



BRADFORD AP ACADEMY

COVID-19: OPERATIONAL RISK ASSESSMENT

September 2020 Re-opening

Created 27th August 2020

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COVID-19: Operational risk assessment for secondary school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 as follows:

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

Assessment conducted by:	Nicola Frear Trevor Loft	Job title:	Operations Manager Head Teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	27.08.2020	Review interval:		Date of next review:	
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Related documents	
Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications

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

Bradford AP Academy Operational Risk Assessment for full reopening September 2020

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening					
1.1 Organisation of 'bubbles' in full year groups					
Unintended mixing between the two AP will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. Pupils observe hygiene guidance and wash hands frequently. Teachers moving between groups will comply with social distancing and hygiene guidance. Staggered arrival and leaving times; lunch eaten in classrooms. Social distancing is fully observed when small groups of pupils are withdrawn. 	Y	<ul style="list-style-type: none"> Aireview and Jesse Street are classed as individual bubbles. Under 30 pupils on each site 	M
1.2 Organisation of teaching spaces					
Teaching pupils in full classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and sanitise hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. Contact between individuals is minimised and social distancing maintained wherever possible. Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 meter distance from each other, and from children. Pupils are seated side by side and facing forwards, rather than face to face or side on. Unnecessary furniture is moved out of classrooms to make more space. 	Y	<ul style="list-style-type: none"> Small teaching groups Re-arrangement of working space within classrooms to maximum distance between pupils Excess resources removed 	M
The use of shared spaces and specialist classrooms increases the risk of infection	H	<ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete bubble. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Y	<ul style="list-style-type: none"> Lunch arrangements: pupils eating in classroom not communal space Additional classroom based lunchtime activity clubs Additional outside activities 	M

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		where possible.			
1.3 Staffing					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. 	Y	<ul style="list-style-type: none"> Plan in place to close one site or run on part-time basis if necessary Small class sizes (under 6 per class) Additional HLTAs recruited for September Risk assessment for keyworkers Risk assessments for staff moving between sites Risk assessments for home workers 	M
1.4 The school day					
The start and end of the school day create risks	H	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. 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. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	Y	<ul style="list-style-type: none"> Wearing of PPE in Taxi's Small number of pupils on each site (under 30) – each site classed as a bubble PPE available for pupils for public transport Temperature testing upon arrival 	M
1.5 Planning movement around the school (per site)					

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Movement around the school increases risks	H	<ul style="list-style-type: none"> • Class group remain in their home bases for most of their learning. • Timetabling avoids more than one class in circulation at any one time in the same part of the building. • Staff moving between classes observe social distancing and hygiene procedures at all times. • One-way systems are in place where possible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place. 	Y	<ul style="list-style-type: none"> • No further actions required • Risk Assessments & Timetable of staff in place for keyworkers and staff who work between sites. • Visit to only one site per day for keyworkers and staff who move between sites. 	M
1.6 Curriculum organisation					
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	M	<ul style="list-style-type: none"> • The school will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically 	Y	<ul style="list-style-type: none"> • Weekly review of pupil needs by SLT 	L
Some learning activities pose increased risks of spreading COVID-19 infection	H	<ul style="list-style-type: none"> • Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly. 	Y	<ul style="list-style-type: none"> • No activities for signing or musical instruments planned • Sports activities undertaken outside only • Risk assessments from external sites ie Adventure Rec regarding outdoor activities 	M
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> • All school visits are considered on a case by case basis. • A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. • Measures are taken to ensure that discrete year group bubbles do not mix on school visits. 	Y	<ul style="list-style-type: none"> • Individual risk assessment • Review by SLT of external venue risk assessments 	M
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms, which may need to 	Y	<ul style="list-style-type: none"> • Excess furniture removed from areas • Booking in system for keyworkers, home workers and staff who move between sites to reduce numbers on site 	M

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		be more limited than is normal.			
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full reopening. Senior Leadership Team (SLT) and staff work plans informed by reopening plans and latest guidance. Staff recruitment for September 2020 completed. 	Y	<ul style="list-style-type: none"> No further action required 	M
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for 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 and post-16 providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, and social media. 	Y	<ul style="list-style-type: none"> Home Engagement & AP Manager engaged Spring 2020 3 Keyworkers engaged Summer 2020 Careers Champion 	L
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	Y	<ul style="list-style-type: none"> No further actions required 	L
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policy on attendance from September. Staff, pupils, parents and governors have been briefed accordingly. 	Y	<ul style="list-style-type: none"> Review by Operations Manager during summer 2020 Staff training day overview of any changes 	L

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1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	M	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Y	<ul style="list-style-type: none"> • HOC meetings arranged for 7th of September with pupils & families • Update of website 	L
An unforeseen lockdown prevents effective communication with pupils, parents and staff regarding contingency arrangements	M	<ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. • Contact records for pupils, parents and staff are kept up to date. 	Y	<ul style="list-style-type: none"> • SchoolComms • Website • Emails 	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	<ul style="list-style-type: none"> • Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns. 	Y	<ul style="list-style-type: none"> • HOC meetings arranged • Keyworkers in place • Homeworkers engaged 	M
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. 	Y	<ul style="list-style-type: none"> • Staff training days 4th & 7th September 	M

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		<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • The 9 PHE system control measures set out in the latest government guidance • Organisational arrangements (i.e. site 'bubbles') • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 			
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • No new staff recruited – new posts have been filled by retaining staff at end of contracts 	L
1.14 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	M	<ul style="list-style-type: none"> • A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	Y	<ul style="list-style-type: none"> • Weekly checking of free school meal allocation on BSO by Operations Manager • Keyworkers tasked with speaking to families of students regarding food provisions • Trust management of Edenred free school meal voucher scheme 	L
1.15 Risk assessments					

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Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used • School trips and visits 	Y	<ul style="list-style-type: none"> • Operations Manager to review risk assessment v practice at each sit for anomalies and/or amendments • Staff training day to cover raising concerns 	M
1.16 School transport					
Conditions and arrangements on dedicated school transport pose risks to infection control	H	<p>Schools agree with the operators of dedicated school transport the following measures where possible:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	Y	<ul style="list-style-type: none"> • PPE available on site for use in minibus • Arrangements in place by School Transport team for taxi pupils 	M
Changes to public bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to opening. • Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Y	<ul style="list-style-type: none"> • Flexible start times if required 	M
1.17 Responding to cases of COVID-19 and local lockdowns					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Site 'bubbles' are kept discrete at all times. The local health protection team is contacted immediately for advice The school engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Y	<ul style="list-style-type: none"> Staff Training Central team advice 	M
The school is unprepared for a local lockdown should the rate of infection rise in the area	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. There is regular liaison with the local health protection team. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 	Y	<ul style="list-style-type: none"> School to follow advice - No further action required 	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Public Health England system control measures					
	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 7 	Y	<ul style="list-style-type: none"> Temperature testing of all staff and visitors to site prior to entry to buildings by HOC or admin 	L

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		<p>days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings).</p> <ul style="list-style-type: none"> • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>		<ul style="list-style-type: none"> • COVID-19 information & reminder of processes sent to families w/c 31st August by Operations Manager • Deep cleaning log following suspected cases • Website updated • 4th September COVID-19 Update training • Smartlog COVID-19 training 3 monthly renewals • Stock control system by Operations Manager weekly 	

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		<ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • The school's operations manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Movement around the school by pupils is minimised • Where it is necessary for pupils to be taught in specialist rooms – such as a food tech room – then the space and equipment is thoroughly disinfected before a new bubble enters. • The movement of staff between bubbles is minimised. • For each student, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that pupils routinely need is collated and kept in named drawers. Each pupil keeps their tray of equipment for their own use. • Arrangements are in place to avoid touching pupils' mobile phones and to avoid queues forming if they need to collect them from a central point. Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - These specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between 		<ul style="list-style-type: none"> • Stocks of tissues in each class & communal areas • Bins with lids only • PPE stocks i.e. masks for pupil use <ul style="list-style-type: none"> • Monitor enhanced cleaning schedule undertaken by cleaners & review by Operations Manager <ul style="list-style-type: none"> • Keyworkers are timetabled across sites • Staff working between sites are timetabled • Remote working for non-specific site staff • InVentry signing in logs • Individual risk assessments for keyworkers and staff working between sites to be in place prior to opening 	

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		<p>bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble.</p> <ul style="list-style-type: none"> • Resources are boxed, including library books that are needed for particular classes, to avoid pupils using shared areas such as the school library. • The need for staff to take pupils' work away from school is minimised. Pupils' self -assessment of work in books is undertaken where appropriate. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <p>7. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. 		<ul style="list-style-type: none"> • Spare equipment sets available to be cleaned and 72 hr rule before back in use. 	

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		<ul style="list-style-type: none"> • Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 		<ul style="list-style-type: none"> • Details of any cases to be recorded by school 	
2.2 Cleaning					

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Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Y	<ul style="list-style-type: none"> Cleaning staff work on part time basis and are available to cover or provide additional hours if necessary 	L
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<ul style="list-style-type: none"> Trust assistance available if required 	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> 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 handwashing is taking place on a regular and frequent basis. 	Y	<ul style="list-style-type: none"> Use of hand sanitizer available in all areas 	L
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Y	<ul style="list-style-type: none"> Discussion in class regarding clothing 	M
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> Fabric cleaning spray in use by cleaning team 	M
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and	H	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of 	Y	<ul style="list-style-type: none"> Record keeping of staff & pupils on both sites of undertaken NHS Test & Trace tests 	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
support staff wellbeing		<p>anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.</p> <ul style="list-style-type: none"> • Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). • Post-testing support is available for staff through the school's health provider. 			
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent 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 in line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Y	<ul style="list-style-type: none"> • No further action 	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 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. 	Y	<ul style="list-style-type: none"> • Weekly text reminders • Class discussions • Staff briefing updates 	M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Y	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Available on website Texting service 	L
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y	<ul style="list-style-type: none"> No further action required 	L
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> Social distancing provisions are in place for rooms designated as medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> No further action required 	L
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where 	Y	<ul style="list-style-type: none"> Texting service Weekly phone calls Keyworkers 	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		necessary. <ul style="list-style-type: none"> A COVID-19 section on the school website is created and updated. 			
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> Ongoing communication Keyworker 	L
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	<ul style="list-style-type: none"> Trust supplied PPE for all staff Additional supplies available 	L
3. Adopting the new organisational model of discrete 'bubbles'					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete 'bubbles'	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for operating in year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff continue to model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured and are closely supervised. The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. Senior leaders monitor behaviour and arrangements are reviewed. Messages to parents reinforce the importance of adhering to the new 	Y	<ul style="list-style-type: none"> Behaviour management plans Tutor discussions Re-enforcement by all staff End of day staff briefing discussions to highlight pupils causing concerns 	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		arrangements. • Wilful disobeying of rules relating to social distancing rules and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary.			
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	H	• All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly.	Y	• No further action	M
3.3 Specialist learning spaces					
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection	H	• The learning space and equipment are thoroughly disinfected before another class enters. • Schemes of work are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. • Teachers' planning is reviewed to maximise the use of teacher demonstration rather than pupil practical's.	Y	• Timetable to reflect cleaning periods between lessons	M
3.4 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks infection	H	• No more than one bubble is scheduled to occupy a shared space at any one time. No mixing of AV & JS sites • Shared spaces are cleaned after use.	Y	• Each site classed as bubble	M
3.5 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions					
The use of spaces for AP/inclusion/withdrawal of pupils/ detentions risks the spread of infection	H	• Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. • Spaces are cleaned after use.	Y	• No further action	M
3.6 Movement in corridors					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Arrangements are breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> The use of shared/specialist learning spaces is timetabled to avoid different classes coming in to contact with each other to minimise contact. 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. Appropriate supervision levels are in place. 	Y	<ul style="list-style-type: none"> Minimal corridor (only one per site – in entrance area) Open plan sites 	L
3.7 Social times					
Classes may mix at social times	H	<ul style="list-style-type: none"> Each site classed as a `bubble`. Communal areas used for social times allow for 2m social distancing of pupils. External areas used for social times allow for 2m social distancing of pupils. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced. 	Y	<ul style="list-style-type: none"> No further action required 	L
3.8 Lunch times					
Classes may mix at lunch times	H	<ul style="list-style-type: none"> Pupils eat lunch in classrooms not communal area Pupils are reminded about staying 2m apart as lunch times begin. Pupils wash their hands before and after eating. Dining areas are cleaned before and after use. Tables and chairs have been cordoned off where necessary. Floor markings are used to enable social distancing. Additional arrangements are in place, such as delivering individual food bags/containers to classrooms. 	Y	<ul style="list-style-type: none"> Additional activity clubs by HLTAs to minimise use by pupils of communal areas. 	M
3.9 Toilets					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils	H	<ul style="list-style-type: none"> • System for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times. • 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. 	Y	<ul style="list-style-type: none"> • No further action required 	M
3.10 Medical Treatment Area					
The configuration of area used for medical treatment may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for area used as a medical treatment area (staff room) • Meeting rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> • No further action required 	M
3.11 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. • 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	<ul style="list-style-type: none"> • All visitors to be booked in prior to visit with school office • Visitors to remain outside of building until temperature testing carried out by staff 	L
3.12 Arrival and departure from school					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils, taxi drivers and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> • Small numbers of pupils on site – arrival period & transport arrangement allow for social distancing. • Staggered exit from classrooms & school to minimise use of exit corridor • 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. • Staff to oversee departure of pupils from site 	Y	<ul style="list-style-type: none"> • No further action required 	M
3.13 Transport					
The use of designated school transport and public transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> • Agreement has been reached with companies operating designated school transport on the optimum arrangements possible to minimise the risk of spreading the virus. • Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated school transport, including advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. • Other ways for pupils to travel to and from school, such as walking and cycling, have been explored. 	Y	<ul style="list-style-type: none"> • No further action required 	M
3.14 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Staff are briefed about the limitations to use of staff rooms. 	Y	<ul style="list-style-type: none"> • Additional furniture removed to increase floor space • Keyworkers and/or staff who move between sites to be booked in 	M
4. Continuing enhanced protection for children and staff with underlying health conditions					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	H	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. The register of pupils with underlying health conditions is regularly updated. Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. 	Y	<ul style="list-style-type: none"> Transferred to home worker list Keyworker designated 	M
4.2 Staff with underlying health issues					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	H	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 	Y	<ul style="list-style-type: none"> No further action required 	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)
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	H	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. • Resources/websites to support the mental health of pupils are provided. 	Y	<ul style="list-style-type: none"> • SLT monitoring • Keyworker designated to pupil 	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff have been signposted to useful websites and resources. 	Y	<ul style="list-style-type: none"> • Staff directed to Employee Assistance Programme 	M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> • Keyworker designated to family 	M
6. Operational issues					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	Y	<ul style="list-style-type: none"> • Annual Smartlog Staff training • Fire procedures updated summer 2020 • Staff training day briefing 	M
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	Y	<ul style="list-style-type: none"> • No further action required 	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • All systems have been recommissioned. 	Y	<ul style="list-style-type: none"> • Summer tests & checks 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Water systems have been maintained throughout lockdown by a specialist contractor on a monthly basis 	Y	<ul style="list-style-type: none"> • Contractors on site during summer break 	L
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> • No contractor on sites during school opening hours for pupils • 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. 	Y	<ul style="list-style-type: none"> • All contractors to be booked in prior to attendance • Contractors to sign into InVentry system for track & trace purposes • Temperature testing of contractors 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 			
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Estates & Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and/or trust. 	Y	<ul style="list-style-type: none"> No further action required 	L
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y	<ul style="list-style-type: none"> No further action required 	L
9. Additional site-specific issues and risks					

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