

COVID-19: Operational risk assessment for Reading Girls' School reopening

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

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

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

Assessment conducted by:	Jon Gargan	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	27.8.20	Review interval:	Weekly	Date of next review:	08/03/21

Related documents

Trust/Local Authority documents:	Government guidance: 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
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Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Full school re-opening in order to minimise transmission and promote both safety and learning					
1.1 Net capacity					
Building capacity for allowing social distancing	H	<ul style="list-style-type: none"> • School is undersubscribed by approximately 500 students • Ensure all available space is utilised where possible and not limit use of classrooms where not necessary • Use of facial coverings in communal areas and areas where a distance of 1m cannot be maintained for periods of 15 minutes or longer. • Walking on the left system • 1M floor markings at canteen queuing area 	yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	M
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> • Classrooms re-modelled, with chairs and desks in place to allow for social distancing, tables are in groups of 4 predominantly where distance of 1m+ can be maintained in face-to-face scenarios • Facial coverings are optional for students and staff who cannot maintain a minimum distance of 1m for a period of time 156 minutes or longer • Teacher-only designated zones at the front of the classroom. • Each classroom has sanitising station 	Yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	M
Sharing of equipment and resources could transmit the virus	H	<ul style="list-style-type: none"> • Seating plans are used in every classroom to limit the number of students contacting surfaces • Hand sanitisers and desk cleaners present and in every classroom and to be used on entry and following a class' departure • All equipment cleaned before use 	Yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	M
1.3 Availability of staff and class sizes					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Risk assessments are undertaken for staff who are clinically vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	L
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers	L	<ul style="list-style-type: none"> All pupils receive the same provision as per lockdown evidence. 	Yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Year groups have specific entrances/entrances to mitigate transmission between year groups Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. 	Yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Break and lunch time	H	<ul style="list-style-type: none"> To mitigate pinch points, we have staggered release from lessons to break. Different staircases have one-way travel Year groups have been designated indoor and outdoor areas in where to spend break and lunch 	yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> SOCIAL DISTANCING IS IMPOSSIBLE TO ADMINISTER IN A SCHOOL. However, to mitigate: Walk on the left system Markings at canteen queuing . All pupils will wear facial coverings travelling around the school Water stations have social distance floor markings . Lesson change overs are staggered to avoid overcrowding. Movement to break and lunch from lessons is staggered 	Yes	Full reopening plans have been circulated to parents and pupils. In addition, a daily newsletter will be published to inform of any updates that come from monitoring practices	
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	L	<ul style="list-style-type: none"> Gaps will be much smaller due to out lockdown provision and attendance. A catch-up strategy has been devised with 87 key pupils identified on a weighted scale 	Yes	Further review at October half term	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> A second staff room area has been identified Staff wear facial covering if a minimum distance of 1M cannot be sustained for 15 minutes or more 	Yes	We will have daily staff briefings for the first three weeks of term to monitor strategies	M
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	L	<ul style="list-style-type: none"> The first two weeks of term will be an age-group specific programme that should have taken place in terms 5 & 6 	Yes	n/a	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils moving on to the next phase in their education do not feel prepared for the transition	L	<ul style="list-style-type: none"> We operated a 4-week year 6 explorer week online via Microsoft teams during term 6. Weeks 1 & 2 of term 1 will be on-site explorer week for new year 7 Careers adviser meetings were held with year 11 pupils on results day 	Yes	n/a	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> CEO receives daily updates and SLT meeting minutes 	Yes	n/a	L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 	Yes	n/a	L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<ul style="list-style-type: none"> Draft 1 reopening plans were distributed to parents on 12th July 2019 Pupil and parent survey was conducted on 21.8.20 School newsletter was published for all stakeholders during summer holidays on 21st and 28th August A daily newsletter will be published for the first three weeks of term Website used for updates 	Yes	n/a	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> Training will be delivered on 3rd and 4th September to all staff Staff were issued with procedural details on 12th July, 21st and 28th August Term 1 will hold daily staff briefings 	Yes	n/a	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> New staff had induction in July and again on 31st August 2020 	Yes	n/a	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	L	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes		L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<ul style="list-style-type: none"> Social distancing in school is not possible. However, risks updates are reported assessed daily in staff briefings and daily newsletters 	Yes		L
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> All bus services continue as normal particularly the school bus service. All times align with the start of the school day 	Yes		L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> There will be an enhanced cleaning operative who will be onsite during core hours to ensure that cleaning is at the required standard Toilets and other surfaces will be cleaned and disinfected frequently throughout the day. 	Yes	The site Manager will be ensuring that the schedule is followed	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> We have enough stock of Hand sanitiser and soap and stock is checked periodically. The designated cleaner will have a schedule which includes checking and making sure there is enough soap and hand sanitiser throughout the core hours 	Yes	The cleaner will go through a check list on a daily basis	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Hand sanitising stations are in the door entry of every classroom. Pupils clean on entry and exit. 	Yes		M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Expectations and guidance are communicated to parents. 	Yes		M
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Yes		M
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> 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. 			M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Attendance team will monitor absence rates PA monitors staff absence rate Pupils, parents and staff to be made aware of steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	1-3 Sep		M
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> Staff, pupils and parents to receive government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. 	1-3 Sep		M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> Staff, pupils and parents to receive clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. 	1 -3 Sep		M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aid team of 7 staff Safeguarding team of 4 staff 	Yes		L
2.6 Medical rooms					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> The medical room is well equipped to maintain infection control Appropriate handwashing facilities and hand-hygiene supplies are available. The sink area has been stocked with suitable supplies for handwashing, and with alcohol-based hand rub. All Isolation room doors will be sign posted indicating that the space is an isolation area PPE will be stocked outside the isolation areas 	Yes		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	M	<ul style="list-style-type: none"> Parents and carers have been fully informed since 12th July 2020 and through the summer plus daily newsletters in term 1 2020/21 	Ongoing		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Newsletter will be used to inform parents and carers 	Ongoing		L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, Training for staff required to use PPE 	Ongoing		L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' behaviour on return to school does not comply with social distancing guidance	M	<ul style="list-style-type: none"> Pupils have been included in surveys on policy adaptations. 1st day assemblies will remind pupils # Covid safety steps will NOT be part of RGS behaviour management system Any disrespectful behaviour will be dealt with on an individual basis 	Yes		L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> Where it is possible to maintain 1 M distance, facial coverings may be worn Storage furniture has been removed from classrooms where necessary to help sustain social distancing 	Yes		M
3.3 Movement in corridors					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> IT IS INEVITABLE. However, All pupils and staff will wear facial coverings when travelling around the school 1 M social distance markings will present at canteen queuing area Staggered break and lunch times 	Yes		L
3.4 Break times					
Pupils may not observe social distancing at break times	M	<ul style="list-style-type: none"> As above In addition, there will be year group-specific designated social areas 	Yes		L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	M	<ul style="list-style-type: none"> As above 	Yes		L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	Year-group specific toilets have been designated.	Yes		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	M	<ul style="list-style-type: none"> Two additional medical rooms have been identified if needed 	Yes		L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. All visitors are required to wear facial covering 	Yes		M
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Each year group has been allocated a specific entrance and exit point to the school . 	Yes		M
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Reading buses have made public transport advice available to the public to follow. All RGS pupils who use the private bus service have been issued with facial covering 	Yes		M
3.11 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> All staff are required to wear facula covering where a minimum of 1M social distance cannot be maintained for 15 minutes or more A second staff room area has been identified for use 	<p>Yes</p>		<p>M</p>
<p>4. Continuing enhanced protection for children and staff with underlying health conditions</p>					
<p>4.1 Pupils with underlying health issues</p>					
<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' underlying health conditions Schools have a regularly updated register of pupils with underlying health conditions. 	<p>Yes</p>		<p>M - H</p>
<p>4.2 Staff with underlying health issues</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. 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. Current government guidance is being applied. 	Ongoing		M - H
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> Our research and direct contact with pupils and parents have not proved this to be true. We will continue to operate our own RGS vulnerable list weekly check-in. 	Yes		L
5.2 Mental health concerns – staff					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> This has not been the case for RGS We have daily briefings to keep lines of communication open 	Yes		L
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> RGS weekly well-being days were very much appreciated by staff. Our survey is evidence of this. We will continue with this principle in term 1 	Yes		L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> Our AHT Inclusion lead will signpost services where needed RGS staff can avail of BCT employee assistance programme 	Yes		L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens	M	<ul style="list-style-type: none"> Educational provision is maintained for all children. Our July 2020 lockdown provision survey of pupils and parents, strongly supports this. 	Yes		L
7. Operational issues					
7.1 Review of fire procedures					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> Fire procedures have been reviewed to cater for new arrangement. Fire safety checks are done every day to ensure that the new arrangement have not resulted in exits being blocked 	Yes	The procedures will be reviewed frequently	L
Fire evacuation drills - unable to apply social distancing effectively	M	<ul style="list-style-type: none"> Fire drills will still go ahead since students and staff will be wearing mask 	Yes		L
Fire marshals absent due to self-isolation	M	<ul style="list-style-type: none"> There are enough fire Marshal to deal with any event 	On going	We need to train more fire marshals	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<ul style="list-style-type: none"> All systems are tested and operational 	Yes		L
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All PPMs have been duly completed 	Yes		L
7.3 Contractors working on the school site					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>M</p>	<ul style="list-style-type: none"> All contractors will follow the infection control guidance and RA have been received to reflect that. They will also follow control measures by the school to mitigate infection ie wearing mask at all times whilst in the school building 	<p>Yes</p>	<p>Remind contractors when they sign in</p>	<p>L</p>

8. Finance

8.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>H</p>	<ul style="list-style-type: none"> This is managed centrally by TLT Executive Team 	<p>Yes</p>		<p>M</p>
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9. Governance

9.1 Oversight of the governing body



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The school provides the CEO with daily updates/minutes and newsletters who in turn informs Trustees. 	Yes		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

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