

## SCHOOLS AND SETTINGS - Reset and Recovery

November 2021.22

### Risk Assessment



#### Introduction:

This Schools' Risk Assessment document is designed to allow you to review and track your individual readiness to reopen your setting in line with COVID-19 requirements. It has been revised in line with DfE guidance published on 2 July 2020. It is split into the following sections (one per tab):

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|--|--|
| <ul style="list-style-type: none"><li>• Social distancing practicalities</li><li>• Quality of education</li><li>• Safeguarding</li><li>• Pupils with SEND (including medical needs)</li><li>• Emotional and behaviour considerations</li><li>• Hygiene and cleanliness/health and safety</li><li>• Possible COVID-19 cases</li></ul> | <ul style="list-style-type: none"><li>• Transition</li><li>• Finance</li><li>• Building work and logistics</li><li>• Recruitment and staffing</li><li>• Miscellaneous</li><li>• Additional (left blank for you to fill in)</li></ul> |
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Within each section some initial risks and some possible actions that could be taken to control or mitigate the risks have been pre-populated for you. However these are only **initial suggestions** and it is vital that you **tailor** this risk assessment by **amending / adding to these** as required to ensure you have captured all relevant risk information specific to your setting.



#### OVERALL RISK CATEGORISATION

Likelihood / Prevalence

# SCHOOL - COVID-19

## Risk Assessment



### 1 - Social Distancing Practicalities

Note it is considered to be more challenging to ensure EY children comply with guidance in this section

#### RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
5	7	0	5.55
			MEDIUM

#### RISK BREAKDOWN

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	8	2	0	0
Severity	1	3	8	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Re-instating bubbles	Pupils Staff Wider community	Risk of infection due to lack of social distance adherence.	The school is no longer required to operate in bubbles.  Where the Local Authority (LA) and Public Health (PH) advise schools that local infection rates high or rising, we will implement the first stage of our Outbreak Management Plan (OMP) •Assemblies will be conducted virtually, lunchtimes will be managed in two sittings with two classes in each sitting, separated in the hall. •In the event of an outbreak, the school is split into 4 bubbles within their class bubbles. We recognise that it is unrealistic to expect young children to remain socially distanced from one another but we will use our best endeavours to ensure that direct physical contact is avoided at all	2 - Low	3 - Medium	MEDIUM	All staff	
Beginning & end of school day			• The school is no longer required to stagger the start of the school day. In the event of an outbreak the school will: keep groups apart as they arrive and leave school, extended start & finish times have been implemented. Staff will be on duty on the main playground to supervise and to ensure that adults are leaving promptly to avoid crowding around the school perimeter. • At the start of the school day, a twenty minute window (8:40 -9:00) will be in operation for families to drop off children; each class will have an allocated entrance which will be open and children will be able to go straight into their classrooms through their pre-determined entrances and sanitise hands before entering classrooms . • At the end of the day a staggered pick up rota will be implemented at ten minute intervals. Provision will be made for younger siblings to be supervised by class teachers until their older siblings are due to be collected.	2 - Low	2 - Low	LOW	SLT	
Parents on site (primary)	Parents	Risk of infection due to lack of social distance adherence.	• Parents will now be able to come on to the school site; however, where the LA and PH advise schools that local infection rates high or rising, we will implement the first stage of our Outbreak Management Plan (OMP). •Clarify for parents the expectation on social distancing. • Parents are encouraged to wear face mask at drop off/pick up •Meeting with parents will be online (including parents' evenings). Where it is not possible it will be in an awell-ventilated room or one with very low numbers. •Events will be Risk Assessed and typically held outdoors with numbers managed. •In the event of an outbreak the school will: • Set out clear expectations for drop off / pick up • Letters for parents, information shared on TG Facebook page, advice and guidance on website making parents aware of the rationale for this.	2 - Low	2 - Low	LOW	SLT	
Cloakroom facilities	Pupils	Risk of infection due to lack of social distance adherence.	• Access to cloakroom facilities will be restricted to a limited number of pupils at a time in the event of an outbreak. Class teachers will control access by each class bubble have a colour coded cone to indicate the area is being used by a bubble. • Encourage pupils to bring only essential items into school - information on what items are permitted will be shared with families in advance of new school year. • Children will be asked to come to school dressed in their PE kits on days when PE is timetabled.	2 - Low	3 - Medium	MEDIUM	All staff	

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Keeping pupils separate at lunchtime	Pupils Staff	Risk of infection due to lack of social distance adherence.	<ul style="list-style-type: none"> <li>Staggered lunchtimes/rotas. Thorough hand washing and hygiene protocols to be followed by all adults and children. All hands to be washed with soap and water before entry to ahll for lunch. The tables and chairs will be cleaned thoroughly between sittings.</li> <li>Classes 1 and 2 to be served at the same time in the hall - children to be seated in table groups by class - no mixing. Children remain seated and lunch trays to be brought to them by adults. Children to occupy same seats each day; seating plan to mirror class seating as closely as possible.</li> <li>Classes 3 and 4 to be served at the same time in the hall - children to be seated in table groups by class - no mixing. Children to line up to collect their lunch trays one table at a time. Additional adults to support with serving to enable this to be done efficiently. Children to occupy same seats each day; seating plan to mirror class seating as closely as possible.</li> <li>Adults to maintain their distance from children and each other wherever possible.</li> <li>Children to be encouraged to mangle opening packets and containers independently. Staff to sanitise hands immediately if they have contact with children's packed lunches.</li> <li>Communicate with parents the importance of providing food items in packed lunches that children can manage independently.</li> </ul>	2 - Low	3 - Medium	MEDIUM	All staff	
Social distancing at breaktimes	Pupils Staff	Risk of infection due to lack of social distance adherence.	<ul style="list-style-type: none"> <li>In the event of an outbreak the school will:</li> <li>Staggered breaks for different key stages</li> <li>While the weather permits access to the field, outdoor space to be zoned and each class to be allocated zone</li> <li>When the field is not accessible due to adverse weather, access to the playground will be staggered by key stage where possible. .</li> <li>Provide activities to ensure physical contact and close proximity is avoided</li> <li>Staff to be vigilant to ensure pupils minimise contact</li> </ul>	2 - Low	3 - Medium	MEDIUM	All staff	Complete plan and timetable for use outdoor areas. Ensure all staff are clear on levels of supervision required whilst on duty. Social distancing is difficult to achieve so risk is mitigated by placing children into smaller groups. Staff to teach children a range of non contact games appropriate for playing outdoors.
Social distancing - toilets	Pupils	Risk of infection due to lack of social distance adherence.	<p>In the event of an outbreak the school will:</p> <ul style="list-style-type: none"> <li>As toilets are not in line of sight we will implement a system to signal when the toilets are occupied which is visible along the corridor - each class to have a set of coloured cones (one per child) to display on the corridor.</li> <li>Class 4 will use the small staff toilet exclusively.</li> </ul>	2 - Low	2 - Low	LOW	All staff	Toilets are not visible from the corridor. Children will need to be trained in system implemented to alert to occupancy - coloured cones (one per child) one colour for each group children place cone on floor at end of corridor. If a child sees a cone that does not match their group they wait on corridor until toilet has been vacated. FB to order additional cones.
Staff safety - social distancing	Staff pupils wider community	Risk of infection due to lack of social distance adherence.	<p>Where the LA and PH advise schools that local infection rates high or rising, we will implement the first stage of our Outbreak Management Plan (OMP).</p> <ul style="list-style-type: none"> <li>Avoid face to face meetings wherever possible.</li> <li>If meeting face-to-face, ensure attendees distanced and meeting is held in a well-ventilated room, capacious enough to accommodate distancing protocols</li> </ul> <p>In the event of an outbreak the school will:</p> <ul style="list-style-type: none"> <li>Agree protocols for staffroom use which set a limit on number at anyone time (no more than 5 adults) and responsibilities for cleaning surfaces and hand washing.</li> <li>Staff to take breaks outdoors when weather permits - provide additional seating to facilitate</li> <li>Provide regular weekly briefings via e-mail</li> <li>Hold meetings on line or outdoors if weather permits</li> <li>All adult on site to wear masks in communal spaces</li> </ul>	3 - Medium	3 - Medium	MEDIUM	All staff	Tape markings to be put on staffroom floor to maintain 2m distance between seating. SLT to be vigilant in ensuring that staff adhere to social distancing guidelines.
Trips and events off site	Pupils Staff Wider community	Risk of infection due to lack of social distance adherence.	<ul style="list-style-type: none"> <li>School trips and visits off site: the school will liaise with the venue and adhere to their Covid 19 protocols, in addition to the school's own trip-specific risk assessments.</li> </ul> <p>In the event of an outbreak the school will:</p> <ul style="list-style-type: none"> <li>Off-site events including swimming sessions and most school trips will be cancelled for the duration of the spring term and will re-commence in the summer term.</li> <li>Visits to Heart of England Forest at Spernal may be permitted and where practicable families will be asked to transport children to and from the site. Where coach service is required, all adults accompanying children on the journey will be required to wear face masks on board the vehicle. Risk assessment to be updated to include COVID-19 requirements.</li> <li>Our local forest school site will be available for all classes to use. Equipment will be meticulously cleaned between groups.</li> <li>Once social distancing allows, trips will be reinstated. Risk assessments for visits will include COVID-19 requirements and explain how bubbles will be maintained.</li> </ul>	1 - Very low	1 - Very low	LOW	All staff	
Close proximity of staff and pupils	Pupils Staff	Risk of infection due to lack of social distance adherence.	<p>In the event of an outbreak:</p> <ul style="list-style-type: none"> <li>We recognise that it will not be possible for adults to maintain a 2m social distance from pupils and will expect all staff to minimise their contact and maximise distance as much as possible.</li> <li>Staff will be provided with guidance on effective strategies for front of class teaching and encouraging pupil independence</li> <li>In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone to no more than 15 minutes.</li> <li>School will communicate with parents the importance of ensuring that pupils can independently manage their own school uniform - Velcro trainers, polo shirts, elasticated waists etc.</li> </ul>	3 - Medium	3 - Medium	MEDIUM	All staff	Admin staff to sign in all visitors to avoid sharing of surfaces. Consider investing in a digital sign in system compatible with school iPad.
Visitors to school	Pupils Staff Wider community	Risk of infection due to lack of social distance adherence.	<ul style="list-style-type: none"> <li>Under the present government guidance visitors are currently permitted in school. The school will not allow any visitors if showing Covid symptoms.</li> </ul> <p>In the event of an outbreak we will:</p> <ul style="list-style-type: none"> <li>Limit all but essential visitors to school and do not allow any visitors into school if they are displaying COVID symptoms or not permit any visitors following advice from PH and LA</li> <li>Essential maintenance will be accommodated to take place outside of teaching hours wherever possible and where social distancing can be observed.</li> </ul>	2 - Low	3 - Medium	MEDIUM	SLT	See joint statement from WCC education and property services teams. See also 'Building work and logistics'.

<p>Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home .</p>	<p>All pupils</p>	<p>possibility that gaps in learning may develop or be exacerbated          impact on social, emotional and mental health and well being</p>	<ul style="list-style-type: none"> <li>• Reassure parents of the social distancing strategies that are being followed in school and the social, emotional and academic benefits associated with their child being back in school</li> <li>• Plan provision for key staff to work with and support relevant families to get their pupils back into school</li> </ul>	<p>1 - Very low</p>	<p>3 - Medium</p>	<p><b>LOW</b></p>	<p>SLT/DSL</p>	<p>National guidance          Local – Leaflet for parents with consistent messages on social distancing.</p>
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# SCHOOL - COVID-19

## Risk Assessment



### 2 - Quality of Education

#### RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	0	6.60
			<b>MEDIUM</b>

#### RISK BREAKDOWN

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	5	1	0	0
Severity	0	0	6	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Covering the full range of subjects - staff moving from class to class, peripatetic teachers, supply staff	Pupils Staff	Risk of infection if social distancing not adhered to	<ul style="list-style-type: none"> <li>Where needed, supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; some of these may take place virtually depending on the department's policy.</li> <li>Staff who visit more than one setting are expected to ensure they are familiar with and abide by the social distancing and hygiene requirements in each individual setting. The school will make their requirements clear. The wearing of face coverings when moving around the site will be encouraged in line with the school's OMP.</li> </ul>	3 - Medium	3 - Medium	<b>MEDIUM</b>	SLT	
Online or home learning may need to continue for some pupils, running alongside return to school for other pupils. Plan this for contingency if a second wave or a local outbreak of COVID necessitates school closure.	Pupils who need to self isolate	Risk of gaps in learning	<ul style="list-style-type: none"> <li>Pupils not attending school will be identified and provision will be made to support remote learning that is aligned with content to be taught in school, where necessary.</li> <li>SLT has developed a Remote Learning Plan which is available on the school's website.</li> <li>SLT will be mindful to make sure teacher workload is managed well</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT Class Teachers	
Curriculum adaptations	Pupils	Risk of gaps in learning being exacerbated if teaching does not initially prioritise key components. Children may not receive a broad and balanced curriculum	<p>In the event of an outbreak resulting in partial or full closure:</p> <ul style="list-style-type: none"> <li>SLT has developed a Remote Learning Plan which is available on the school's website.</li> <li>SLT will be mindful to make sure teacher workload is managed well</li> <li>The school will use its best endeavours to teach an ambitious and broad curriculum in all subjects.</li> <li>Class teachers will be supported to prioritise key components within subjects.</li> <li>The school will consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading.</li> <li>The principles of the recovery curriculum will be revisited to support reintegration into school and enable all pupils to reconnect with classroom life and re-establish behaviours for learning. These strategies will be revisited when necessary to support children's well-being.</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT Class Teachers	

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# SCHOOL - COVID-19

## Risk Assessment



**3 - Safeguarding** Specifics to be aware of: CSE, county lines, contextual issues, impact of domestic violence, strains on families that could lead to an increase in levels of abuse, neglect due to financial constraints (particularly for disadvantaged pupils and low-income families)

### RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	2	0	6.00
			<b>MEDIUM</b>

### RISK BREAKDOWN

Likelihood	Severity	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
		0	2	0	0	0
		0	0	2	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Attendance	Pupils	Missing out on education if parents are reluctant to permit children to return to school	School attendance has been mandatory and children are no longer to self-isolate and therefore expected in school. School will engage with parents if attendance is an issue to explore barriers, contact LA, following normal procedures if any pupil's absence becomes a concern.	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT	
Shielding pupils	pupils who are shielding	missing out on education	Shielding is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government. Where children fail to attend school as parents are following clinical and/or public health advice, absence will not be penalised. If parents of pupils with significant risk factors are concerned, school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT	

# SCHOOL - COVID-19

## Risk Assessment



### 4 - Pupils with SEND (including medical needs)

#### RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	2	0	6.00
			<b>MEDIUM</b>

#### RISK BREAKDOWN

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	2	0	0	0
Severity	0	0	1	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Pupils with underlying health conditions are at a higher level of risk	pupils with underlying health conditions	risk of infection due to lack of social distance adherence	In the event of an outbreak: <ul style="list-style-type: none"> <li>Seek medical guidance for pupils with serious underlying health conditions, such as cystic fibrosis, who may need to stay at home.</li> <li>Extra vigilance will be needed for this and other underlying health conditions in relation to social distancing e.g. for pupils with asthma (safety measures may vary from pupil to pupil)</li> </ul>	1 - Very low	4 - High	<b>LOW</b>	SLT	
Staff with underlying health conditions and/or pregnant staff are at a higher level of risk	School staff	risk of infection due to lack of social distance adherence	<ul style="list-style-type: none"> <li>Encourage staff to have the vaccine where medically safe.</li> <li>encourage staff to seek medical guidance where that may recommend that the staff member remains at home</li> <li>complete individual risk assessment with staff where required</li> </ul>	2 - Low	4 - High	<b>MEDIUM</b>	SLT	
Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)	SEND pupils and School staff	risk of infection due to lack of social distance adherence risk of infection due to necessity for close physical contact	<ul style="list-style-type: none"> <li>Risk assessments to be updated to reflect the additional measures that will need to be followed in relation to these challenges (this may include the use of PPE) with specific reference to staffing requirements</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT	



5 - Emotional and Behavioural Considerations

RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	3	0	4.80
			MEDIUM

RISK BREAKDOWN

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	4	0	0	0
Severity	0	2	3	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Some pupils may have experienced a bereavement in their family (possibly in relation to COVID-19)	pupils who have experienced loss or bereavement	impact on social, emotional and mental health and well being which is likely to lead to barriers to accessing learning	<ul style="list-style-type: none"> <li>Parents are asked to share any significant information about their child with the school</li> <li>Provide in-school support and a named person (someone the pupil is close to) to support the pupil when they need it.</li> <li>If required, access specialist support for the pupil, and if need be their family - Winston's Wish/ Gyps Gift / FIS</li> <li>Staff have completed bereavement training provided by DBE</li> </ul>	2 - Low	3 - Medium	MEDIUM	SLT/DSL	As recommended on DBE bereavement training - families to be contacted to gather information about significant loss that children may have experienced.
Following an outbreak, pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life	Pupils with social and emotional difficulties	challenging behaviour may lead to barriers to accessing learning	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the relevant support to help them to manage their emotions (i.e. prevention is better than cure)</li> <li>Recovery Curriculum is aimed at supporting children to reconnect with classroom and school life and to re-establish behaviours for learning.</li> <li>All staff have completed ACEs training and CPD will be provided to revisits effective strategies for building relationships and positive behaviour management.</li> <li>A survey has carried out asking families to feedback on their child's experiences during the school closure including any changes in behaviour. School will contact families who did not complete the survey to check if any information needs to be shared.</li> </ul>	2 - Low	3 - Medium	MEDIUM	SLT/DSL	TY - to support new staff to complete Thrive baselines and to provide CPD on Thrive approach to relating to children.
EY children may struggle lack of transition sessions.	EYFS pupils	impact on social, emotional and mental health and well being which is likely to lead to barriers to accessing learning	<ul style="list-style-type: none"> <li>Teacher to prioritise activities that PSED and language development</li> <li>Information meeting for parents organised in September.</li> </ul>	2 - Low	2 - Low	LOW	SLT/DSL	
Following an outbreak/self-isolation, some pupils will not have had any social contact with anyone out of their immediate family (some may not even have had the use of social media) and hence seeing their friends may be emotionally overwhelming	All pupils	impact on social, emotional and mental health and well being which is likely to lead to barriers to accessing learning	<ul style="list-style-type: none"> <li>The school will consider re-introducing a Recovery Curriculum and plan some social 'catching up' time for pupils and their friends so that they are emotionally prepared to learn - allow for slightly longer/ more frequent break times in first week back.</li> <li>Plan regular circle time / use of Thrive to facilitate emotional self-regulation and provide opportunities for children to identify and process their feelings</li> </ul>	1 - Very low	2 - Low	LOW	SLT/DSL	
Support for emotional wellbeing	all pupils	Experiences of lockdown and / or return to school may impact on children's social, emotional and mental health and well being which is likely to lead to barriers to accessing learning	<ul style="list-style-type: none"> <li>The Thrive approach baseline will be carried out for all pupils by October half term.</li> <li>For individual pupils, one to one support from our Thrive lead practitioner will be available if appropriate</li> <li>Our school counsellor will support pupils where needed</li> <li>Teh school dog, BErtie will provide therapeutic support for children experiencing difficulties with emotional well-being and mental health.</li> </ul>	2 - Low	3 - Medium	MEDIUM	SLT	



# SCHOOL - COVID-19

## Risk Assessment



### 6 - Hygiene / Cleanliness and Health & Safety

#### RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	<b>OVERALL</b>
<b>1</b>	<b>6</b>	<b>0</b>	<b>6.00</b>
			<b>MEDIUM</b>

#### RISK BREAKDOWN

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
<b>Likelihood</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Severity</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level (1 - 5)		Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs		
Maintaining regular levels of hand washing/hygiene	pupils staff wider community	risk of infection if high levels of hygiene are not maintained	<ul style="list-style-type: none"> <li>Pupils to apply anti-bacterial hand gel as they enter the building at the start of the day and exit the building at the end of the day and regular hand washing opportunities (20 seconds) to be timetabled into daily routines – ensure there are adequate supplies of anti-bacterial hand gel and soap</li> <li>E-bug hand hygiene lessons to be revisited in all classes. Key messages shared with parents and carers.</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	class teachers  National guidance Local – supplies of hand gel
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	pupils staff wider community	risk of infection if high levels of hygiene are not maintained	<ul style="list-style-type: none"> <li>Educate children and pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a lidded bin and wash/ sanitise hands for 20 seconds</li> <li>E-bug respiratory hygiene lessons to be revisited in all classes. Key messages shared with parents and carers.</li> <li>Boxes of tissues to be readily available in all classrooms</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	class teachers  National guidance Local – consistent messages, frequent reminders through social media
Keeping the school clean to a higher level of cleanliness	pupils staff wider community	risk of infection if high levels of cleanliness are not maintained	<ul style="list-style-type: none"> <li>Ensure regular enhanced cleaning, including cleaning frequently touched surfaces using standard products, such as detergents and bleach throughout the day.</li> <li>Establish a cleaning schedule that ensures cleaning is generally enhanced and includes:                             <ul style="list-style-type: none"> <li>more frequent cleaning of rooms / shared areas that are used by different groups (staffroom, snug, hall)</li> <li>frequently touched surfaces being cleaned more often than normal</li> <li>it will not be possible to allocate toilet blocks to individual classes, but toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet</li> </ul> </li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT school caretaker  National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
What if there are a shortage of cleaners due to self-isolation or illness?	staff	Extra demands on SLT and admin to cover cleaning task - staff burn out	<ul style="list-style-type: none"> <li>Leaders to identify if this is the case in advance of re-opening so they are pre-warned</li> <li>Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (e.g. working before and after school operating hours)</li> <li>If cleaners are provided by a traded service, does the company have capacity to recruit additional staff/cover for absences?</li> <li>Check terms of the contract, if appropriate</li> </ul>	2 - Low	4 - High	<b>MEDIUM</b>	National guidance Local H&S guidance

<p>How can schools limit the 'surfaces' that are shared between home and school to reduce the spread of any infection?</p>	<p>pupils staff wider community</p>	<p>risk of transfer of infection from shared surfaces</p>	<p>In the event of an outbreak:</p> <ul style="list-style-type: none"> <li>All correspondence out of school to be sent by email where possible and uploaded to the website and correspondence into school to come via a phone call or e mail</li> <li>All monetary transactions to be done via bank transfer (school money) whenever possible</li> <li>School staff to review and agree on essential items that pupils will need to bring into school. Communicate this to pupils and parents well in advance.</li> <li>Reading books will be sent home and a collection system will be established so that returned books will be 'quarantined' for 48 hours before being put back into circulation.</li> </ul>	<p>2 - Low</p>	<p>3 - Medium</p>	<p><b>MEDIUM</b></p>	<p>SLT school admin team</p>	<p>letter to be sent out to families providing information about which items pupils are able to bring into school</p>
<p>Face coverings</p>	<p>pupils staff wider community</p>	<p>risk of transfer of infection from shared surfaces</p>	<ul style="list-style-type: none"> <li>In line with the school's OMP, consideration will be given to whether face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors (unless exempt)).</li> <li>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</li> <li>No pupil will be denied education on the grounds of whether they are, or are not, wearing a face covering.</li> <li>Reasonable adjustments will be made for disabled pupils to support them to access education successfully.</li> <li>Where appropriate, the school will communicate with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</li> </ul>	<p>2 - Low</p>	<p>2 - Low</p>	<p><b>LOW</b></p>	<p>all staff</p>	<p><a href="#">Government Face Mask Guidance</a></p>
<p>Shared equipment</p>	<p>pupils staff</p>	<p>risk of transfer of infection from shared surfaces</p>	<p>In the event of an outbreak:</p> <ul style="list-style-type: none"> <li>School to purchase sufficient quantities of frequently used stationery items so that all staff pupils may be allocated individual sets for exclusive personal use</li> <li>Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</li> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>	<p>2 - Low</p>	<p>3 - Medium</p>	<p><b>MEDIUM</b></p>	<p>SLT</p>	

# SCHOOL - COVID-19

## Risk Assessment



### Positive COVID-19 Cases

#### RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	6	0	6.29
			<b>MEDIUM</b>

#### RISK BREAKDOWN

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	7	0	0	0
Severity	0	1	4	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Pupil begins to show symptoms when in school (cough and/or temperature developing/ loss of sense of taste or smell)	Pupils Staff	risk of infection	<ul style="list-style-type: none"> <li>Pupil isolated in a separate, well-ventilated room and sent home as soon as possible</li> <li>Child PCR tested and results shared as quickly as possible.</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT	
Appropriate use of PPE in school if pupils develop symptoms and need assistance (particularly pupils with SEND)	Pupils Staff	risk of infection	<ul style="list-style-type: none"> <li>The use of PPE depends on how much contact an adult has with them: A face mask should be worn if you are in face-to-face contact. If physical contact is necessary, then gloves, an apron and a face mask should be worn. Wear eye protection if there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> <li>PPE has purchased and adequate stocks are maintained based on the number of pupils and staff who attend</li> <li>Where possible PPE supplies will be sourced centrally by the MAT</li> </ul>	2 - Low	2 - Low	<b>LOW</b>	SLT	
Member of staff begins to show symptoms when in school (cough and/or temperature developing/ loss of sense of taste or smell)	Pupils Staff	risk of infection	<ul style="list-style-type: none"> <li>Member of staff isolated in a separate, well-ventilated room and sent home. The member of staff completes a PCR test. Staff member may then be able to return to work if negative and not displaying symptoms.</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT	
Staffing shortages as a result of staff self-isolating or positive test result.	Pupils Staff	school would be unable to provide education to all pupils. Classes may need to be sent home if staffing shortages cannot be covered.	<ul style="list-style-type: none"> <li>Cover will be managed internally where possible. If it is necessary to use supply staff, clear guidance will be provided on the protective measures that have been implemented on the school site.</li> <li>Staff absence may result in a trigger for the Outbreak Management Plan (see below). Advice will be obtained from the LA and PHT.</li> </ul>	2 - Low	4 - High	<b>MEDIUM</b>	SLT	
What to do if school has a positive case	Pupils Staff wider community	risk of infection	<ul style="list-style-type: none"> <li>The school should contact the local authority education corona team and inform them of all positive cases within the school community.</li> <li>The school will identify class contacts - i.e. full class groups, lunchtime, break time and afterschool contacts - and these will be asked to have a PCR test. They will also be advised to LFD Test twice weekly if not already doing so. Children under 18yrs 6 months are no longer required to self isolate and therefore close contacts will be expected in school unless they develop symptoms.</li> <li>Where a positive case is identified as Omicron variant, then <b>all close contacts, regardless of age or vaccination status</b>, will be required to self-isolate for 10 days.</li> <li>Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also be identified, as they will need to isolate for 10 clear days following the day of last contact with the case.</li> <li>If additional cases are identified in the same class/group, it may be recommended that additional communications are sent to parents/staff to recommend one further PCR test 4-7 days after notification, alongside continuing LFD testing.</li> <li>The school will keep a record of pupils and staff who test positive, the date of the onset of symptoms (where applicable) and the date of positive test.</li> </ul>	2 - Low	3 - Medium	<b>MEDIUM</b>	SLT	

Multiple cases or outbreak triggers			<ul style="list-style-type: none"> <li>In the event of more than one positive cases, the following triggers may be met which could result in additional mitigations being added (already identified within this Risk Assessment) :  School raises concern about 2+ linked cases  10% of a class/group (i.e. 3 cases in a class of 30) within 5 days  10+ pupil cases across a school across a number of year groups within 5 days  5+ staffing cases, or fewer if impacting on the capacity of the school to operate</li> <li>In the case of an outbreak within school, we will work with the Local Authority, Public Health and regional Health Protection Teams.</li> <li>Any additional measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale school closure.</li> <li>The School has an Outbreak Management Plan (OMP) which outlines the rationale and required process when an outbreak is identified within the school.</li> </ul>	2 - Low	4 - High	MEDIUM		
Outbreak in local area	Pupils Staff wider community	School closure may lead to gaps in learning and also impact on mental health and well being	<p>If the local area sees a spike in infection rates that is resulting in localised community spread, the LA and PHT may advise the school to introduce certain additional measures. These have been identified in the OMP and include: wearing face coverings at drop off and pick up, no whole school assemblies, limiting parents in school, promoting social distancing, reducing face to face staff meetings.</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools in the area to close temporarily to help control transmission.</p> <p>The school's response to partial or full closure is set out in the Remote Learning Plan available on the School's website.</p>	2 - Low	3 - Medium	MEDIUM	SLT	

# SCHOOL - COVID-19

## Risk Assessment



### 10 - Building Work & Logistics

#### RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	4	0	6.20
			MEDIUM

#### RISK BREAKDOWN

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	4	1	0	0
Severity	0	1	4	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Comments / Notes
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Contractors on site/ building work and maintenance	Pupils Staff Wider Community	risk of infection	<ul style="list-style-type: none"> <li>Where possible, contractors will be asked to attend the school site outside of teaching hours.</li> <li>Information explaining site guidance on physical distancing and hygiene will be shared with visitors on or before arrival. (email or leaflets on site)</li> <li>Where leaflets are provided they will be wiped down after use.</li> <li>A record should be kept of all visitors including their contact details.</li> </ul>	2 - Low	3 - Medium	MEDIUM		
Catering providers	Pupils Staff Wider Community	risk of infection	<ul style="list-style-type: none"> <li>Teddy Bear Corner staff will access the servery directly from the external door into the servery.</li> <li>Direct contact with school staff will be kept to a minimum.</li> <li>Information explaining site guidance on physical distancing and hygiene will be shared with TBC before the start of term.</li> <li>Teddy Bear Corner will be responsible for ensuring that all trays, cutlery, cups etc. are sterilised between use.</li> </ul>	2 - Low	3 - Medium	MEDIUM		<a href="#">Catering businesses guidance covid-19</a>
Building adaptations	Pupils Staff	risk of infection	<ul style="list-style-type: none"> <li>Automatic hand sanitising stations have been situated at all entrance points to the school.</li> <li>In classrooms, and shared indoor spaces windows will be kept open throughout the day to maximise ventilation.</li> <li>All of the usual pre-term building checks will be undertaken to make the school safe.</li> </ul>	2 - Low	2 - Low	LOW		
Uniform	pupils staff	risk of infection	<ul style="list-style-type: none"> <li>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>Second hand uniform will available for families where needed.</li> <li>Pupils will be encouraged to wear trainers rather than school shoes (plain black or white) to support outdoor learning</li> <li>Parents will asked to ensure that pupils can manage all footwear and clothing fastenings independently.</li> </ul>	2 - Low	3 - Medium	MEDIUM		Staff to be mindful that some children may need extra layers as classrooms will be cooler with windows open

<p>Wraparound support - before and after school clubs</p>	<p>Pupils Staff</p>	<p>risk of infection</p>	<ul style="list-style-type: none"> <li>• A full risk assessment has been completed to identify additional protective measures that need to be implemented for Wraparound Care.</li> </ul> <p>Wraparound Care will be based in the school hall.</p> <ul style="list-style-type: none"> <li>• The hall will be split into four zones, one for each class and pupils will remain where possible inside their zone mixing with children from their class bubble.</li> <li>• Children will use their regular toilets (Class 1 - Class 1 toilets; Classes 2,3,4 will use Upstairs toilets) which will be cleaned regularly - this will include straight after school, before and after WAC use.</li> <li>• All children will sanitise their hands before entering the hall.</li> <li>• Adults will maintain a safe distance from pupils as far as is reasonably possible.</li> <li>• Children will not need to remain in bubbles when outside (outside activity will be encouraged, weather permitting).</li> </ul>	<p>3 - Medium</p>	<p>3 - Medium</p>	<p><b>MEDIUM</b></p>			





