



St Michael's Catholic College
College Operational Risk Assessment
Autumn Term 2020

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COVID-19: OPERATIONAL RISK ASSESSMENT FOR SECONDARY 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 2nd July 2020 as follows:

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

Assessment conducted by:	Felicity Corcoran and Jo Nottage	Job title:	Principal and Assistant Principal	Covered by this assessment:	Staff, students, contractors, visitors, volunteers
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Date of assessment:	01.12.20	Review interval:	Day to day operational plan fortnightly. Operation and H+S risk assessments monthly	Date of next review:	4 th January 2021
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Related documents	
<p>Academy/Local Authority documents: This risk assessment should be used in conjunction with the following documents: College Health and Safety Risk Assessment College Staying safe in Covid-19 policy College operational plan autumn term 2020 College remote learning protocols +procedures autumn term 2020 College recovery curriculum 2020-21 College Catch up Provision plan 2020-21</p>	<p>Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers 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 https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-has-changed</p>

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' in full year groups					
Unintended mixing between year groups will increase the risk of the virus spreading	M	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. These have been updated in light of tier 2 restrictions coming back into force on 2nd December. Each year group is allocated a designated set of rooms/spaces and stays within this area except for specialist teaching (e.g. science, technology, art) or when using the dining room or other shared spaces. All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by students. Students observe hygiene guidance and wash hands frequently. 	Y	Clear routes in place for all year groups when movement across the college is required. Route information to be placed in all tutor rooms.	L

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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"> Teachers moving between groups will comply with social distancing and hygiene guidance. From 19/10 all have been wearing face coverings in communal areas and corridors. Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). Staggered arrival and leaving times; designated break time and lunch times provision for each year group. Social distancing is fully observed when small groups of students are withdrawn (e.g. for SEND students), in Alternative Provision/internal inclusion units and when students are in detention. 		See details in college opening plan re: specific arrangements for SEN/TAP/Counselling withdrawal.	
1.2 Organisation of teaching spaces					
Teaching students in full classes will increase the risk of the virus spreading	M	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. This includes updates related to tier 2 restrictions from 02/12/20 Students observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. Contact between individuals is minimised and social distancing maintained wherever possible. Staff maintain distance from their students, 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. Students are seated side by side and facing forwards, rather than face to face or side on. 	Y		M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Unnecessary furniture is moved out of classrooms to make more space. 			
The use of shared spaces and specialist classrooms increases the risk of infection between year groups		<ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete year group at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing, where possible. 			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	H	<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. 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. Dialogue is held with Unions on the school's approach to staff returning to work. Union checklists and BAMEed Guidance used to inform risk assessments 	Y	<p>Remote learning plan in place for students or year groups required to isolate Remote working expectations for staff required to isolate but who are well have been shared and agreed.</p> <p>Clinically extremely vulnerable staff (and students required to shield during lockdown 2) to return to the college on 03/12/20 if doctors/medical teams agree. Risk assessments and health care plans to be updated and any reasonable adjustments required identified and implemented.</p>	L

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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)
1.4 The school day					
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. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. 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. 	Y		M
1.5 Planning movement around the school					
Movement around the school risks contact between discrete year groups	M	<ul style="list-style-type: none"> Year group 'bubbles' remain in their designated bases for most of their learning. Staff moving between year groups observe social distancing and hygiene procedures at all times. Set routes, staircases and toilets for each year group are in place. Corridors are divided where feasible. Appropriate duty rota and levels of supervision are in place. From 19/10/20 all students and staff wear face coverings in corridors or communal areas unless they have a medical exemption. 	Y	See addendum on reopening plan 05/11/20 face coverings procedures.	L
1.6 Curriculum organisation					
Having missed up to 15 weeks of learning, students will have fallen behind in their progress during school closures	M	<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 students 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 	Y	Additional staff have been recruited to oversee and run catch up interventions. The impact of catch up interventions will be regularly	L

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and achievement gaps will have widened		<p>National Tutoring Programme and additional planned intervention programmes.</p> <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. 		assessed and monitored by SLT and LOLS.	
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	M	<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. 	Y	<p>See details in college opening plan re: specific arrangements for practical subjects.</p> <p>From 2/12/20- extracurricular after school clubs will begin again after being cancelled during lockdown 2.</p> <p>Music performances for the end of term liturgies will be recorded and shared remotely.</p>	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 after October half term by the Principal. There will be no residential or overseas trips. 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. 	Y	<p>There will continue to be no trips this term and the situation about local trips will be reviewed in January 2021.</p>	L
1.7 Staff workspaces					

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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 rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff spaces and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Additional spaces G19, G20, the library and desks in the sports hall can be used during the day when teaching staff do not have lessons. At lunchtimes the following rooms will also be available to staff: S36 and S37: Mon 4b Tues-Fri 4a & 4b NF1: Mon-Fri 4b only. Areas for seating in staff café areas has been marked out- staff must stick to those areas. It is not permitted to sit on tables. Strict limits are in place of the number of staff who can be in staff spaces, faculty bases and offices at all times. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	Y		L
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar, college improvement plan and SEF because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full reopening. The calendar may be subject to change at short notice. Senior Leadership Team (SLT) and college improvement plan informed by reopening plans and latest guidance. 	Y	<p>The calendar will be updated for the 1st half of the spring term by 17/12/20 to reflect the local/national situation.</p> <p>Meetings will continue to take place remotely whilst London remains in tier 2 or higher</p>	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for relevant staff (SLT, LOLS, Careers advisor) 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. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with students' transition. Regular communications with the parents of incoming students are in place, including letters, newsletters and video clips. Virtual meetings have been made available for parents of new Year 7 students Online curriculum evenings have taken place for all year groups. Main school and 6th form open evenings have taken place online and dedicated portals have been created to provide key information to students and parents. Virtual parents' evenings have been trialled with Year 8 and 7 in the autumn term. Staggered starts September allowed for Year 7 and Year 12 induction activities to take place to support with transition. New Year 7 students with SEND were offered socially distanced tours of the college site ahead of starting and SEN staff have made contact with students and families. 	Y	A programme called SchoolCloud will enable the college to arrange virtual face to face parents evening meetings with KS4 and 5 parents in the spring term.	L
1.9 Governance and policy					
Governors 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 governors as per the usual timeframes. The Chair of Governors (and committee chairs if necessary) is involved in key decisions on reopening and sent key documents for consultation and information as required. The Chair of Governors is kept fully informed by the Principal of all arrangements and key developments. 	Y		L

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		<ul style="list-style-type: none"> The Chair of Governors briefs the Governing body via email on key decisions and developments as and when needed, this includes the latest government guidance and its implications for the college. 			
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policy on attendance from September. Staff, students, parents and governors have been briefed accordingly. Parents directed to Coronavirus related absences quick reference guide 	Y	Addendums have been made to the day to day organisational plan re: face coverings from 19/10/20	L
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Students Parents Governors Education Commission Local authority Professional associations Other partners 	Y	Staff focus group/middle leaders were consulted at the end of September and information was used to update staff expectations. Parent focus group was consulted at the start of October . Parent surveys will be carried out as each year group have their open evenings.	L

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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 will be consulted again head of the end of term.	
A last-minute lockdown situation prevents effective communication with students, parents and staff regarding contingency arrangements	H	<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. Edulink is the identified method of communication. Contact records for students, parents and staff are kept up to date. 	Y	Remote learning plans meet DFE legal requirements that began on 22/10/20	M
1.12 Student attendance					
Student attendance is lower than expected due to parental concerns about students' safety from infection	H	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Students/parents who are particularly anxious were identified in the summer term and contact has been made/ meetings arranged to support as needed. Dialogue is held with parents who have concerns, referrals to be made to Parent Partnership team as needed. Attendance officer to produce weekly attendance updates for the Principal, SLT and LOLS and actions are identified to support students to return to college and/or attend every day. Letters sent to those below certain expected thresholds and follow up to external agencies as required. One to one support sought from the LA back to school team on a case by case basis. 	Y	Letter re: impact on college provision, operational plans and risk assessments due to national lockdown guidance sent to parents on 05/11/20. Parents provided with a return to tier 1 update on 1 st Dec and all covid paperwork placed on a separate section of the website.	M
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"> Risk assessments, Key policies and the reopening plan are shared with staff ahead of the reopening. 	Y	This relies on every member of staff fulfilling their responsibilities.	M

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		<ul style="list-style-type: none"> A detailed H/S briefing is planned into inset at the start of term and includes: <ul style="list-style-type: none"> The 9 PHE system control measures set out in the latest government guidance Organisational arrangements (i.e. year groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive 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 prior to them starting. A mini staff handbook is issued to all new staff prior to them starting. New staff have a designated member of SLT and a buddy to support them with their induction at the college Any training needs e.g. Google classroom are promptly identified and addressed. NQT/ITT CPD programmes run as normal but with social distancing measures in place. This CPD will focus on key college policies. 	Y	New staff were part of the staff focus group and gave feedback about the operational and H+S RAs	
1.14 Free school meals					
Students 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 administrative team (SSH) is 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. In the event of a partial/full closure vouchers will be issued to families whose children are eligible for FSM. 	Y	LA will now be overseeing FSM provision for the Christmas holidays. Vouchers are currently being sent to families of students isolating who are in receipt of	L

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		<ul style="list-style-type: none"> Vouchers were issued to parents of fsm students during the October half term, thanks to the LA agreeing to fund the costs. 		fsm. The college will move to the Morrisons scheme in the New Year.	
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When students enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits 		Risk assessments continue to be checked and updated when new DFE guidance is issued.	L
1.16 School transport					
Changes to public bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality .	M	<ul style="list-style-type: none"> The details of how students will travel to and from school are known prior to opening. Information is provided to parents/carers about alternative ways of travelling to and from school, including cycling and walking. All students living within 1 mile of the college will be expected to walk to and from the college every day. Regular liaison takes place with the Southwark's school police team who can advise as needed and provide TFL updates. Regular liaison with other Southwark secondary Schools- via SASH meetings and communication, especially those closest to SMCC. (COLA/COMPASS/BACONS) TFL have increased bus services at peak times on busy routes- with additional 600 buses running from September. 	Y		M
1.17 Responding to cases of COVID-19 and local lockdowns					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst students 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 at all times. The local health protection team is contacted immediately for advice. Action plans for different scenarios have been produced and shared with staff, students and parents. Contact tracing drills took place in September to evaluate the action plans. The school engages swiftly with SERCO Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team/LA – this may mean that year group bubbles and some staff who have been in close proximity with the person concerned may have to self-isolate for 14 days. Arrangements are in place for home and remote learning for students who are required to self-isolate. 	Y	Operational plans and risk assessments have been updated in line with national guidance for moving from lockdown to tier 2 on 02/12/20 provided by the DFE	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 LA and local health protection team. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Students whose parents are key workers/vulnerable are already identified and contingency plans include onsite provision for these students if needed. Provisional rota of staff who can supervise key worker/vulnerable student provision in place to ensure an immediate response. 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Lessons learnt during the school closure period are applied to the contingency plan. 			
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					
<p>The 9 PHE control measures are not known or being followed correctly increasing the risk of infection.</p>	<p>H</p>	<p>Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows:</p> <ul style="list-style-type: none"> 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 meetings, start of year assemblies and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). Any Student or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. A child/ member of staff 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/staff member with symptoms uses the bathroom, it must be thoroughly disinfected before use by anyone else. 	<p>Y</p>		<p>M</p>

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"> • 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 students 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"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. • Clean hands thoroughly more often than usual • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when students, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks. • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to students using suitable video. • 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. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 		<p><i>London became an area of high transmission on 17/10/20 students and staff have been directed to wear</i></p>	

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"> • 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. • From 19th October due to tier 2 restrictions all staff and students have been required to wear face coverings in communal areas and corridors, unless they have an exemption. See Addendum at the end of this document. • 6th form students are required to wear face coverings in NT rooms when there are more than 8 students in the class and when in study periods in the gym. • A stock of masks is maintained and made available for staff and for students who do not have a mask for use on public transport. • 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 		<p><i>face coverings when moving around the college and in communal areas as per updated DfE guidance- this continued during the national lockdown which began on 05/11/20 and will remain in place as long as London remains in tier2.</i></p>	

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		<ul style="list-style-type: none"> • Students are organised in year group bubbles. In school, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times. • Movement around the school by students is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. • Where it is necessary for students to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. • The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this. • 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. • Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - These specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. 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. Where possible work is completed and assessed online. Work done on paper that requires teacher input/feedback is placed in a plastic box (for the 			

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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>class teacher / subject teacher as appropriate) and retained in school for 48 hours before being marked.</p> <ul style="list-style-type: none"> • Where necessary, wear appropriate personal protective equipment (PPE) • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • <i>From 19th October due to tier 2 restrictions all staff and students need to wear face coverings in communal areas and corridors, unless they have an exemption- this will continue during the national lockdown starting 05/11/20 and for as long as London is in tier 2. See Addendum at the end of this document.</i> • 6th form students are required to wear face coverings in NT rooms when there are more than 8 students in the class and when in study periods in the gym. • Staff are supplied with PPE when supervising a Student who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to students that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished • Engage with the SERCO Test and Trace process • 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. 			

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"> • Manage confirmed cases of coronavirus (COVID-19) amongst the school community • Contact details for the DFE coronavirus hotline/ 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. • Scenario action plans are used when there are confirmed 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. • Use is made of any template letters provided by Public Health England / local authority as directed locally. • Contain any outbreak by following local health protection team advice • Advice provided by the DFE Coronavirus helpline/local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 			
2.2 Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • The enhanced cleaning timetable matches the use of any shared spaces. • Working hours for cleaning staff are increased if needed, following regular review. 	Y		L
2.3 Hygiene and handwashing					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Inadequate supplies of soap and hand sanitiser mean that students 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 and external sinks are purchased to increase capacity. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y		L
Students forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> 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. 	Y		L
2.4 Fabric					
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. 	Y	Some staff with medical conditions have been given a fabric chair to use at desks if needed.	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst staff and students, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on engaging with the SERCO Test and Trace process has been explained to staff as part at the start of term. 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 SERCO 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 	Y	<p>It is key that parents and staff book tests as quickly as possible and inform the college immediately of the result.</p> <p>The college has signed up to the employer test programme so codes can be generated and given to staff to make them a priority when ordering tests for</p>	M

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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>coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> Post-testing support is available for staff through the PHE. 		themselves of members of their household.	
Infection transmission within school due to staff/students (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 Student 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 Governors and local authority. 		Flowchart created for staff and parents to follow to ensure they know what action to take in different circumstances.	M
Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<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 at the start of term. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 		<p>Updates re: tier 2 restrictions and the requirement to wear face coverings in communal areas were sent out to parents on 16/10/20.</p> <p>Update re national lockdown restrictions sent to parents on 05/11/20</p>	L

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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)
				Update re move to tier 2 to be sent out to parents on 01/12/20	
Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<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 at the start of term. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		M
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. Additional staff have been identified to undertaken first aid training as soon as courses restart. 4 Staff: FCO, JNO, CSA, DFR have the required DSL training and in urgent circumstances additional support can be provided from the LA's LADO. 	Y		L
2.7 Medical rooms					

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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)
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for students 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. 			L
2.8 Communication with parents					
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 weekly 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. A COVID-19 section on the school website is created and updated. Parent reopening plan and subsequent updates – provided via Edulink and made available on the website. 	Y		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via Edulink and the website. 	Y		L
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<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 students with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how 		<ul style="list-style-type: none"> From 19th October due to tier 2 restrictions all staff and students need to wear face coverings in communal areas and corridors, unless they have an exemption- this will continue during the 	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)
		<p>to remove PPE carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 		<p><i>national lockdown starting 05/11/20 and as London moves back to tier 2 on 02/12/20 See Addendum at the end of this document.</i></p> <ul style="list-style-type: none"> 6th form students are required to wear face coverings in NT rooms when there are more than 8 students in the class and when in study periods in the gym. 	
3. Adopting the new organisational model of discrete year group 'bubbles'					
3.1 Student behaviour					
<p>Students' behaviour on return to school does not comply with the new guidance on operating within discrete year group 'bubbles'</p>	M	<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. Break times and lunch times are structured to avoid different year groups coming in to contact with each other and are closely supervised. The college's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, students and parents. SLT monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. 	Y	<p>Home school agreement in place which make expectations clear in terms of the updated behaviour policy and health and safety rules.</p> <p>Messages reinforced at virtual curriculum evenings for parents in September.</p>	L

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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"> • 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 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 2 metres social distancing with students' desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 			L
3.3 Specialist learning spaces					
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	M	<ul style="list-style-type: none"> • The learning space and equipment are 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 rather than Student practicals. 	Y	Cleaning schedules are mapped against use of specialist rooms.	L
3.4 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	M	<ul style="list-style-type: none"> • No more than one year group/bubble is scheduled to occupy a shared space at any one time. • Shared spaces are cleaned after each use. 	Y		L
3.5 Alternative provision, inclusion centres, withdrawal of students to small groups and detentions					

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 spaces for AP/inclusion/withdrawal of students/ detentions risks the spread of infection	M	<ul style="list-style-type: none"> • Social distancing is fully observed in spaces where small groups of students are brought together for a specific purpose. • Face coverings to be worn if 2 metre social distancing is not possible in small groups/1-1 withdrawal. • Spaces are cleaned after use. 	Y		L
3.6 Movement in corridors					
The discrete year group 'bubble' arrangements are breached when students circulate in corridors	M	<ul style="list-style-type: none"> • Home base/year group bubble arrangements are in place. • The use of shared/specialist learning spaces is timetabled to avoid different year groups coming in to contact with each other. • Set routes for movement are in place for each year group/bubble. • Circulation routes are clearly marked with appropriate signage. • Appropriate supervision levels are in place. • From 19th October due to tier 2 restrictions all staff and students need to wear face coverings in communal areas and corridors, unless they have an exemption – this will continue during the national lockdown starting 05/11/20 and as London moves back to tier 2 from 02/12/20. See Addendum at the end of this document. 	Y		L
3.7 Break times					
Year groups may mix at break times	M	<ul style="list-style-type: none"> • Students are kept within their assigned 'bubbles' 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. 			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"> Sets of toilets designated for specific year groups. 			
3.8 Lunch times					
Year groups may mix at lunch times	M	<ul style="list-style-type: none"> Students are kept in bubbles/ year groups at lunch time and assigned a designated area. Students are reminded about staying in their assigned bubbles as lunch times begin. Students wash their hands before eating and sanitise hands before returning to classrooms. Dining areas are cleaned before and after each year group has used them. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as, delivering pack lunches designated areas. Students eat lunch with others in their bubble. Sets of toilets designated for specific year groups. 			L
3.9 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures between students from different discrete year group 'bubbles'	M	<ul style="list-style-type: none"> All year groups/bubbles have been designated a specific set of toilets. Queuing zones for toilets and hand washing have been established and are monitored. 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 and paper towels. Bins are emptied regularly. Students are reminded regularly on how to wash hands and posters are displayed by sinks/toilets. 	Y		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 room and medical room has been moved to G03. G22 has been designated for students 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		L
3.11 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Y		L
3.12 Arrival and departure from school					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking students from different year groups mixing	M	<ul style="list-style-type: none"> Start and finish times are staggered for each discrete year group 'bubble'. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Reminders given to parents stress the need for social distancing at arrival and departure times and also in the local area/ bus stops etc. 	Y	Main concern is local area and bus stops before and after school.	L
3.14 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff offices, faculty spaces and staff spaces 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 areas and set numbers of staff will be made clear to ensure social distancing can be maintained. Staff given designated lunch spaces 			L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Students with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students 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 students 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 students' 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. Leaders take account of this in their risk assessments. 	Y	<p>Shielding for clinically extremely vulnerable staff (and students identified by doctors as requiring to shield) ends on 02/12/20. Staff are expected to return to work unless their doctors/medical teams state otherwise.</p> <p>Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise.</p> <ul style="list-style-type: none"> Pupils and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college. 	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 and risk assessments have been held with them to prepare for 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. 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. 		<p>Risk assessments under continuous review.</p> <p>Remote learning plan in place should there not be sufficient staff available to teach all year groups on site safely. If this happens year groups may be required to remain at home and access remote learning.</p>	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"> • 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. 		<p>Risk assessments have been reviewed and updated</p> <p>Shielding for clinically extremely vulnerable staff (and students identified by doctors as requiring to shield) ends on 02/12/20. Staff are expected to return to work unless their doctors/medical teams state otherwise.</p> <p>Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise.</p> <ul style="list-style-type: none"> • Pupils and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college. 	
<p>5. Enhancing mental health support for students and staff</p>					
<p>5.1 Mental health concerns – students</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students' 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"> 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/virtual assemblies/Student briefings. Resources/websites to support the mental health of students are provided e.g Kooth.NSPCC 	Y		M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	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 e.g Education support network. College counsellor available to staff if needed. 		-FCO/TRU have identified and shared with staff a number strategies, support and activities to promote mental health and wellbeing .	M
5.3 Bereavement support					
Students and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The college has access to trained staff who can deliver bereavement counselling and support. Additional bereavement training has been undertaken by key staff and a bereavement policy is now in place. Support is requested from other organisations when necessary. E.g Winston's wish, local and Salesian priests. 	Y	JCH/LCH/SSA – all undertook Rainbows bereavement training wk beg 23/11/20 and will use to inform practice and disseminate as appropriate	L
6. Operational issues					
6.1 Review of fire procedures					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Students operating in discrete year group 'bubbles' Staff moving between discrete 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. 	Y		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 where necessary. 	Y	Fire drill took place for all year groups during autumn term 1. Fire drill was socially distanced and year groups were kept completely separate.	L
6.2 Managing premises on full reopening					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been tested/recommissioned as appropriate. 			L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have not been maintained throughout lockdown and legionella tests have taken place as per schedule. 	Y		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, students and contractors safe. 	Y		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> 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 are in place e.g specified entrance for contractors and organising classes so that contractors and staff/students 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). 			
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Governors finance committee has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income continue to be under exploration. The college's projected financial position has been shared with governors' finance committee and full governing body College risk register to be updated by SBM and provided to governor's finance committee. 	Y	Main risk posed by DFE's current position to not make additional funding available for additional spending required to meet DFE Covid-19 guidance.	M
8. Governance					
8.1 Oversight of the governing body					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>M</p>	<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. 			<p>L</p>