



Woodloes Primary School Re-opening Risk Assessment
September 2020

Signed on behalf of Woodloes by: Andy Mitchell - Head

Signed on behalf of the Trust by: Philip Hamilton - CEO

Introduction:

Returning to school is vital for children's education and wellbeing. At Woodloes we have remained partially open since 23rd March 2020 to support our key worker and vulnerable pupils. Throughout the lockdown, we are proud to have been able to support a relatively high number of pupils reflecting the demographics of our catchment area and proximity to Warwick Hospital.

Following the wider re-opening of schools in June we have seen the return of nearly 170 pupils, roughly 40% of our school population. We have managed this safely, on behalf of our pupils, their families and our staff and there have been no confirmed cases of Covid-19 during that period. We have also been able to bring back our pupils in Year 2, 3, 4 and 5 for singular sports sessions to ensure every year group had the opportunity to spend some time in school before the end of term, observing the strict requirement to keep everyone safe and follow the government's guidelines.

We have now prepared plans to enable all pupils and staff in all year groups to return to school full time in September 2020.

The plans are based on the government's guidance which can be found here:

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

The plans are based on a system of controls which include actions that a school MUST take and those actions a school SHOULD take wherever possible.

The following 4 controls MUST be in place in all schools at all times:

1. Minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or have someone in their household who does, DO NOT ATTEND SCHOOL. Essentially, **keep infection out**. If anyone is feeling unwell then they should not come to school and should go for a test at their nearest test centre.
2. **Clean hands thoroughly** and more often than usual.
3. **Ensure good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach.
4. Introduce **enhanced cleaning**, including cleaning frequently touched surfaces often.

Schools should also **minimise contact between individuals and maintain distancing wherever possible**. This will be managed in class bubbles, a system that has been implemented successfully for smaller groups of 15 pupils, during the summer term.

It is understood that younger, primary age children might not be able to maintain 2M distancing within their bubbles and it is clearly intended that social distancing between pupils in their bubbles should not impact the school's ability to be able to offer a broad, balanced and ambitious curriculum.

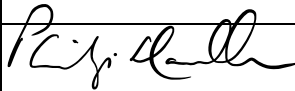
Further guidelines around the use of PPE and how to respond to infection are already understood and in place with a clear expectation that the school will fully engage with the NHS Test and Trace process.

Risk Assessment

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that Woodloes school cannot open fully to all pupils in all year groups in line with current DfE Guidance	High	See Key Risk assessments below	High/ Medium/ Low		 14 July 2020

Key Risks	Assessed risk if no actions taken	Requirement	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
1. Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.	High	Must	See Individual risk assessments below	High/ Medium/ Low	Clarify clear expectations and plans to all stakeholders at the end of term and again in September.
2. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	High/ Medium/ Low	
3. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	High/ Medium/ Low	
4. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	High/ Medium/ Low	Awaiting further guidance from PHE.

					School to assess sustainable capacity given the vulnerability of some staff.
5. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	High/ Medium/ Low	
6. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
7. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
8. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	High/ Medium/ Low	
9. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	High/ Medium/ Low	

Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance	High	<p>School will be explicit in comms with parents and staff that anyone presenting symptoms should not attend school.</p> <p>Any pupils or staff who attend school who present symptoms will be sent home.</p> <p>Any children who are symptomatic during the day will be isolated in the Rainbow room, supervised by a member of SLT wearing appropriate PPE consistent with DfE guidance.</p> <p>These staff and pupils will then be directed to present for a C-19 test and the results should be shared with school before returning. If the test is</p>	Low	<p>Head to write to parents before the end of term to re-iterate expectations.</p> <p>Key messages and RA will be put on the school's website to provide a reminder over the summer holidays.</p>

		positive, school will follow DfE guidelines.		
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	<p>All staff will be reminded (and new staff trained) in the school plan to ensure that any potential cases are managed in line with DfE guidelines.</p> <p>Staff will be asked to confirm that they have read and understood the guidance in the context of a full school re-opening.</p> <p>Any potential cases should be reported to a member of SLT immediately, to ensure correct procedures are followed and staff are supported.</p> <p>All cases will be reported to PHE and the school will strictly adhere to the advice received.</p>	Low	Circulate plan to all staff and clarify expectations.

Key risk 2: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Facilities for handwashing/ sanitising are not in place	High	<p>Soap and water is available and is regularly replenished.</p> <p>All children and school staff are in established routines regarding hand hygiene.</p> <p>Additional hand sanitizers are available around school and are available for each specific bubble.</p> <p>Incidental, additional hand sanitizing takes place during the day.</p>	Low	<p>Consider the purchase of free -standing hand sanitizer stations as part of a medium to longer term strategy.</p> <p>Continue to seek out skin sensitive soaps to address reactions to high frequency hand washing and sanitizing.</p>
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<p>Robust protocols are already well established.</p> <p>Children are instructed to wash their hands on entry, during the day and before they go home and this is monitored by staff.</p> <p>Staff are well aware of procedures and are reminded to maintain</p>	Low	<p>Visitors pack to be updated and circulated before the start of term.</p>

		<p>vigilance during staff meetings.</p> <p>All visitors to school will receive a visitor's pack and be reminded of hygiene protocols on entry.</p>		
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Key risk 3: Risk that individuals in school do not practice good respiratory hygiene				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	<p>All pupils will be instructed as a priority (with a reminder in September) how to wash hands, catch it, kill it, bin it etc...</p> <p>Posters are around school to draw attention to good respiratory hygiene</p> <p>Good stocks of tissues are available in school and will be maintained.</p> <p>New bins with lids have been purchased for every work area to ensure tissues can be disposed of correctly.</p>	Low	<p>Monitoring of stock levels.</p> <p>Maintain good levels of vigilance as an ongoing process.</p>

<p>Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance</p>	<p>High</p>	<p>Protocols are already robust and well established.</p> <p>Any new pupils and staff (and visitors) will be trained and be clear of the details in the plan pertaining to cleanliness and hygiene in school with strict adherence to DfE guidelines.</p>	<p>Low</p>	<p>Ensure all new pupils and staff read and understand the school plan.</p> <p>Copies of the plans regarding health and hygiene will be part of the visitor pack and will be discussed on entry.</p>
<p>Face coverings are not removed and stored safely when entering school.</p>	<p>High</p>	<p>Parents and pupils have already received comms on this issue.</p> <p>Further reminders will be issued before the end of term.</p> <p>Lidded bins exist in each teaching area should a face covering require disposal.</p>	<p>Low</p>	<p>Remind school community of protocols before the end of term and include this specific item on website.</p>

Key risk 4: Risk that the cleaning regime in school is not in line with DfE guidance				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Regular cleaning of surfaces in line with PHE guidance is not in place	High	<p>Surfaces in classrooms will be cleaned throughout the day. Teachers and support staff have been provided with class cleaning packs to maintain hygiene standards and reduce any cross-contamination during the day.</p> <p>Surfaces will be cleaned with cleaning packs located in work areas with explicit instructions to wipe down between use by different groups.</p> <p>Class-based staff will continue to operate a cleaning checklist (times and dates) to maintain high standards.</p>	Low	<p>Existing plans and procedures will be checked against any new DfE/ PHE guidance received.</p> <p>Extend the class cleaning checklists to include times and dates.</p>
Regular cleaning of toilets in line with PHE guidance is not in place	High	Cleaning staff will have specific responsibility for this and will adhere to PHE guidelines.	Low	Discuss and agree any specific procedures required by PHE guidelines.

		Appropriate cleaning products will be used as per guidelines.		
Regular cleaning of equipment, both indoor and outdoor is not in place	High	In addition to current procedures, staff understand the requirement to clean equipment at the end of a session if it is to be used by another group.	Low	<p>Agree enhanced cleaning schedule with Site Manager and cleaning staff in advance of whole school re-opening.</p> <p>E.g enhanced cleaning of designated zones every day to ensure each area has an enhanced clean on a weekly basis (as we do currently).</p>

Key risk 5: Risk that contact between individuals is not minimised and social distancing maintained where possible.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
The size of groups or “bubbles” is not practical in this school’s educational setting	High	Class bubbles can be managed optimally in school demonstrating best endeavours to maintain social distancing guidelines for schools	Low	
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	School plans demonstrate how the management of bubbles can be achieved in line with the requirement to deliver a broad, balanced and ambitious curriculum.	Low	
Groups are mixed for specialist teaching, where this is not necessary	High	Subject specific and pastoral plans have been developed to ensure that there is no un-necessary mixing of groups.	Low	
Where teachers and other staff, including supply and contractors, are required to move between groups they are less than 2 metres apart from pupils or other adults, where this is not necessary	High	All staff, including visitors, supply and contractors (including peripatetic music teachers) should be able to maintain 2M distance and areas will be marked in teaching spaces to guide staff and pupils in this regard.	Low	

<p>Adults come within 2 metres of pupils in the classroom, where this is not necessary</p>	<p>High</p>	<p>The school plan identifies how teachers can deliver lessons whilst maintaining a safe distance from pupils.</p> <p>Taped areas in teaching spaces will clearly identify specified teaching zones.</p> <p>Marking and feedback will be verbal negating the requirement for closer proximity to pupils.</p>	<p>Low</p>	
<p>Adults come within 2 metres of each other, where this is not necessary</p>	<p>High</p>	<p>Staff will be required to maintain safe distancing at all times to limit the risk of transmission and reduce the number of staff required to be sent home in the event of a positive case.</p> <p>Staff will limit the time spent in closer proximity to other staff to less than 15 minutes and should always try to maintain a safe distance.</p> <p>The school will continue to operate a safe staffroom with seating and tables 2M apart.</p>	<p>Low</p>	

Older children do not keep apart from each other, where this is possible	High	Older children will be managed in their bubbles and will be expected to continue to maintain safe distances. This is consistent with current practice.	Low	
Classroom set up involves pupils facing each other, where this is not necessary	High	All classes in KS1 and KS2 will set up their chairs and tables in rows. Children in EYFS will be managed in small groups within their class bubble reflecting their age and ability.	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	The school has an addendum to the behaviour policy that outlines the need to manage groups appropriately to maintain a safe environment. It also details expectations around behaviour for pupils, staff and parents to ensure that appropriate actions are taken to address any behavioural issues and maintain the safety of all.	Low	Re-issue the behaviour policy to all stakeholders at the end of term and place in a prominent position on the website.
Checklist				Plan or Risk Assessment in place
The following activities should be considered, where applicable, in school and covered by plans or risk assessments in line with the principles above to ensure the risk of contact between individuals or groups is minimised as far as practicable . This list is not exhaustive:				Yes or N/A

Start of day arrival at school	Yes
End of day departure from school	Yes
Travel to and from school	Yes
Lunchtimes	Yes
Breaktimes	Yes
Movement of pupils between different school teaching spaces	Yes
Movement of staff between different school teaching spaces	Yes
Delivery of curriculum PE	Yes
Delivery of curriculum Music	Yes
Delivery of curriculum Design & Technology	Yes
Delivery of curriculum Art	Yes
Delivery of practical Science	Yes
Delivery of practical Drama	N/A
Assemblies and other large gatherings	Yes
Operation of extra curricula activities	N/A
Operation of before and after school childcare	Yes
Working with SEND children where the child's behaviours may pose an additional risk	Yes
Recruitment	N/A
Visitors to school	Yes
Supply and peripatetic staff operating in school	Yes
Trainee teachers and apprentices in school	Yes
Gatherings of staff, eg: staffroom, meetings or training.	Yes
Delivery of catering	Yes
Contractors working on site	Yes
Educational visits	Yes
One to one and catch up support	Yes
Use of classroom resources	Yes
Marking and review of pupil work	Yes

Key risk 6: Risk that PPE equipment is not worn where appropriate				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Appropriate PPE is not worn when dealing with a child who is showing symptoms of Covid-19 and where adult cannot keep 2 metres apart	Medium	Staff understand existing protocols regarding the use of PPE. The rainbow room is being used and will continue to be used as the isolation room and it already contains the necessary PPE to respond to a symptomatic scenario. Protocols are already in place.	Low	Reiterate protocols to staff and provide clarity for any new pupils, staff or visitors.
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	Protocols for routine use of PPE are already in place.	Low	Any new pupils joining the school will have their care needs assessed with plans developed if required.

Key risk 7: Risk that school response to a confirmed infection is not in line with the DfE guidance (New requirement from 1 July 2020)				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	Employees are aware of the NHS Test and Trace process. The school plan contains details of this process should this be required.	Low	Revisit this protocol with all staff at the start of term.
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	Employees understand the requirement to comply in full with NHS Test and Trace should this be required.	Low	
Employees are unaware that they must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	Staff are already aware of this expectation. All staff will adhere to the strict guidance that will be provided by PHE in the event of a positive test.	Low	
Parents and carers are unaware of the NHS Test and Trace process and that their child must have a test in the event of displaying symptoms.	Medium	Details of the NHS Test and Trace process will be communicated to parents as part of the consultation process. Expectations regarding testing is explicit in the school plan and all parent comms on this issue.	Low	

Parents and carers are unaware that they must provide details of close contacts of their child if asked to by NHS Test and Trace.	Medium	Included in the school plan with reminders in parent's comms.	Low	
Parents and carers are unaware that their child must self-isolate if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	Already understood. This is explicit within the school plan and parents receive regular updates in parent comms.	Low	
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	The plan states clearly that all staff, parents and carers should inform the school without delay in the event of a positive test.	Low/ medium	Regular reminders in parent comms and a clear stipulation of this expectation in school planning documents issues before the summer holidays.
In the event of a positive Covid-19 case in school, school does not contact local health protection team and comply fully with their advice.	Low	Clear protocols for making contact are already in place and the school will comply fully with PHE advice.	Low	
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	The school maintains detailed accurate records of pupils, staff and their families. Clear protocols are in place regarding the management of groups to enable close contacts to be identified in the event of a positive case.	Low	

Key risk 8: Risk that the educational provision for pupils does not return to normal				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
A broad and ambitious curriculum is not in place	Low	The school has plans in place to quickly settle the children back into school. Gaps in pupil's knowledge and skills will quickly be assessed and catch up programmes have been devised by core subject leaders. Plans are in place to retain a broad, balanced and ambitious curriculum to ensure pupils catch up quickly where required.	Low	
Government funded intervention and catch up program is not effective	High	School has plan in place for detailed assessments in week 2. Staff will identify areas of weakness and implement the EEF informed catch up curriculum (see plan)	Low/Medium-	More details regarding funding and tutoring programmes are anticipated in due course.
Appropriate integrated remote learning package is not immediately in place for individuals, groups or whole school in the event of education not being able to be provided physically.	High	The school has established very effective ways of managing curriculum content and learning online. Teaching staff have also developed new digital skills	Low/Medium	Procedures to be developed further to sustainably manage these expectations.

		<p>to enable them to manage a blended learning strategy.</p> <p>Senior staff with suitable expertise have been identified to manage the school's response in this area.</p> <p>The school has developed a home license agreement to allow families to use school-owned Chromebooks, increasing home access to IT.</p> <p>Home learning packs can also be made available where IT capacity is an issue.</p>		
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Key risk 9: Risk that the trust is not a good employer				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Employees with increased personal risks are not protected	Low	<p>All staff are well aware of safe working protocols and are familiar with existing Covid-secure procedures.</p> <p>Any vulnerable staff have discussed individual risk assessments with members</p>	Low	Ensure all returning staff complete appropriate training before safely re-joining the school.

		of SLT to ensure risks and concerns are managed appropriately.		
Employees are anxious about coming to work due to covid-19	Medium	The majority of staff who have already returned feel confident in the implementation of Covid-secure procedures. All vulnerable staff who have returned have been through an individual RA process and tour of the school so they can see safe practices in place and feel confident to return.	Low	Further discussions planned for the remaining staff who will return in September. Continue to communicate with staff regularly. Reassure any anxious staff about the measures that have been put in place.
Employees are not fully trained on the school opening plan	Medium	All staff have had access to school re-opening plans. Staff have been consulted during the development of plans and have been briefed on the Government guidance.	Low	
Employees are not fully consulted on the school opening plan	High	Staff have been fully consulted on the school re-opening plan	Low	
Workload once open is not achievable	High	SLT have managed the school's operational response throughout. Careful consideration is taken to ensure expectations	Low/Medium	Clarify monitoring and support regarding the workload of school senior leadership teams.

		<p>and procedures are achievable for all staff and sustainable capacity is in place.</p> <p>Protocols have been defined in the school plan identifying how the planning and delivery of in-school activities will meet requirements and take account of staff workload.</p> <p>Staff will receive their PPA entitlement.</p>		
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Resources

Government guidance:

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

Risk matrix:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH