and will be cleaned after use. Assemblies will be kept to a minimum and only used if and when necessary. The dining room will be split into two sections which will accommodate a maximum of two year groups from the same cohort. The two year groups will maintain social distancing and will be asked to wear face coverings whilst in the dining room. 	YES	<ul style="list-style-type: none"> Once students have finished eating in the canteen they will move to their designated Year group bubble area outside. Students will wear face coverings as they do this. 	M
3.5 Isolation room, withdrawal of pupils to small groups and detentions					
The use of spaces for inclusion/withdrawal of pupils/ detentions risks the spread of infection	H	<ul style="list-style-type: none"> Phased induction process will reduce the numbers of students needing to use these spaces while student behaviours are embedded. Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. Detentions will be completed in cohorts i.e. Y7/8 , Y9,10 and Y11 Spaces are cleaned after use. 	YES	<ul style="list-style-type: none"> 	L
3.6 Movement in corridors					
Year group 'bubble' arrangements are breached when students circulate in corridors	M	<ul style="list-style-type: none"> Sessions are timetabled to avoid different cohorts coming in to contact with each other. All students and staff will wear face coverings on corridors Students will be escorted to sessions, break and lunch by teachers One-way systems are in operation where feasible. Corridors are divided where feasible. 	YES	<ul style="list-style-type: none"> 	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)
		<ul style="list-style-type: none"> • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • Appropriate supervision levels are in place. 			
3.7 Break times					
Year groups may mix at break times	M	<ul style="list-style-type: none"> • Break times are staggered. • Students are kept within their assigned 'bubbles' in their dedicated areas during social times. • External areas are designated for different groups. • Students 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. 	YES	•	L
3.8 Lunch times					
Year groups may mix at lunch times	M	<ul style="list-style-type: none"> • Lunch times are staggered. • Students are reminded about staying in their assigned bubbles as lunch times begin. • Students must wear face covering in the canteen. They can remove them when eating but must put them back on once they have finished • Students will only enter the canteen one year group bubble at a time • Students wash their hands before and after eating. • Dining areas are cleaned before and after each cohort has used them. • Tables and chairs have been cordoned off where necessary. • Floor markings are used to manage queues and enable social distancing. • Students eat lunch with others in their bubble. But will share the dining room socially distant from students in their cohort when they transition to and from the canteen. This will help reduce mixing when Year group bubbles arrive and depart the canteen. 	YES	<ul style="list-style-type: none"> • There may be some mixing of year group bubbles as students enter and leave the canteen area. Year group bubbles will be given separate eating zones within the canteen which will be socially distanced. 	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)
		<ul style="list-style-type: none"> Extra staff will be on duty to ensure once students have finished eating they place their face coverings on and move to their designated Year group bubble area outside 			
3.9 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles'	M	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Students know that they can only use the toilet one at a time. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap, paper towels and hand sanitiser. Bins are emptied regularly. Students are reminded regularly on how to wash hands. 	YES	•	L
3.10 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 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	•	L
3.11 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. No parents are allowed on site without first making an appointment. Parents will only be seen for face to face meetings if it is essential and the meeting cannot be conducted remotely 	YES	•	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)
social distancing guidelines		<ul style="list-style-type: none"> • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. 			
3.12 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 year groups mixing	H	<ul style="list-style-type: none"> • Start and finish times are staggered for each year group 'bubble'. • Class teachers will escort their class off the school premises at their designated staggered departure time • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Parents will not allowed on the school site at the start or the end of the day • Weekly messages to parents stress the need for social distancing at arrival and departure times 	YES	•	L
3.13 Transport					
The use of designated school transport and public transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> • Agreement has been reached with companies operating designated school transport on the optimum arrangements possible to minimise the risk of spreading the virus. • Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated school transport, including advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. • Discussions have been held with the relevant public transport authority, with the local authority and with bus companies on whether journey times can be staggered to avoid peak times. • Other ways for pupils to travel to and from school, such as walking and cycling, have been explored with parents. 	YES	•	M
3.14 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<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	<ul style="list-style-type: none"> All soft furniture has been removed from staff rooms 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	M	<ul style="list-style-type: none"> 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. 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 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 students with underlying health conditions is regularly updated. Students who are BAME may be more susceptible to poor outcomes if infected by COVID-19. 	YES	<ul style="list-style-type: none"> 	L
4.2 Staff with underlying health issues					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	M	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. 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. 	YES	<ul style="list-style-type: none"> 	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)
		<ul style="list-style-type: none"> 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. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 			
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	M	<ul style="list-style-type: none"> Phased induction programme allows sufficient capacity to meet students' mental health needs. There are sufficient numbers of trained staff available to support students' with mental health issues. There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/EDGE time briefings. Resources/websites to support the mental health of students are provided. 	YES	•	L
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	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. Wellbeing credits and the normal wellbeing procedures will be in place 	YES	•	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)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	YES	•	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Students operating in cohorts with year group bubbles Staff and students have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 		•	L
Fire evacuation drills - unable to apply social distancing effectively between discrete year 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 between year group bubbles. 		•	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. 		•	L
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. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 		•	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)
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<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 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). 		•	L
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	M	<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 and strategies in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with the Trust. 		•	L
8. Governance					

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)
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> • The Trust continues to meet regularly via online platforms. • The Trust 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 the Trust and those trustees with designated responsibilities is in place. • Minutes of trustees meetings are reviewed to ensure that they accurately record trustees' oversight and holding leaders to account for areas of statutory responsibility. 		•	L
9. 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					
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