COVID-19: Risk Assessment Checklist – Updated May 2021

Assessment conducted by:	Mrs K Moore	Job title:	Principal	Location	Fullbrook School

Date of assessment:	20/7/20	Review interval:	Half-termly (minimum) See Audit Trail overleaf	Date of next review:	1/11/20

Template Version

This template risk assessment checklist has been issued by GEP Academies, the multi-academy trust.

The first version of this template was issued in May (version 1.0), for 1st June 2020 reopening, following COVID-19 Lockdown.

This second template was issued 16th July 2020 (July 20, version 2.0). Changes from the first template are referenced by [REVISED], [NEW], and [REMOVED] in tracked changes version issued to schools. This second version would ideally be used as a whole new risk assessment; or as an addendum to the existing risk assessment.

Related documents

Please note: this risk assessment checklist should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education. At the time of writing it was known that government guidance for September 2020 was still to be issued. Such references are made in blue text to enable school leaders to review this guidance prior to final risk assessment submission/publication before September 2020.

Trust/Local Authority documents:	**Government guidance:**
GEP Shared Documents/Emergency Planning/C-19 Response	Coronavirus (COVID-19): guidance-for-full-opening-schools Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

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

Audit Trail of SLT Reviews

		8/12/20	5/1/21 – Version 8	2/3/21- Version 9	23/5/21-Version 10
Review Date		8/12/20	5/1/21 – Version 8	2/3/21- Version 9	23/5/21-Version 10
Updated By	KJM	KJM- following review with SLT	KJM- reviewed following 4/1/21 announcement of new national lockdown	KJM Reviewed following 22/2/21 announcement of return to school 8/3/21	KJM updated following government changes 17/5/21
Key Changes [Reference Number; Key Change]	Following review with GEP	GEP - Risk Assessment Checklist - Fullbrook\1-GEP-C-19-Autumn20-Risk-Assessment-Checklist-Fullbrook_V08.docx			2.2(f)Face coverings
			0.1a on site provision	0.1 a and b on site provision and social distancing.	0/4 Subject Specific considerations- (3) Extra Curricular activities
21/10/20 KJM/DYS	6.1	Maintain provision	0.2a Curriculum provision – remote learning	1.2a Classroom organisation	1.17 b) Attendance Year 11
	7.1	Fire Procedures	0.5 remote learning contingency	1.3a Availability of staff	1.17 c) Attendance - Foreign Travel
	7.2	Visitors and Contractors	1.8 staff workspaces	1.8 staff work spaces	
	7.2b	Remove highlights delete a section and amend	2.1a	1.9 Managing the school life cycle.	
	7.6	Change of time and delete a word	2.1b Cleaning	1.12 Community Strategy	
	7.7.	Amendment	2.4 test and trace SLT responsibilities – to include legal requirements until 23/12/20	1.13 (b) Staff induction and CPD	
21/10/2020 LZS/TJC	1.1	Reviewing work spaces – Comments added to side		1.15 (d) Risk assessments – inc CEV	
	1.2	Wet Break review ongoing		2.1 (b) Cleaning	
	1.2b	Visualisers purchased – Comment added to side		2.4(a) Test and trace	
	1.2d	Amendment		2.4 © Test and Trace - records	
	1.5b	Facemask – Comment added to side		2.4 (d) test and trace- use of	
	1.9a	Amendment to date Comments added to side		2.7 Communication with Parents	
	1.12	Suggested Archive		3.1 (a) Pupil behaviour	
	1.13	Suggested Archive		4.2 staff health issues - CEV	
	1.14 a	Comment added to side		7.3 © visitors to site.	
	1.15 d	Suggested Archive		7.6 Extended services - Clubs	
	1.16 a,b,c	Suggested archive		7.7 Lettings	
	4.3	Staff with underlying health conditions		2.2(g) (h) respiratory hygiene – face coverings	
	5.2	Metal health concerns for staff		2.2 (i) respiratory hygiene - ventilation	
21/10/2020 SHM	3.5	Appropriate wet weather oproviosn – use of old gy/hall/canteen/tutor bases			
21/10/2020 DAH and JAB	2.1b	Comment added to side			
	2.2b	Comment added to side			
	2.2e	Comment added to side			
	2.4c	Comment added to side			
	2.4f	Comment added to side			
21/10/2020 TYS and EZW	0.1	Whole school numbers			
	0.2a	Remote Learning plan			
	0.2b	Amended wording on bullet point 1 and 4			
	0.2b	Added NTP from November			
	02.d	Added At home IT provision survey			
	0.2d	Added Purchase of Technology			
	0.2d	Comment added to side			
	0.3	Extra reading/Literacy Year 7 tutor time			
	0.3 KS4	Comment added to side			
	0.4a	Choir Singing lessons Comment added to side			
	04.d	The Hub			
	0.5	Comment added to side			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐ Further action ◆ comments	Residual risk rating (H/M/L)
0. Delivering a Broad and Balanced Curriculum to all Pupils					
0.1 Bubble Group Organisation (Minimise Contacts; Social Distancing)					
(a) Impossible to meet full capacity, broad and balanced curriculum and approved budget with minimal group size chosen to reduce risk infection [NEW]	H	• Where staffing, timetables and site logistics allow, pupils are kept in smallest group bubbles possible for lessons and movement around the site e.g. whole class; half the year group; whole year group; Nursery; KS4; KS5. • In secondary schools, groups of pupils are timetabled to mix only in groups the size of the year group (or smaller where possible). • By approval of the Chairman of the Board, upon evidence of alternative options chosen and scoring of options against risk criteria, bubble groups may exceed year group. • Implications of increased risk infection and who would need to self-isolate should someone become ill, should be balanced with the ability to deliver a broad and balanced curriculum to all pupils onsite within balanced budgets approved	Y	From September 2020 students will be taught is Year group bubbles of the following sizes Year 7 - 239 Year 8 - 239 Year 9 - 240 Year 10 - 228 Year 11 - 215 In Fullbrook 6 Year 12 and 13 will be vertically integrated and form a single bubble Year 12 & 13 – 105 + 123 =228 Students will be in Zones for lessons and social times. Students will not mix between zones. Year 7 – East Block Year 8 – A pop West block, B pop S20, 27,29,31 Year 9 – Central block Year 10 – Near end English & maths Year 11 – Far end English & maths For specialist lesson including Science practical, DT, IT, Music, Drama and Art, students leave their zone to use the specialist rooms. The rooms are sprayed to sanitise between each lesson. 5/1/21 – On sit e provision for children of critical workers and vulnerable students- by year group following onsite lateral flow testing negative result. Held in large spaces till that time at 2m distance. 2/3/21 – Return to School form 8/3/21 – students will study in zones with measures in place as shown above for September 2020	M

(b) Pupils not reminded of social distancing measures [NEW]	M	• Staff remind pupils to keep within their group bubble and advise on movement around the site to retain bubble group integrity. • Staff remind pupils to keep their distance within groups and not to touch staff – ideally keeping a 2m distance where possible (recognising younger children/ those with complex needs or close contact care will not be able to do so).	Y	Staff issued with instructions Tue 14/7/20. Twilight training delivered to staff Tue 14/7/20. Questions posed by staff following this leading to compilation of FAQs made available to staff Tue 21/7/20. Staff Information booklet to staff 22/7/20 This risk assessment document released to staff for consultation Wed 22/7/20 Information to parents Fri 17/7/20 Student information booklet to parents and students Wed 22/7/20. 2/3/21 – Information booklets to parents and students with reminder of measures and updates. Full assembly via video link for all stduetns on Monday 8/3/21 reminding them of Hands-Face-Space, the Fullbrook COVID-19 safety measures and the changes that have taken place.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M/L)
				2m technical areas marked in every classroom to help remind students and teachers that teachers must maintain social distancing.	
0.2 Curriculum Organisation					
(a) Curriculum is broad and balanced, meeting national standards [NEW]	L	• Curriculum meets national standards • Agreed new timetable and arrangements confirmed for each year group, to minimise social contacts where possible • From Summer 2021 the full curriculum is taught; in Autumn 2020 and Spring 2021, consider revising the timetable to enable best opportunities for catch-up. • Remote learning Plan – Tiered system	Y	1/9/20 Full timetable in place for all year groups from Sept 2020 in line with Fullbrook's usual curriculum model and in COVID-19 secure way. Except, Year 11 will not study RS to GCSE. This timetable time has been used for extra maths for all year 11 students 5/1/21- remote learning plan implemented in line for DfE requirements (See website for remote learning plan. http://www.fullbrook.surrey.sch.uk/coronavirus/ at entry 30 September 2020.) 2/3/21 Teaching and learning returns to provision as Sept 2020	L
(b) Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened [EXISTING]	H	• Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning.	Y	• Revised Curriculum plans in place to ensure all GCSE and A Level specification content is delivered. • GCSE RS removed from yr11 curriculum, extra maths in place • Survey monkey of all material covered since start of lockdown completed by all year 10 students by Wed 22/7/20 to enable curriculum planning for September. • Years 9 and 12 will have completed surveys monkey by end September to enable amendment of curriculum plans to meet need. • After School session with teachers timetable for yr 11 students. • Small group catch up sessions for students identified with gaps in learning in other year groups. • DfE funded recovery lessons for PP and all students in place once fuller guidance received. • NTP from November	M
(c) Pupils regularly attending more than one setting do not receive a broad and balanced curriculum [NEW]	H	• The school collaborates with other providers to ensure pupils receive a broad and balanced curriculum (when attending on a part-time basis if dual registered), whilst considering the system of controls	Y	• Individual learning plans in place for each student who is dual registered.	M

| (d) Poor provision for pupils learning offsite, whilst peers learn onsite [NEW] | H | • At home IT provision survey
• Offsite learning provision is thought through for those pupils not attending classes alongside peers (e.g. due to self-isolation)
• Engagement levels of offsite learners are monitored | Y | • Purchase of Technology
• Use of SAM Learning for offsite provision.
• Inclusion of students who are off site in lessons by use of Zoom in real time so that offsite students can participate in live lessons is well enough to do so. | M |
| (e) Educational visits do not comply with changing guidance [NEW] | M | • From Autumn 2020, non-overnight domestic educational visits (incl preparation for adulthood visits for pupils with SEND) can resume, following the usual risk assessment process | Y | • No trips planning in Autumn term
• Risk assessments for trips from Jan 2021 will be put in place by Dec 2020. | M |

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	□ Further action ◆ comments	Residual risk rating (H/M /L)
		• Full risk assessments are conducted for all visits, including consideration of existing group bubble integrity, local venue COVID-secure measures and wider advice on visiting indoor and outdoor venues			
0.3 Curriculum Expectations by Key Stage					
EYFS: risk that DfE expectations are not met [NEW]		• Nursery: focus on prime areas of learning including: communication and language, personal, social and emotional development (PSED) and physical development. • Reception: assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. • Consider how all groups of children can be given equal opportunities for outdoor learning. • Consider whether the school wishes to sign up to Reception Baseline Assessment early adopter year in 2020 to 2021 • Follow updates to the EYFS disapplication guidance.	N/A	• N/A	
KS1 & 2: risk that DfE expectations are not met [NEW]		• Prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. • Broad curriculum, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education. • Prepare for statutory key stage assessments in 2021 (the phonics screening check, key stage 1 tests and teacher assessment, the year 4 multiplication tables check, key stage 2 tests and teacher assessment, statutory trialling), as per usual • Consider awaited DfE guidance re phonics screening check in year 2) and also arrangements for implementation of the engagement model (for the assessment of pupils working below the national curriculum and not engaged in subject specific study)	N/A	• N/A	
KS3: risk that DfE expectations are not met [NEW]	M	• Years 7-9: Broad curriculum, so that the majority of pupils are taught a full range of subjects over the year, including sciences, languages, humanities, the arts, physical education/sport, religious education and relationships, sex and health education. • Year 7: address gaps in English and maths by teaching essential knowledge and skills from the key stage 2 curriculum, as deemed necessary	Y	• Full curriculum to be taught from September 2020 • Zoning, social distancing and hygiene measures ensure COVID-19 secure environment. • Extra curriculum time has been given in yr 7 to maths. • Extra Reading/Literacy year 7 tutor time	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M /L)
KS4: risk that DfE expectations are not met [NEW]	H	• Assess the need for extra support to catch up on any content missed; the school curriculum may be less flexible given the requirements of qualification specifications. • Year 10: review plans for early entry among year 10 pupils in summer 2021, where deemed appropriate to defer. • Year 11: only in exceptional circumstances, a year 11 pupil may discontinue an examined subject where the school judges that, for example, they would achieve significantly better in their remaining subjects as a result, especially in GCSE English and mathematics. • Keep informed by ongoing assessment of a pupil's progress and wellbeing • Discuss future exam decisions with pupils and parents • Enable pupils entered in summer 2020 exam series to retake exams in Autumn 2020, in line with guidance; consider space and timetable implications • Consider awaited outcome of Ofqual consultation on adaptations to GCSE exam series Summer 2021	Y	• Yr 11 completed survey monkey of curriculum delivered during closure to assess gaps in learning at end Yr 10. This will be used to identify extra support required. • Timetabled after school session in place for targeted year 11 students • Fullbrook do not have early GCSE entry in Year 10 • All yr 11 students expected to study whole curriculum. In exceptional circumstances, changes to curriculum will be considered on a case by case basis. • Curriculum plans for all year groups show planned formative assessments. Every year group has 2 formal summative assessments in every subject during the year as shown on the school calendar. • Exam entry decision discussions take place at parents evenings as shown on the school calendar. • Arrangements in place for Autumn external GCSE exam session to take place in line with Ofqual guidance. System in place to manage retake requests from students.	L
KS5: risk that DfE expectations are not met [NEW]	H	• Assess the need for extra support to catch up on any content missed; the school curriculum may be less flexible given the requirements of qualification specifications. • Year 12 & 13: Only for rare, specific cases will a KS5 examined subject be dropped, considering this will significantly limit choices for further study and employment. • Keep informed by ongoing assessment of a pupil's progress and wellbeing • Discuss future exam decisions with pupils (and parents as appropriate) • Enable pupils entered in summer 2020 exam series to retake exams in Autumn 2020, in line with guidance; consider space and timetable implications • Consider awaited outcome of Ofqual consultation on adaptations to AS and A level exam series Summer 2021	Y	• Yr 12 completed end of year formal assessments July 2020 to enable curriculum planning for September 2020. Yr 13 took internal exams in October 2020 to assess further gaps. Mocks will take place online in February 2021. A survey monkey was completed by Year 13 students to gather their views on their own learning gaps. • Parents meetings for yr 12 (and 10) have taken place Fri 17/7/20 to Wed 22/7/20 • Discussion with parents and yr13 students at calendared parents evenings 29/10/2020, 12/11/2020 • Ongoing academic mentoring by tutors on a three week cycle. • Progress meetings with parents will take place as usual where concerns arise. • Arrangements in place for Autumn external A Level exam session to take place in line with Ofqual guidance. Currently awaiting entry arrangements form exam boards. System in place to manage retake requests from students.	M
0.4 Subject-Specific Considerations					

| (a) **Music:** risk of infection in environments where you or others are singing, chanting, | M | • Consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting | Y | • All music ensemble practices will take place before school in the Sports Hall or main hall so social distancing can be observed.

• Choir – Open spaces

• Singing lessons 1-2-1 | L |

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐ Further action ◆ comments	Residual risk rating (H/M/L)
playing wind or brass instruments or shouting **[NEW]**		• group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Consider awaited more detailed DfE guidance re music.		• Group peripatetic music lessons timetabled in rooms other than small practice rooms enabling social distancing (23) • Peripatetic piano lessons that must take place in practice rooms – gloves mask and visor will be worn by peripatetic music teacher • No singing to take place in music lessons in Autumn term • PPE (gloves and mask) to be work by music teacher when supporting students in lessons requiring playing on keyboards. • No traditional assemblies to take place in autumn term, this will be via Zoom in zone tutor rooms. •	
(b) Physical activity: increases risk of infection **[NEW]**	M/H	• Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports are to be prioritised where possible. • Large indoor spaces used (where outdoor not possible), maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. • External facilities are used in line with government guidance for the use of, and travel to and from, those facilities. • Schools may refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust	Y	• PE classes within year groups remain consistent all year. • Curriculum has been re written to maximise outdoor sport teaching using minimum equipment possible. • Investment in extra equipment will be necessary once this has been specifically identified in the new COVID-19 secure PE curriculum plan. • Arrangements in place for large indoor sports spaces to be sprayed to sanitise between each lesson. • No external facilities being used in Autumn term. • Changing rooms closed. Students arrive in PE kit on days with PE on timetable • In wet weather large indoor spaces used where possible. Otherwise zone classrooms used to teach PE theory. • 2 rooms in each zone (one for A pop, one for B pop) have had locks put on the doors. Valuables for the year group will be secured in the lockable room during the PE lesson.	M
(c) Design Technology	M	•	Y	• Pupils are in consistent groups • Staff to wear PPE to enable safe support of students using DT equipment. • Arrangements in place for DT rooms, including food rooms, to be sprayed to sanitise between each lesson • Students o bring own aprons from home and take these home to be washed. Plastic aprons available for those who forget. • Cool boxes available in zones for students to drop off ingredients at start of the day. Food technician to collect cool boxes and return them with students' food products at the end	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M /L)
				of the day for collection.	
(d) Learning Support	H	• More than one year group use the Learning support space at any one time.	Y Y	• Increased capacity of learning support space by conversion of Uniform shop into SEMH support space over the summer. The Hub now in use. • Timetable written so small group support is delivered with only 2 year groups at one time in rm 25. • Room 25 rearranged so two year groups are socially distanced and retain bubble integrity. • Individual student support to take place in SEND meeting room so those receiving individual support from year groups other than those timetabled for small group support do not mix, thus retaining COVID-19 secure environment. • Arrangements in place for Rm 25 to be sprayed to sanitise after each lesson. • LSAs to wear PPE to provide in class support for students. • LSA timetable rewritten so LSAs provide support in one year • group not in subject specialism, thus avoiding cross contamination of bubbles.	L
e) Extra Curricular activities		- **Extra curricular activities opening after 17/5/21 cause spread of virus between bubbles**		• From 17 May, where extra-curricular activities for children are taking place indoors or outdoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This will be achieved by continuing to keep children in consistent groups every time they attend the an extra curricular club. • DfE continue to advise that parents and carers should not routinely be present during sessions in out-of-school settings or wraparound childcare provision. Where parents do attend, social distancing should be maintained in line with the current guidance. Appropriate levels of ventilation, will be maintained by either holding clubs outdoors, or, where not possible, having windows open. •	

0.5 Remote Education Contingency

(a) Contingency Plans for remote education (in case of local outbreak), are not in place by the end of September [NEW]		• Commitment to the preparation of contingency plans for remote education will be submitted to the Exec for review by end of September and Education Committee October 2020. • Plans to meet expectations of - Meaningful and ambitious work each day in different subjects - Planned and well sequenced curriculum, delivered by school teacher, resources/video - Frequent clear explanations of new content - Progression gauged and work checked - Pace able to be adjusted - Programme same length as in-school teaching time, ideally including daily teacher contact time. • Assess and data protection and safeguarding considerations for online solutions. • Consider awaited DfE temporary continuity direction for autumn 2020, re remote education.	• Fullbrook had contingency plans for remote education on the school website by 30/9/20 • The plan involved o use of Curriculum plans which would be adapted at the point of local lockdown to identify minimum content delivery o Use of curriculum plans to indicate timing of formative and summative assessments including use of SMHW quizzes, SAM Learning Assessments. o Use of Show My Homework to deliver lessons to students o Use of Zoom/MS Teams to deliver live lessons according to the curriculum plan. o Staff to be trained in autumn term on MS teams ready for when Zoom license expires and we move across to the new provision. • Data protection and safeguarding policy school closure addendums to be reviewed and implemented if local lockdown occurs. Full details of the Remote Learning Plan is on the school website. http://www.fullbrook.surrey.sch.uk/coronavirus/ The remote learning plans were implemented 4/1/21 when Full Lockdown reoccurred. These plans were updated by 25/1/21 in line with DfE requirements.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐Further action ◆ comments	Residual risk rating (H/M /L)
(b) Inability for pupils to access remote education from home, where electronically delivered [NEW]		• Assess pupil access to suitable device and internet connectivity from within the home • Access funds/devices from in school, DfE-funded or donated, where can, to enable home access; work with GEP IT Network Team, to deliver home access • Provide alternate curriculum delivery method where online access is not available within the home.	Y	• Reissued survey monkey to parents re access to online teaching. Completed for all students by 30/11/20. • Update spreadsheet of those requiring alternatives to online remote teaching. • Hard copy materials to be delivered to those unable to access online teaching. Same system will be put in place as used during the Sprig/summer school closure period. • In addition, COVID Catchup fund used to provide technology where it is needed. • 5/1/21	

1. Establishing a systematic process of full opening, including social distancing, where possible

1.1 Net capacity

Areas for concern	Risk rating	Control measures	In place?	Further action	Residual
(a) Full capacity of the school puts required social distancing measures at risk [NEW]	M	• Teachers are able to maintain 2m social distancing from pupils in available teaching or meeting spaces, where possible (recognising younger children/ those with complex needs or close contact care will not be able to do so). • Adults are able to remain 2m social distancing where possible from each other when teaching/working across bubble groups	Y	Teachers have 2m 'technical areas marked at the front of classes. During non-contact times teachers will be allocated spaces in free classrooms where social distancing can be maintained, or addition measures put in place e.g. Perspex screens to ensure covid-19 security in areas in school like reception. (See section 1.8 below) 2/11/20 Teacher work rooms – additional social distancing measures added- dividers between desk Maths, MFL, PA and HR office.	L

1.2 Organisation of teaching spaces

Areas for concern	Risk rating	Control measures	In place?	Further action	Residual
(a) Classrooms not adapted to minimise infection [REVISED]	M	• Classrooms re-modelled, with chairs and desks in place to allow for social distancing with adults, as appropriate. • Clear signage displayed in classrooms promoting social distancing. • Where comfortable for occupants, windows are opened to assist ventilation • In primary schools, classes stay together with their teacher/assigned staff and do not mix with other pupils where possible from day-to-day (consistent 'bubbles' of staff and children). • In secondary schools, the year group stays together and does not mix with other pupils where possible. (consistent 'bubbles' of children; minimal rotation of specialist staff)	Y	• All student desks/chairs in rows facing the front • 2m staff technical area marked out in every classroom and desks moved to enable this. • Students have zones for lessons and social time. • Wet break zones in place. • Social distancing signs in every classroom. 2/3/21 – based on experiences of test and trace Dec 2020, some desks in classrooms have been moved to better provide distance of teacher from class.	L

(b) Shared classroom equipment difficult to clean [REVISED]	H	• Unnecessary items are removed from classrooms to maximise space available • Resources shared within a bubble (e.g. toys and games) and frequently touched surfaces are cleaned regularly. • Items that are hard to clean (soft toys, soft furnishings and toys) are removed from circulation • Prevent sharing of stationery	Y	• Teachers to unclutter rooms wherever possible. • Students bring all own equipment including stationery (see student handbook list) Apron for food tech • Students to bring minimum possible to site • No lockers in use where these are outside the year group zone	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M /L)
		• Shared equipment and resources <u>between</u> group bubbles (sports, art and science equipment) should be cleaned meticulously between group bubbles or rotated to allow them to be left unused and out of reach for 48 hours (72 hour for plastic)		• Visualisers purchased to use to show practical demonstrations and text books so that the books do not have to be distributed. • Students used to distribute hand outs or teacher wearing gloves if space is sufficient for teacher to move round safely. • Specialist rooms including equipment to be sprayed between lessons. • Sports curriculum being designed in autumn term to involve use of minimal equipment. Extra PE equipment purchased to enable equipment to be year group specific where equipment cannot wait 72 hours between uses.	
(c) Use of large spaces, for example as classrooms [REVISED]		• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching • Large gatherings prohibited. • Design layout and arrangements in place to enable contact minimisation/social distancing.		• At Fullbrook there are no plans to use large spaces as classrooms from September 2020 • INSET, CPD and Assemblies will all take place online.	
(d) Resources bought on site are not infection free [NEW]	M	• Pupils limit the amount of equipment they bring onsite to essentials (e.g. lunch boxes, hats, coats, books, stationery, mobile phones, bags, PE kits) • Staff and pupils only take books and shared resources home that contribute to pupil education and development • Cleaning of resources, hand cleaning and rotation are considered for any returning resources	Y	• Students to bring minimal equipment to site. This is in student handbook out on Wed 22/7/20 • Every classroom has a health box with cleaning equipment, gloves and hand sanitiser. Teachers are supplied with their own glove box.	L
1.3 Availability of staff					
(a) The number of staff who are available is lower than that required to teach classes in school and operate effective home learning [REVISED]	M	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Staff members who have not yet returned to site are (re)assessed for return in September 2020 following changes to government guidance over the summer. (GEP C-19 Staff Work Assessment Form can be used; July template) • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online or perform other duties from home • Flexible and responsive deployment of all staff, based on the operational needs of the school and staff circumstances, in line with requirements of regulated activity • Flexible and responsive use of suitably skilled/experienced/trained teaching assistants and pastoral staff to supervise classes, in line with legislation and funding agreements. • Deployment of NQTs and ITT trainees, in line with guidance and legislation.	Y	• Staff have all completed personal risk assessment concerning return to school. • BAME staff have had SLT conversations and risk assessments in place where necessary • Pregnant staff have had individual risk assessments which are reviewed every 6 weeks. • Following release of this risk assessment for consultation staff will be offered SLT conversations to carry out individual risk assessment updates iof required. • Plan in place to deliver blended learning where necessary. • Where agreed, half termly RA updates with individual staff take place.	L

			2/3/21 – • Individual risk assessment updates offered to all staff with these in place and meeting via zoom/Teams to facilitate this. • New individual risk assessments offered to all staff in case circumstances have changed since Autumn term and an individual risk assessment is now needed. • Staff who need to shield identified and cover plans put in place. Shielding staff all teach remotely into their classrooms.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐ Further action ◆ comments	Residual risk rating (H/M /L)
		• External support (e.g. supply staff, curriculum consultants, volunteers), continues to be employed, within usual safeguarding guidelines, where appropriate for curriculum delivery • Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised where onsite provision is not possible, upon consultation with the academy trust.			
1.4 Prioritising provision					
(a) Provision is not offered for onsite and offsite [REVISED]	L	• Plans are in place to meet the learning needs of the children who are outside of the pupils attending school. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils, as usual. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.		• Where a student is unable to attend they will continue to study the curriculum, as their peers, through having lesson material delivered electronically through SMHW and live participation using Zoom/MS Teams wherever possible/relevant. 2/3/21 • Where students must learn form home, lessons are taught in the classroom and via MS Teams for students to log into remotely.	
1.5 The school day					
(a) The start and end of the school day create risks of breaching social distancing guidelines [REVISED]	M	• Start and departure times are staggered, where possible. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups where possible. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. (Parents and pupils) • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety.	Y	• Staggered start and departure times in place. • Walking routes once on site for students to get to zones planned to avoid students crossing paths. • One way system on site. Arrows on the floor. • Duty rota in place for staff on gates at arrival and departure times to discourage lingering. • Students who arrive before their allocated time due to travelling with siblings to go straight to zone area to reduce cross over as much as possible. • Students instructed to stay in social zone and call if they are waiting for siblings in other year groups. • Communicated new arrangements with parents 17/7/20 • Student handbook with arrangements put 22/7/20	L

(b) Face Coverings are not safely removed and stored upon arrival [NEW]	M	• Pupils and staff are made aware of how to remove and store face coverings safely • Bins are available for disposal and where possible, plastic bags are available for safe storage.	Y	• Video of safe use of facemasks on website. • Instructions in student handbook to students by 22/7/20 • Instructions in staff handbook 22/7/20 and additional videos available to staff on safe us of face masks.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M/L)
1.6 Planning movement around the school					
(a) Movement around the school risks breaching social distancing guidelines or bubble group integrity [REVISED]	M	• Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Access rooms from outside where possible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, although groups can pass briefly in corridors/playgrounds. • Lesson change overs are staggered if possible to avoid overcrowding. • Appropriate duty rota and levels of supervision are in place.	Y	• One way system in place • Arrows and social distance gaps marked on floors • One way system between lesson to be clockwise round the outside of site to reach specialist rooms.	L
1.7 Curriculum organisation [EXPANDED – See Section 0]					
1.8 Staff workspaces					
(a) Staff rooms and offices do not allow for observation of social distancing guidelines [REVISED]	H	• 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, to reduce social contact • Where comfortable for occupants, windows are opened to assist ventilation	Y	• Staff will use workrooms but where social distancing has not been possible staff will wear PPE (masks and gloves) • Staff who were identified as clinically vulnerable will have an individual risk assessment undertaken for their non-contact workspaces • A spare rooms timetable is accessible to staff on SIMS, so that they can go to a larger workspace if necessary • Some workrooms will require de-cluttering • 8/12/21 – Additional screening added in MfL, Maths and English faculties • 5/1/21 – no staff to use workrooms if on site during lockdown till Feb half term. • 2/3/21 – Staff to use workrooms at safe distance wearing facemasks and having 2x LFD tests per week.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐ Further action ◆ comments	Residual risk rating (H/M /L)
1.9 Managing the school lifecycle					
(a) Pupils moving on to the next phase in their education do not feel prepared for the transition [REVISED]	M	• A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils; onsite tours by appointment, as required. • Online and/or small group (less than 30), onsite induction/integration sessions for pupils and parents are planned, as required.	Y	• Plans in place for results days to support yr11s and 13s finishing in 2020/20 academic year to ensure can move to next stage in their education. • Transition programme for yr 6 to 7 in summer term to be reviewed. 2020 was excellent. Students are well prepared to make a good start. • Yr6 to 7 SEND students will have individual appointments to come to site to support induction/integration from October onwards. • Yr 10 and 12 students have had parents meeting online with teachers 17/7/20-22/7/20. 2/3/21 • Online transition programme for Yr 6-7 • Plans in place for use of catch up funding to support year 11 and 13 students to move with confidence to next stage in their education.	L
1.10 Governance and policy					
(a) Trustees are not fully informed or involved in making key decisions [REVISED]	M	• Online meetings are held regularly with Trustees and GLAC chairs Held centrally. • Governors are briefed regularly on the latest government guidance and its implications for the school. • This risk assessment checklist is available for review	Y	• GLAC meeting dates and sub-committee dates are calendared • Informal fortnightly communication with Principal and Chair and Vice chair will ensure ongoing good communication. • 5/1/21- Chair and Gov body informed of all plans at Fullbrook for remote learning and onsite Rapid Lateral Flow testing.	L
1.11 Policy review					
(a) 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	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly.	Y	• Safeguarding addendum completed by J Baker. • Fire evacuation procedure reviewed by P Torrance • Conduct Policy addendum completed (S Manley) and being communicated to students via the student handbook booklet. • Policy addendums posted on the school website.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐ Further action ◆ comments	Residual risk rating (H/M /L)
1.12 Communication strategy					

(a) Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health [REVISED]	H	• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors/
		  • Other partners
		  • Cleaners
		
		GEP Responsibility
		
		  • Trustees
		  • GEP central Team
		  • Local authority GEP Central
		  • Regional Schools Commissioner
		  • Caterers
			Y	• Parent communication 1 KJM- 17/7/20
				• Parent communication 2 KJM- including more details and copy of student handbook booklet 22/7/20
				• Student communication via SMHW with student handbook booklet SHM 22/7/20
				• Staff communication 1 KJM – 14/7/20 Plan doc and live twilight
				• Staff communication 2 SSP – 21/7/20 FAQs
				• Staff communication 3 KJM – Risk assessment consultation 22/7/20
				• Staff communication 4 LZS – Staff handbook booklet 22/7/20
				• Governors – FGB 9/7/20
				• Cleaners – PT and CM 1/9/20 and 2/9/20
				• Caterers – PT, KJM, BZW – 10/7/20
				• Sept 2020 onwards- Weekly Monday briefing have COVID-19 secure reminders.
				• Parent Positive test template letters saved ready in COVID-19 Administration area
				• 5/1/21 – parents students and governors
				• 2/3/21 No policy changes planned apart from need for face coverings. Parents, Governors and staff informed of any changes via Principal's newsletter emailed to all and posted on school website. Students informed via tutors.
					L

1.13 Staff induction and CPD					

(a) Staff are not trained in new procedures, leading to risks to health	M	• A communication / addendum to staff handbook issued to all staff prior to reopening.
		• Induction and CPD programmes are in operation for all staff prior to reopening, and include:
		  • Infection control
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
		  • Risk management
			Y	• Staff twilight 14/7/20
				• Staff handbook LZS – by 22/7/20
				• INSET 1/9/20 and 2/9/20
				• INSET 4/1/21 and Walkthroughs 5/1/21
				
				2/3/21 Information emailed to all staff re testing. Walkthrough Thurs 25/2/21 and Friday 26/2/21
					L

(b) New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting.	Y	• See above 2/3/21 – AP responsible for CPD to induct all new staff on return to school by Fri 19/3/21	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐Further action ◆ comments	Residual risk rating (H/M/L)
1.14 Free school meals					
(a) Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school [REVISED]		• A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school, in line with government guidance.		• LZM assigned responsibility for vouchers. • Christmas Holiday 2020 voucher scheme administered by LZM • Wonde system used for FSM first 2 weeks of lockdown continuing from Christmas break • Wonde system used till return to school 8/3/21 • Wonde system to be used during Easter break.	
1.15 Risk assessments					
(a) Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading compromising social contact/distancing and hygiene measures. [REVISED]	H	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used • Headteachers take responsibility to review this risk assessment regularly with SLT (at least half termly) and ensure the latest updated assessment, with an audit trail of updates made, is available for school staff via GEP Shared documents.	Y	• All areas of the school have been assessed and appropriate measures are in place or being developed. • Staggered entry and leaving and walking routes on arrival are in place • One way system in place and signed around the school. • Separate social zones in place for students during break and lunch • Break and lunch times are staggered to enable safe use of the canteen. • Measures needed for practical subjects in place. (see 0.4 Subject Specific Considerations above) • Half termly review in place on SLT agenda. • Separate risk assessment completed for Testing center 2/1/21 • 3/1/21 – Test centre risk assessment remains in place.	L

(b) Risks are not comprehensively reassessed for Autumn20 return under C-19 guidance [NEW]	M	• All schools' wider risk assessments have been reviewed, revised and re-communicated, considering the need for relevant revised controls in respect of their conventional risk profile with implications of coronavirus (COVID-19).
		• Sensible and proportionate control measures are implemented, which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.
		• This includes
		    · Specialist teaching risk assessments
		    · Medical risk assessment
		    · All other risk assessments
			Y	• PT reviewed medical risk assessment
				• PT reviewing H&S policy
				• Infection control policy updated to include advice on isolation periods -2X per day frequently touched surfaces. 10 day isolation with symptoms, 14 days isolation for those in close contact with symptomatic person.
				• Specialist teaching risk assessment discussions competed for most subjects.
				• 2X per day frequently touched surfaces cleaned.
				
				2/3/21 – KJM reviewed risk assessment.
					L

(c) Arrangements are not in place to monitor that the controls are: effective;	M	• Schools have a maintained list of risk assessments	N	• Versions from 1/6/20 are available	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M/L)
working as planned; updated appropriately considering any issues identified and changes in public health advice [NEW]		• A risk assessment reviewer/owner has been identified for each risk assessment to review risk on an ongoing basis • Live risk assessments are available for all to read (via GEP Shared Documents)		• Risk Assessment published on School Website	
(d) Schools fail to meet Health & Safety Executive (HSE) and equalities duties re staff involvement [NEW]	M	• H&S Committee (with union representation, where appropriate) have reviewed risk assessment • Schools involve staff in the process of developing measures to put in place – by enabling access to the risk assessment and feedback • Headteachers should recognise concerns raised during consultation and give them proper consideration. • This GEP Risk Assessment (Checklist), is published on each schools Coronavirus web-page, prior to 1st September [HSE requirement]	Y	• All staff received RA 22/7/20 • All staff invited to feedback and to express any concerns. • Staff already involved in the process of developing measures to put in place following twilight training 14/7/20 and the collating of questions in to FAQs document. • RA on website 22/3/21 – Update Risk assessment to be issued to staff Wed 3/3/21	L
• **1.16 School transport**					
(a) Changes to LA transport /bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times [REVISED]	M	• The details of how pupils will travel to and from school are known. • Records are kept of pupils travelling by dedicated transport, for test and trace purposes, as this is a consistent bubble group • Effective liaison with bus companies and Local Authorities is used as a basis for planning staggered start and departure times.	Y	• HJB checked revised timetables for bus and train services • This information provided to parents and students via the students booklet • Withdrawal of yellow school bus service by Runnymede borough council for autumn term (New service planned for Jan 2021) • Communication to parents re Runnymede Borough council plans – KJM 22/7/20	M
(b) Children (and staff), fail to use face covering on public transport or other control measures [NEW]		• Reinforce use of face coverings in public transport for staff and secondary pupils • Signpost that families using public transport should refer to the safer travel guidance for passengers.	Y	• Information to students, parents and staff via handbook booklets 22/7/20	
(c) Reliance on congested transport means pupils and staff cannot attend punctually [NEW]	LOW	• Pupils and staff are encouraged to walk or cycle to school where possible • The school provides the Local Authority with information as requested to assist traffic demand management	Y	• KJM communicated to parents via newsletter to encourage walking or cycling where possible.	L
1.17 Attendance					
(a) Attendance is low [NEW]	M	• Schools reinforce to parents that school attendance is mandatory - it is parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age	Y	• Parents encouraged to ensure students attend via KJM communication 17/7/20 • School Attendance officer to follow up.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑ Further action ◆ comments	Residual risk rating (H/M/L)
		• Schools record attendance, as per (evolving) DfE requirements • Schools follow up absence, develop plans for re-engagement of low attendance pupils, including social worker contact where necessary. Schools consider all available resources to secure attendance e.g. use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding • Schools consider the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct, but do not penalise absence where children to attend school as parents are following clinical and/or public health advice. • Schools discuss pupil/parental concerns and provide reassurance of the measures they are putting in place to reduce the risk in school and encourage attendance • From 24/5/21 attendance of Year 11 students is low since Assessments ar finished and students may choose not to attend the activities programme set up in line with DfE guidelines.		24/11/21- yr 11 programmed in place. Students encourage to attend.. Attendance policy and procedures followed.	
b) Attendance is affected by students unable t return to the UK havin travelled abroad c) Safeguarding issues associated with stduetns being taken off roll if absent for >20 days without contact.		• Follow DfE guidelines on travel • Follow Surrey guidance of roll status of students unable to return to the UK following international travel.	Y	• All pupils travelling to England must adhere to government travel advice to avoid spread of coronavirus • Check of the current 'red list' will occur and liaise with parents to ensure any pupils arriving from an affected country, or having transited through one in the past 10 days, will quarantine in a government approved facility with a parent or legal guardian rather than at home. All pupils travelling to England must adhere to government travel advice. • Students will be kept on roll if out of country for>20 days and marked C- authorized absence. Their place on school roll will be maintained and regular contact made with parents to check on well-being of the student. Students will be expected t engage with remote learning.	

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Cleaning

(a) Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	• 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.	Y	• 'Deep cleaning' of all rooms undertaken during the summer holiday • A final 'fogging' of all rooms undertaken before the return to school. • Each classroom has its own room hygiene box containing spray clean, tissues, gloves, hand sanitiser, emergency instructions, blue paper cleaning roll. COSH assessment for spray cleaner. • 'Covid-19' cleaning protocols agreed with Reef (cleaning company) • Increased cleaning capacity introduced, with the provision of two day-time cleaning staff	M
(b) Shared areas are not cleaned on a regular basis [NEW]	H	• Cleaning schedules are maintained by staff and cleaners for shared areas, visible to all.	Y	• Cleaning provision increased through two day-time cleaning staff who will be utilised to regularly clean shared areas such as toilets and the canteen. • Frequently touched surfaces cleaned twice a day, one of which being during the school day. • 5/1/21-Hub cleaning completed daily. Ongoing frequently touched surfaces cleaning 3x per day by hub users, supervised by staff on Hub rota. 2/3/21- Cleaning to revert to model used in Autumn term 2020. Full deep clean to take place week beginning 1/3/21 to prepare for return 8/3/21	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑ Further action ◆ comments	Residual risk rating (H/M /L)
2.2 Respiratory hygiene and hand washing					
(a) Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency [EXISTING]	M	• An audit of hand washing 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.	Y	• Sufficient hand sanitiser available at every building entrance and every classroom. • System established for efficient replacement • Signage reminds students and staff to report when sanitiser is getting low. Site team will check provision daily.	L
(b) Pupils forget to wash their hands regularly and frequently [EXISTING]	M	• Staff training includes the need to remind pupils 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 hand washing is taking place on a regular and frequent basis.	Y	❑All teachers check stduetns use hand snaitiser each lesson. Senoir staff on lunch queue duty ensure all students use hand sanitiser on way into canteen.	L
(c) Regularity of hand washing does not meet specified guidelines [NEW]	M	Sufficient hand washing/sanitiser 'stations' available for the following circumstances • arrival at school • when pupils return from breaks • when changing rooms • before and after eating	Y	• Sanitisers available on entrance or every zone, in every classroom, at entrance to canteen and for arrival and departure of toilets. • All students are asked to carry hand sanitiser that they bring themselves.	L
(d) Hand sanitiser ingestion [NEW]	L	• Sanitisers which dispense large quantities are under supervision (or inaccessible when not supervised) • Unsupervised hand sanitisers dispense small quantities.	Y	• Small quantity dispensers in place.	L
(e) Respiratory transmission through coughing/sneezing [NEW]	H	• "Catch it, kill it, bin it" posters are displayed • Individuals are encouraged to use sleeves or tissues and bins where available across the school site.	Y	• NHS 'Catch it, Bin it, Kill it' posters displayed in all rooms and common areas • Staff and students are being required to carry their own hand sanitiser with them.	M
(f) Misuse of face coverings leads to transmission and/or impaired communication [NEW]	M	• Any staff member <u>required</u> to use a face covering is trained in doing so. • Any staff member or pupil <u>electing</u> to use a face covering is ideally sign-posted to relevant training. • School leaders/personnel should ideally discus with those electing to wear face coverings in the school setting the benefits and risks of doing so, to	Y	• Staff have training videos in place re use of face masks • Students have tutor time practice on correct use of face masks. From 17/5/21:	L

				• Face coverings are no longer recommended for pupils in classrooms or communal areas, in all schools. • DfE continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas), in all schools.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐Further action ◆ comments	Residual risk rating (H/M /L)
		minimise risk of transmission and ensure education is not impacted through negative effects on communication.			
(g) New strains or coronavirus more transmissible causing greater spread of COVID-19 (NEW)	H	All staff and students and visitors to site wear face coverings all the time where social distance of 2m cannot be maintained except where exemptions apply.	Y	2/3/21 Staff, students and parents informed of the need for face coverings during lessons.	L
(h) staff or students refuse to wear face covering without a reasonable exemption	M	Staff – HR policy followed, discussion with staff. Application of Disciplinary Policy Students – discussion with student and parents. Application of code of conduct.	Y		L
(i) Rooms do not have fresh air causing potential build up of virus leading to increase in transmission.	H	Window in every classroom open. All windows open between lessons at break and lunchtime.	Y	Staff informed about need for ventilation through staff information booklet (LZS) w/b 1/3/21	L
2.3 Clothing/fabric					
The use of fabric chairs may increase the risk of the virus spreading	H	• Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. • [Necessity of guidance to be verified]	Y	• Teacher chairs with fabric seats in classrooms replaced by hard seats • Student chairs with fabric seats will only be used by students in the same 'bubble'	L
2.4 Testing, tracing and managing symptoms					
(a) School leadership are not aware of their responsibilities under the NHS Test and Trace programme [NEW]	M	• The same day they are aware someone who has tested positive for coronavirus, schools contact the local healthcare protection team (0344 225 3861 Surrey and Sussex Health Protection Team South East). https://www.gov.uk/health-protection-team • Where schools have an overall rise in sickness absence where coronavirus (COVID19) is suspected, the local healthcare protection team are contacted. • Leaders document the case scenario and actions advised by local healthcare, informing local SLT and GEP executive that sameday.	parti al	• SLT and reception staff to be aware of action to be taken. • Contact details to be placed at reception to enable swift response. • Documentation system us d to record person who tested positive. • 17/12/20 – process and documentation put in place to enable remote test and trace to meet DfE requirements for schools till 23/12/20 • 2/3/21 - Test and trace procedures following receipt of positive LFD test result put in place.	M

(b) Staff, pupils and parents are aware of their responsibilities under the NHS Test and Trace programme [NEW]	L	• Staff, pupils and parents have been made aware of 4 responsibilities under the NHS Test and Trace Programme (booking a test, providing details of close contacts, self-isolating, communicating test result outcome the day it is received)	parti al	• Included in booklets of info for students and staff and to parent communication 3 • Anyone presenting with symptoms will be told at the time as well	L
(c) Schools do not retain records that enable close contacts to be identified	M	• Timetables and changes are maintained • Schools maintain records of dedicated transport usage by pupils • Identified bubble breaches are recorded in a way that support test and trace and is not overly burdensome e.g. through pupil behaviour logs and/or staff/visitor identification of staff/pupil mixing of groups	parti al	• SIMS registers record students presence and grouping to support test and trace procedures • Record of school bus usage is maintained and can be used – 2/3/21 no longer relevant as no school bus in place. 2/3/21 All staff informed to check and update seating plans in PARS	L
(d) Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	• Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Post-testing support is available for staff through the school's health provider.	N	• Resend guidance on testing to all staff in booklet (LZS) • Post testing support through Occ Health (HP) 2/3/21 – All staff completed NHS test centre training. All staff have clearly defined and understood roles in LFD test centre. Test centre maintains social distancing. Instructions for action following a positive test result on main spreadsheet accessible to test recorders and registration assistants so that immediate appropriate action can be taken.	L

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

(e) Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms [REVISED]	M	• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.
		• Daily records kept of staff/pupil whereabouts for track and trace purposes including mobile staff e.g. SLT, caretaker, home-school link worker)
		• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.
		• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.**
		• A record of any COVID-19 symptoms in staff or pupils is reported to the trust (local authority and DfE, as required).
		• There is clear sign-posting of where tests can be obtained from (online/telephone booking); government provided supplies of home-testing kits are offered where it is thought that this will significantly increase the likelihood of an individual getting tested
			partial	• SIMS registers holds this information about students.
				  o HR co-ordinator holds information about staff absence.
				  o Staff information booklet contains information for mobile staff to reduce chance of cross contamination and to be <mark>min</mark>dful of locations.
				  o Procedures in place to manage those presenting with symptoms in school
				  o Flow chart at reception
				  o Staff info booklet
				  o Student inform booklet.
				  o Government provided tests to be held at reception
					M

(f) 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 [REVISED]	M	• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • SLT are aware their communication responsibilities to GEP Head Office • Pupils are not required to produce negative test results or medical evidence upon return to school	partial	• Parent communication 3 KJM by 22/7/20 (including Yr 6 parents) • Staff information booklet LZS by 22/7/20 • Student information booklet SHM by 22/7/20 (including year 6 parents) • Copies of all information to governors by 22/7/20	L
(g) Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process.	partial	• Parent communication 3 KJM by 22/7/20 (including Yr 6 parents) • Staff information booklet LZS issued 22/7/20 • Student information booklet SHM by 22/7/20 (including year 6 parents) • Copies of all information to governors by 22/7/20	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M/L)
		• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.			
(h) Data protection breach [NEW]	L	• Schools **must not share** the names or details of people with coronavirus (COVID-19) unless essential to protect others, or other legal basis (e.g. consent)	Parti al	• GDPR training in place • Data protection legislation update given in September INSET and including reference to protecting identity of those with coronavirus. (BPS)	L
(i) Local outbreak is not managed [NEW]	H	• Schools continue to work with local public health where an outbreak may be suspected and advising SLT and GEP executives accordingly.	N	• SLT aware of local outbreak procedures	M
2.5 First Aid/Designated Safeguarding Leads					
(a) The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk [REVISED]	M	• First Aid certificates from 20 March extended for three months by government, with requalification required by 30 September. • A programme for training additional staff is in place, where deemed necessary. • Collaboration with local schools means shared first aid provision will be available if necessary	Y	• Until 30 September now all staff are returning to site we have 14 first aiders on site. • Renewal of certificates for 3 staff is planned before end September to retain this number. 2/3/21 Renewal of first aid training completed.	L
(b) Backlog of safeguarding or welfare concerns are not addressed [NEW]	H	• DSLs and/or pastoral staff have been provided more/sufficient time (especially in September), to help them provide support to staff and children (and liaison with external organisations including school nurses), regarding any new safeguarding and welfare concerns	Y	• Extra capacity added to CP Safeguarding team from September. • Strategy is place to most effectively manage services to support students. • New SEMH provision to be run by Inclusion Manager in old uniform shop will be in place from September.	M
2.6 Medical rooms					
(a) Medical rooms are not adequately equipped or configured to maintain infection control [REVISED]	H	• Social distancing provisions are in place for medical rooms (2m distance). • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged and/or an area which is at least 2 metres away from other people • Ideally, a window should be opened for ventilation • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets, with standard cleaning products/normal household disinfectant/bleach. • Staff are trained on PPE equipment (where 2m social distancing cannot be maintained) as a minimum the GEP PPE posters are displayed in the medical room	Parti al	• Meeting room has been converted into a medical room with social distancing for those displaying Coronavirus symptoms. • All other measures are in place.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐ Further action ◆ comments	Residual risk rating (H/M/L)
(b) Staff/pupils do not adequately take care of themselves following interaction with possibly COVID-19 infeed individual [NEW]	M	• Staff/pupils wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell with COVID-19 symptoms. • Staff assisting someone with symptoms and pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves	Y	•	L
(c) Medical assistance is not appropriately called upon when COVID-19 symptoms are involved [NEW]	M	• Medical/first aid staff are aware that COVID-19 suspected cases should not visit the GP, pharmacy, urgent care centre or a hospital • Staff continue to call 999 if someone is seriously ill or injured or their life is at risk, and ideally make relevant parties of potential COVID-19 symptoms.	Y	•	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	• As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated, with this risk assessment published. • Parent and pupil handbooks updated if relevant	partial	• 3 parental communication sent. Information also available on website and distributed via Fullbrook social media channels. • Ongoing communications with parents via Friday newsletter from September 2020 with separate communications with key information as necessary • 5/1/21 PS Connect used to email all parents with new and changing information 2/3/21 Parents/carers have full information about return to school 8/3/21 and LFD testing Information sent out on an ongoing basis as details are received via Principals newsletter and PS Connect.	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	partial	• Regular update procedures in place. Coronavirus web page will remain operational in New Year. • Miriam Musa to communicated with non-English speaking families to ensure full understanding at the end of August	
2.8 Personal Protective Equipment (PPE)					

		• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.			
Provision of PPE for staff where required is not in line with government guidelines	M	• Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good hand washing.	Y	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures and bubble group integrity					
3.1 Pupil behaviour					
(a) Pupils' behaviour on return to school does not comply with prevention controls [REVISED]	H	• Clear messaging to pupils on the importance and reasons for social distancing, reduced contacts and hygiene is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social contact/distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are staggered and structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include rewards and sanctions (including exclusion), as appropriate re compliance with social distancing and hygiene; this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of bubble groups and social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of minimising contact, social distancing and hygiene. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.	partial	• Student information booklet sent to students via SMHW by 22/7/20 • Parents receive a copy via email by 22/7/20 • Website has student booklet for ease of access. • Conduct policy addendum on school website.by 22/7/20 • Staff information of procedures via staff information booklet by 22/7/20 • New behavior processes introduced Dec 2020 (2-5 detention) addressing poor behaviour. 2/3/21 – Relaunch of new Code of Conduct from 8/2/21.	M/L
(b) Communications are not received or understood by pupils e.g. those with complex needs [NEW]	M	• The school has adapted communications for pupils with complex needs e.g. through use of social stories; preparation and repetition of routines	partial	• LS department communication with those who require more support to understand the new rules. August visits took place for those who needed to come to site prior to return in September.	M
(c) Exclusion is inappropriately used [NEW]	L	• Permanent exclusion is only be used as a last resort. • Where a child with a social worker is at risk of exclusion, their social worker should be informed and involved in relevant conversations. • Any disciplinary exclusion of a pupil, even for short periods of time, is consistent with the relevant legislation. • The school does not off-roll: pressure a parent to remove their child from the school (including to home educate their child).	Y	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑ Further action ◆ comments	Residual risk rating (H/M /L)
3.2 Classrooms and teaching spaces					
(a) The size and configuration of classrooms and teaching spaces does not consider possible social distancing measures [REVISED]	L	• Home base arrangements in place. ('bubbles' of children based in classes) • Seating arrangements have been revised where possible (where space/teaching allows) to reduce face-to-face contact: e.g. facing forwards in rows rather than face-to-face. • Any furniture not in use has been removed from classrooms and teaching spaces. • Outside spaces are considered for teaching, as a possible alternative.	Y	•	L
3.3 Movement in corridors					
(a) Social distancing guidance is breached when pupils circulate in corridors	L	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place.	Y	• All in place and have worked well with Year 10 and 12 since 15/6/20 • From 1/9/21 staff to leave classrooms first to give opportunity to move in quieter corridors	L
3.4 Break times					
(a) Pupils may not observe social distancing at break times	M	• Break times are staggered • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Outdoor equipment is only used where it can be cleaned between groups of children and not used simultaneously by groups.	Y	• All in place • Students keep to year group bubbles in their zones. Initial trials by some students to test what would happen if bubbles were breached. This managed in line with policy and stopped.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Parti al	❑Further action ◆ comments	Resi dual risk ratin g (H/M /L)
3.5 Lunch times					
(a) Pupils may not observe social distancing at lunch times	H	• Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch.	Y	• Staggered lunches so each year group bubble is in canteen at separate times. • Separated social spaces • Cleaning between lunches in place • Queuing system to manage overcrowding in place • Hand sanitiser on way into canteen and server in place on the walls. • Parent provided with information.	L
(b) Appropriate wet weather provision				• Wet weather provision allocated	
3.6 Toilets					
(a) Queues for toilets and handwashing risk non-compliance with social distancing measures	M	• Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Propping open main toilet entrance where possible. • Pupils know that they can only use the toilet one at a time (unless the toilet has been assessed as able to receive a greater capacity and this is clearly marked). • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	Y	• Students have staggered break and lunchtimes so will only use the facilities at the same time as other students in their bubbles. The toilets will be cleaned between different bubbles using them. • Hand sanitiser is used on the way in to the toilets and again on the way out. • Staff on duty by the toilets to check hand sanitiser used. • Each earning zone has hand sanitiser at its entrance. • Social distance markings on floor for toilet queuing.	L
(b) Toilets are not cleaned on a regular (at least daily) basis, including frequently touched surfaces [NEW]	M	• Daily cleaning schedules (and supply checks) are maintained for toilet blocks, visible to all.	Y	• Day time cleaning being introduced so that the toilets will be cleaned regularly during the day. Reef Cleaning	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M/L)
3.7 Medical Rooms					
(a) The configuration of medical rooms may compromise social distancing measures	H	• 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.	Partial	• The 'cold' medical room will be used only when medical intervention is required and cleaned afterwards by the Premises Team / day-time cleaners • A separate room has been designated for potential Covid-19 cases; preparation of this room is to be done during the summer holiday	L
3.8 Reception area					
(a) Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	• 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	• Delivery drop boxes outside doors so delivery people do not need to enter school. • Only one visitor to be allowed into Reception at any one time • Arrangements are in place for segregation of visitors through use of Perspex screens to shield reception team and barriers to keep access to a minimum. Queuing system marked outside the building. • Full PPE available if required	L
3.9 Arrival and departure from school					
(a) Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	• Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times.	partial	• Parents asked to use one way system to drop off and pick up in KJM communications.	L
3.10 Transport					
(a) The use of public and school transport by pupils poses risks in terms of social distancing		• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.	partial	• Updated local bus timetables sent to parents ready for Sept 2020 to parents. • Encourage students to walk or cycle. • Yellow bus provision withdrawn by Runnymede council. PP students provided with taxi services for those unable to attend school any other way.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M /L)
3.11 Staff areas					
(a) The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.		• Staff will use workrooms but where social distancing / appropriate reconfiguration has not been possible staff will wear PPE (masks and gloves) • Staff who were identified as clinically vulnerable will have an individual risk assessment undertaken for their non-contact workspaces • A spare rooms timetable is accessible to staff on SIMS, so that they can go to a larger workspace if necessary • Some workrooms will require de-cluttering	L
3.12 Large gatherings					
(a) Staff and pupil organised gatherings are greater than planned bubble group sizes [NEW]	M	• Assemblies and collective gatherings do not exceed bubble groups • Staff meetings and training sessions are organised so staff bubble groups retain 2m social distancing; virtual alternatives are considered.	Y	• No large gatherings being held, assemblies, CPD, INSET and faculty meeting all being held via Zoom	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
(a) Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them [REVISED]		• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who, in July 2020, were classed as **clinically vulnerable** and **clinically extremely vulnerable.** • Schools have a regularly updated register of pupils with underlying health conditions. • Consider 1st August and evolving guidance on vulnerable people.	partial	• Students with underlying health issues have sought medical advice and updated the school re this prior to return in September •	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/No N/A Partial	❑ Further action ◆ comments	Residual risk rating (H/M/L)
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them [REVISED]		• 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. • Staff are clear about the definitions and associated mitigating strategies relation to people who, in July 2020, were classed as **clinically vulnerable** and **clinically extremely vulnerable.** • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied. • Consider 1st August and evolving guidance on vulnerable people	partial	• Return to work assessments have been carried out for staff. • SLT have had 1:1 meetings with staff from the BAME community to identify and address any specific needs. Update meetings are now being scheduled and so in place to be held regularly. • Risk Assessments in place for pregnant staff and those who are clinically extremely vulnerable and for those with other underlying health issues. 2/3/21 Updates to individual staff risk assessment offered to all staff. New individual risk assessment offered to all staff so these can be established for those whose circumstances have changed since Autumn term 202 and for staff new to the school.	
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 [REVISED]	H	• There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. Schools consider the benefits of educational psychologists, social workers, and counsellors, within budgets available. • Work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils with SEND.	Y	• 9 staff have completed the NHS mental health support training • Resilience doughnut to be fully rolled out • Strategy to most effectively manage use for range of services in place. • New SEMH provision being led by Inclusion Manger in place for September 2020	M
Pastoral support is not applied to assist well-being [NEW]	H	• Consider the provision of pastoral and extra-curricular activities to all pupils designed to: • support the rebuilding of friendships and social engagement	Y	• Pastoral support lead will ensure pastoral support effectively used to address issues	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	Further action ◆ comments	Residual risk rating (H/M /L)
		• address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing • Provide more focused pastoral support, as appropriate, where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible • Consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school.		• Strategy to most effectively manage use for range of services in place. •	
Multi-agency approach to well-being [NEW]	M	• Schools and school nurses will work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.	Y	• Strategy to most effectively manage use for range of services in place. •	L
5.2 Mental health concerns – staff					
(a) The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources.	partial	• Staff work assessment – return to work in September survey completed in June 2020 • Staff well-being has been addressed on individual basis. This was completed once identified as result of staff well-being return to work in August Survey.	M
(b) Working from home can adversely affect mental health	M	• Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home.	Y	• Return to work assessments currently show no concerns here. 2/3/21 Individual Risk assessment update show no concerns here.	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family [REVISED]	H	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • GEP Bereavement Policy followed	Y	• Full programme in place following unexpected death of a student.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M /L)
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
(a) Educational provision for all pupils with a broad and balanced curriculum, including caring for those with SEND that should not be based on a rota system [NEW]	H	• Curriculum that is offered is broad and balanced • All pupils attend, including those with complex needs, SEND and part-time dual registered • Assessments have been conducted for SEND pupils	Y	• Full curriculum provision for all in place with LSA support in class where relevant. • SEND support planned • Extra support timetabled for all EHCP students in all year groups. • Catch up curriculum plans in place. Recovery curriculum plans in place and available on school website	M
7. Operational issues					
7.1 Review of fire procedures					

(a) Fire procedures are not appropriate to cover new arrangements [REVISED]	M	• Fire procedures have been reviewed and revised where required, due to:
		  • Reduced numbers of pupils/staff
		  • Possible absence of fire marshals
		  • Social distancing/bubble integrity rules during evacuation and at muster points
		  • Possible need for additional muster point(s) to enable social distancing where possible
		• Staff and pupils have been briefed on any new evacuation procedures.
		• Incident controller and fire marshals have been trained and briefed appropriately.
			Partial	• Revised muster points agreed which enable bubble integrity
				• Staff information pack (LZS)
				• Staff classroom box (CM)
				• Student information pack.(SHM)
				• Fire action notices in classrooms for old procedures covered. Escape routes remain visible as these still apply.
				• Fire doors will be wedged open to facilitate reduced touching of doors around one way system. Staff Trained to remove wedges on exiting building in emergency situation.
				• Fire drill scheduled carried out
					L

(b) Fire evacuation drills - unable to apply social distancing effectively	M	• Plans for fire evacuation drills are in place which are in line with social distancing/group bubble integrity measures.	Partial	• Evacuation drill to be undertaken early in the Autumn term	L
(c) Fire marshals absent due to self-isolation	M	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Partial	• KJM, JAB rota marshal. • Designated lead on site would cover if KJM or DAH are absent.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M /L)
7.2 Managing premises on reopening after lengthy closure					
(a) All systems may not be operational	M	• Government guidance is being implemented where appropriate. • All systems have been re-commissioned.	Y	• All systems have been maintained during lockdown	L
(b)Statutory compliance has not been completed due to the availability of contractors during lockdown	M	• 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.	Y	• All compliance checks up-to-date • All water systems have been flushed regularly during lockdown	L
7.3 Visitors attending site					
(a) Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	• 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).	Y	• Contractors attending site whilst the school is in operation will be kept to a minimum. • Where such a visit is required, the contractor will be accompanied by a member of the Premises team to ensure COVID protocols (hand sanitising / social distancing) are maintained. • Visitors questionnaire completed for the NHS test and trace.	L
(b) Visitors in reception area risk of Covid19 transmission [REVISED]	H	• Create physical barriers to ensure social distancing between staff and visitors • Have signs up displaying the maximum number of visitors and/or social distancing reminders • Visitors are encouraged to attend by appointment only	Y	• Delivery drop boxes outside doors so delivery people do not need to enter school. • Only one visitor to be allowed into Reception at any one time • Arrangements are in place for segregation of visitors through use of Perspex screens to shield reception team and barriers to keep access to a minimum. Queuing system marked outside the building. • Full PPE available if required	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑Further action ◆ comments	Residual risk rating (H/M /L)
				• If people come to reception and unable to remain 2m apart, face coverings to be used.	
(c) External people necessary for curriculum, SEND, extended services provisions, or wider charitable activity do not adhere to social distancing. [NEW]	M	• External people (such as professional service organisations, curriculum consultants, coaches, extended service/club providers, supply teachers, peripatetic teachers, nurses, volunteers, specialists, therapists, clinicians and other support staff for pupils with SEND) are inducted in the key messages of school risk assessment including the need to maintain a 2m social distance, and/or use of appropriate PPE	Y	• External providers will only come to site where it is not possible to have services delivered any other way • External providers will only be sought where provision cannot be made from within school and the provision is considered essential at that time. • Risk assessment for provider will be carried out. • Outcomes of RA will be communicated with external provider prior to visiting site. • Reception will be given a copy of the RA and will remind external providers of the requirements of their RA when they arrive. •	L
(d) Records are not consistently kept of who has attended site to allow track and trace to be effective [NEW]	H	• The school has ensured that all visitors **and staff** have a means to sign in, irrespective of the time of day • Sign-in areas have available information on key messages from risk assessment, as well as hand hygiene station • Visitors are encouraged to report, on sign-out, any 'close contacts' they have had during their visit.; staff report the same in terms of bubble integrity.	Partial	• Signing in system in reception. Visitors cannot enter the school without doing this. • Questionnaire completed by all visitors for NHS test and trace	L
7.4 Recruitment					
(a) Recruitment checks are not compliant with changing guidelines and legislation [NEW]	H	• During the summer, safeguarding checks can be carried out remotely as set out in coronavirus (COVID-19): safeguarding in schools, colleges and other providers. • From the start of the autumn term checks will revert to being carried out in person.	Y	• All checks for staff starting at Fullbrook in September are complete,	L
7.5 Catering					

(a) Full catering service is not provided [NEW]	H	• Caterers are onsite, providing lunch service to all pupils (and staff), as appropriate • Catering service complies with guidance for food business on coronavirus, as per assurance visit(s) from GEP Estates Manager • Provision is made for payment via means other than finger scanning (if surfaces are not wiped between customers)	Y	• Catering provision at breakfast, break and lunch discussed and agreed with Innovate (catering company)	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	☐Further action ◆ comments	Residual risk rating (H/M/L)
7.6 Extended Services / Clubs					
(a) Resuming extended services and clubs undermines the school-day social contacts/distancing measures[NEW]	M	• Schools provide in-house (before/after) school clubs, considering the guidelines Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Before any external provider offers onsite service, local school leaders review external provider risk assessment, to provide assurance that COVID-secure measures are in place • Procedures are defined and/or information on key messages from risk assessment are shared, to ensure that the provider does not undermine the school's measures. Parents are advised that limiting the number of clubs/wraparound care providers helps reduce risk of infection. Where possible, schools carefully consider how they can maintain their group bubbles with such provision or use small consistent groups. Contact sports do not take place at such provisions	Y	• After school additional sessions timetable for year 11 will run from 3.15-5pm • Music ensembles will run before school • Sports clubs will take the form of training sessions (no fixtures to be played) • Breakfast club to be booked to control numbers • No other clubs to run for first term whilst new COVID-19 secure measures settle in. • 5/1/21 No clubs during lockdown 2/3/21 From W/c 15/3/21 limited sports clubs to be offered, 2 to each year group in COVID secure way using year group equipment.	L
7.7 Lettings					
(a) Resuming lettings undermines the school's measures to minimise risk [NEW]		• Local school leaders review external provider risk assessment to provide assurance that COVID-secure measures are in place before any club starts up.	Partial	• Sports Centre re-opening preparations in place. Separate risk assessment drafted and proposals / procedures on Sports Centre website. • N.Irwin is conducting full risk assessment and staff training planned for 22/7/20. Risk assessment has been checked by R Wiseman and changes underway. Risk Assessment to be published on Sports Centre website and to be uploaded to GEP shared docs system. 2/3/21 Holiday lettings to be in place. N Irwin to assess appropriate opening of sports facilities from 12/4/21 in line with government guidelines.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑ Further action ◆ comments	Residual risk rating (H/M/L)
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • GEP finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared.	Y	• 2020-21 budget discussed with GLAC and shared with GEP	H
9. Governance					
9.1 Oversight of the governing body					
Lack of Trustee / Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	• The governing committees continue to meet regularly via online platforms. • The governing committees' agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The CEO/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 Trustees / Governors and those Trustees / governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Y	• Principal's report to governors' template to be amended to include updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? Yes/ No N/A Partial	❑ Further action ◆ comments	Residual risk rating (H/M/L)
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
		●		●	
		●		●	
		●		●	
		●		●	