

## Risk Assessment March 2021 update - Birchwood Primary School



| 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 Birchwood Primary School cannot fully re-open from 8 <sup>th</sup> March 2021 in line with revised DfE Guidance. | High                              | See Key Risk assessments below | Low   | This risk assessment is a reflection of this moment in time and will be constantly under review. | <br>26/02/21 |

| 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 | Low   |   |
| 2. Risk that face-coverings are not worn in line with the recommendations  | High                              | Must              | See Individual risk assessments below | Low   |   |
| 3. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.                                     | High                              | Must              | See Individual risk assessments below | Low   |   |
| 4. Risk that individuals in school do not practice good respiratory hygiene  | High                              | Must              | See Individual risk assessments below | Low   |   |
| 5. Risk that the cleaning regime in school is not in line with DfE guidance  | High                              | Must              | See Individual risk assessments below | Low   |   |
| 6. Risk that contact between individuals is not minimised and social distancing maintained where possible.                             | High                              | Properly Consider | See Individual risk assessments below | Low   |   |
| 7. Risk that occupied spaces are not kept well ventilated  | High                              | Must              | See Individual risk assessments below | Low   |   |
| 8. Risk that PPE equipment is not worn where necessary   | Medium                            | Must              | See Individual risk assessments below | Low   |   |
| 9. Risk that the school does not promote and engage in asymptomatic testing, where available.  | High                              | Must              | See Individual risk assessments below | Low   |   |
| 10. Risk that school response to infection is not in line with the DfE guidance  | Medium                            | Must              | See Individual risk assessments below | Low   |   |
| 11. Risk that the educational provision for pupils is not in line with statutory requirements  | Medium                            | Properly Consider | See Individual risk assessments below | Low   |   |
| 12. Risk that the trust is not a good employer   | Medium                            | Properly Consider | See Individual risk assessments below | Low   |   |

| <b>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.</b> |  |   |   |  |
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| <b>Sub-risk</b>  | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b> |
| Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance                              | High                                     | <ul style="list-style-type: none"> <li>- Visitor sign to confirm that visitors are not experiencing C19 symptoms.</li> <li>- Training and reminders shared with all staff. Staff fully aware of PHE advice.</li> <li>- Communication and guidance shared with parents, clear on the main symptoms of C19 and to keep at home if unwell.</li> <li>- Procedures in place to deal with any children who show signs whilst in school.</li> <li>- Regular reminders on school website and social media.</li> <li>- Poster outlining to staff what to do if they suspect C19.</li> <li>- Procedures explained as part of training in January for ALL staff about what to do if they suspect C19.</li> <li>- Record in the office of start date of isolation periods if they occur and the 10 day period end date. No-one allowed in school prior to that date.</li> <li>- Be vigilant to signs/ symptoms and send people home if necessary.</li> <li>- LFT procedure in place for all staff.</li> </ul> | Low   |  |
| Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance  | Medium                                   | <ul style="list-style-type: none"> <li>- Potential cases of C19 have been dealt with in line with DfE guidance and will continue to do so.</li> <li>- Staff are to be vigilant about children complaining of feeling unwell.</li> <li>- Children are to be sent to one of the Covid sick bay (Lower / Upper school) in line with procedures already established</li> <li>- Allocate rooms and toilet for isolating child (sick bay).</li> <li>- Make clear to parents that they will be asked to collect immediately for the safety of all.</li> <li>- Prepare packs of PPE so they are ready to be used.</li> <li>- Once aware, all staff dealing with the child to wear PPE.</li> <li>- All suspected cases to be reported to SLT immediately.</li> <li>- Posters to be displayed about what to do.</li> <li>- Regular reminders in staff meeting about the protocol.</li> </ul>  | Low   |  |

| <b>Key risk 2: Risk that face-coverings are not worn in line with the recommendations</b>   |  |   |   |  |
|---|--|---|---|--|
| <b>Sub-risk</b>   | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b> |
| For primary schools only, face coverings are not worn by adults in situations where social distancing between adults is not possible. | High                                     | <ul style="list-style-type: none"> <li>- All parents bringing and collecting children from the playground are strongly encouraged to wear a face covering.</li> <li>- All staff to wear face coverings in communal areas such as corridors and the staffroom. Staff also to wear face coverings when on gate, playground or dinner duty.</li> </ul>   | Low   |  |
| Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.                           | High                                     | <ul style="list-style-type: none"> <li>- Posters have been displayed about the safe removal and storage of face coverings.</li> <li>- the guidance on this has been distributed to all staff</li> </ul> <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a> . | Low   |  |

| <b>Key risk 3: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.</b> |  |   |   |   |
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| <b>Sub-risk</b>  | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b>  |
| Facilities for handwashing/ sanitising are not in place  | High                                     | <ul style="list-style-type: none"> <li>- Handwashing facilities and products available in all classrooms, toilet blocks and shared areas in school.</li> <li>- Handwashing and sanitising is timetabled for children throughout the day (on entry, after play, before eating, after eating and before going home).</li> <li>- Adequate stock of handwashing and sanitising materials are held in school and orders are in place for continued supply.</li> <li>- Hand sanitiser is available at stations throughout school for use by adults and children.</li> <li>- Digital screen in Reception displays handwashing messages</li> <li>- Remind children of correct method of handwashing on their return to school.</li> <li>- Posters to reinforce the handwashing to be displayed at sinks.</li> </ul> | Low   | Hand sanitiser stations fitted in each classroom and across communal areas and corridors in school. |

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| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance | <b>High</b> | <ul style="list-style-type: none"> <li>- Handwashing and sanitising has been included into our planned timetable. All staff and children are currently following this guidance. Reminders of the importance of using these provided facilities will be delivered as part of our returning curriculum.</li> <li>- Children are to be supervised when washing hands to ensure appropriate levels of hand hygiene.</li> <li>- Staff are to model handwashing and use of sanitiser at the times allocated to the children.</li> <li>- Staff are to be encouraged to remind each other about good hand hygiene.</li> <li>- Visitors are to be asked to wash or sanitise their hands on arrival and departure.</li> </ul> | <b>Low</b> | Expectations to be shared with returning children in March. Children retaught the importance of washing hands / sanitising and how to do so effectively. |
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| <b>Key risk 4: Risk that individuals in school do not practice good respiratory hygiene</b>            |  |   |   |  |
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| <b>Sub-risk</b>  | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b> |
| Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place | <b>Medium</b>                            | <ul style="list-style-type: none"> <li>- All classrooms have a swing lidded bins.</li> <li>- Bins are to be emptied regularly (twice a day).</li> <li>- Tissues are available in all classrooms.</li> <li>- Caretaker to monitor stock control to ensure there are enough tissues in school.</li> <li>- Catch it, bin it, kill it messages are displayed around school on the Reception screen and on posters.</li> <li>- Children have been taught about respiratory hygiene and receive regular reminders.</li> <li>- Tissue boxes are readily available in all classrooms and shared areas.</li> </ul> | <b>Low</b>  |  |
| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance            | <b>High</b>                              | <ul style="list-style-type: none"> <li>- All staff and children to follow guidance. Conversations to be had with staff or children who don't.</li> <li>- Parents to be contacted if children are deliberately not following the guidance.</li> </ul>  | <b>Low</b>  |  |
| Face coverings are not removed and stored safely when  | <b>High</b>                              | <ul style="list-style-type: none"> <li>- Face coverings are to be worn by adults in corridors and when moving around school.</li> </ul>   | <b>Low</b>  |  |

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| entering school areas where they are not required. |  | <ul style="list-style-type: none"> <li>- All adults choosing to do so must read the government guidance on the correct removal and storage of the mask when not in use.</li> <li>- Face coverings are not to be worn in classrooms.</li> <li>- Advice on face coverings to be displayed in the staffroom and on the website.</li> <li>- Staff to wear face coverings when on gate and playground duty.</li> </ul> |  |  |
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| <b>Key risk 5: Risk that the cleaning regime in school is not in line with DfE guidance</b> |  |  |   |  |
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| <b>Sub-risk</b>   | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>  | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b> |
| Regular cleaning of surfaces in line with PHE guidance is not in place                      | High                                     | <ul style="list-style-type: none"> <li>- All teachers and TAs undertaking regular touch point cleaning in all classroom and shared areas throughout the day, as and when required.</li> <li>- Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly.</li> <li>- Unnecessary surfaces have been removed from classrooms to minimise the amount of cleaning that needs to be completed so key areas can be focused on.</li> <li>- Surfaces are to be cleaned at the end of the morning session by the staff in each area using materials provided by caretaker (appropriate data sheets on site and stored in line with COSHH)</li> <li>- Office areas, phones and photocopiers have cleaning equipment available for adults to use.</li> </ul> | Low   |  |
| Regular cleaning of toilets in line with PHE guidance is not in place                       | High                                     | <ul style="list-style-type: none"> <li>- Toilets are cleaned daily as per the school contract.</li> <li>- Additional cleaning of toilets at lunchtimes with Chartwells (as per the current cleaning arrangement).</li> <li>- Ensure children wash their hands thoroughly after using the toilets.</li> </ul>   | Low   |  |
| Regular cleaning of equipment, both indoor and outdoor is not in place                      | High                                     | <ul style="list-style-type: none"> <li>- Ensure staff understand that any equipment used by their year group needs to be cleaned thoroughly after use if it is</li> </ul>  | Low   |  |

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|  |  | <p>to be used by a different year group. (e.g. paintbrushes, PE equipment, ipads etc)</p> <ul style="list-style-type: none"> <li>- Resources can be rotated out of use for 72 hours between uses by different year groups to minimise cross-contamination.</li> <li>- The person returning resources washes their hands before and after doing so.</li> </ul> |  |  |
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| <b>Key risk 6: Risk that contact between individuals is not minimised and social distancing maintained where possible.</b>   |  |   |   |  |
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| <b>Sub-risk</b>  | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b> |
| The size of a “bubble” is not small enough to allow children and adults to maintain 2 metre social distance from each other (while accepting that the youngest children will not be able to maintain social distance). | High                                     | <ul style="list-style-type: none"> <li>- The school plan demonstrates 7 ‘year group’ Bubbles. This is the smallest ‘size’ of bubbles that Birchwood can operate with, whilst still delivering a quality curriculum.</li> <li>- Staff are all connected to one of the year group Bubbles. Supporting and mixing with other year group bubbles is kept to the absolute minimum. Using staff from other bubbles to cover absence will be as a last resort.</li> <li>- Staff who support PPA arrangements across school have been timetabled to support a maximum of 2 year groups.</li> <li>- Wrap around care provided by pre-school is split across two buildings (Lower / Upper school children) and groupings will remain consistent.</li> </ul> | Low   |  |
| Each “bubble” is not able to keep at a 2 metre distance from all other “bubbles” at all times.   | High                                     | <ul style="list-style-type: none"> <li>- Staggered school day provides 2 arrival and 2 collection windows to support lower and upper school families not being on the school site at the same time.</li> <li>- Staggered break times and splitting playgrounds into two sides ensures year groups do not mix.</li> <li>- Staggered dinner times and splitting playgrounds into two sides ensures year groups do not mix.</li> <li>- Shared spaces including school halls, Food Technology Room and library will be timetabled to support year group use.</li> </ul>   | Low   |  |
| Where teachers and other staff, including supply and   | High                                     | <ul style="list-style-type: none"> <li>- Staff to keep to the left when walking down corridors around school.</li> </ul>  | Low   |  |

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| <p>contractors, are required to move between bubbles they are less than 2 metres apart from pupils or other adults, <b>where this is not necessary when working with the youngest children who cannot social distance</b></p> |      | <ul style="list-style-type: none"> <li>- Chairs and furniture in communal areas have been reduced and spaced out to be 2 meters apart. Staff have been instructed not to move furniture.</li> <li>- Staff must wear masks when moving around school, when on duty outside school and if they have to move into other year group bubbles.</li> <li>- Staff within year groups to maintain 2m distance from each other where possible.</li> <li>- Face coverings should be worn by staff and adult visitors where social distancing between adults is not possible.</li> </ul>   |     |  |
| <p>Adults come within 2 metres of pupils in the classroom, <b>where this is not necessary when working with the youngest children who cannot social distance</b></p>  | High | <ul style="list-style-type: none"> <li>- Staff to maintain 2m distance from other staff when working in their year group bubble.</li> <li>- Staff will only support their designated bubble.</li> <li>- Staff must maintain 2m distance when accessing other areas of school.</li> </ul>   | Low |  |
| <p>Adults come within 2 metres of pupils in the classroom, <b>where this is not necessary when working with the youngest children who cannot social distance</b></p>  | High | <ul style="list-style-type: none"> <li>- Classrooms set up to support staff to teach from the front and reduce the need to be close to the children.</li> <li>- Staff must maintain 2m distance when supporting children in their bubble (particularly in the Year 5/6 bubble).</li> <li>- Where this is not possible, the reduction in distance must be kept to a minimum and should not be face to face.</li> <li>- Adults within a class space should support and remind each other to maintain distance.</li> <li>- Leadership team is to maintain visibility in school but should stay close to classroom doors when walking the school.</li> </ul> | Low |  |
| <p>Adults come within 2 metres of each other, <b>where this is not necessary</b></p>  | High | <ul style="list-style-type: none"> <li>- Staff to maintain 2m distance from each other.</li> <li>- Staff to maintain 2m distance from each other when inside school building, keeping to the left of corridors.</li> <li>- Movement around school is limited.</li> <li>- Food Tech room to be used by staff at dinner, as well as staff room, to support staff to keep their distance in communal areas.</li> <li>- Staggered break and dinner times for all year groups will support reduction of staff in communal areas at any one time.</li> </ul>   | Low |  |

## Risk Assessment March 2021 update - Birchwood Primary School



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|  |        | - Face coverings should be worn by staff and adult visitors where social distancing between adults is not possible.'   |     |   |
| Classroom set up involves pupils facing each other, <b>where this is not necessary</b>   | High   | - Children are sat side by side at single tables. Children are all facing the same direction. Children will remain in their allocated seats and at their given tables.<br>- Intervention spaces will be set up to facilitate social distance and not be face to face | Low |   |
| School behaviour policy does not take into account the requirement to eliminate mixing of groups or minimise mixing of individuals   | Medium | - One school rule continues.<br>- Bubble points added to reward policy to support children who 'Watch their bubble' and who don't get too close to others.   | Low |   |
| <b>Checklist</b>   |        |  |     | <b>Plan or Risk Assessment in place</b> |
| 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 <b>as far as practicable</b> . This list is not exhaustive: |        |  |     |   |
| Start of day arrival at school   |        |  |     | Plan                                    |
| End of day departure from school   |        |  |     | Plan                                    |
| Travel to and from school  |        |  |     | N/A                                     |
| Lunchtimes   |        |  |     | Plan                                    |
| Breaktimes   |        |  |     | Plan                                    |
| Movement of pupils between different school teaching spaces  |        |  |     | Plan                                    |
| Movement of staff between different school teaching spaces   |        |  |     | Plan                                    |
| Delivery of curriculum PE  |        |  |     | RA update by 01.09.20                   |
| Delivery of curriculum Music   |        |  |     | RA update by 01.09.20                   |
| Delivery of curriculum Design & Technology   |        |  |     | RA update by 01.09.20                   |
| Delivery of curriculum Art   |        |  |     | RA update by 01.09.20                   |
| Delivery of practical Science  |        |  |     | RA update by 01.09.20                   |
| Delivery of practical Drama  |        |  |     | RA update by 01.09.20                   |
| Assemblies and other large gatherings  |        |  |     | Plan                                    |
| Operation of extra curricula activities  |        |  |     | Plan from easter                        |

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| Operation of before and after school childcare                                      | Plan                                |
| Operation of wraparound nursery childcare   | Shared RA BW Pre-school by 01.09.20 |
| Working with SEND children where the child's behaviours may pose an additional risk | N/A                                 |
| Recruitment   | RA required before we recruit       |
| Visitors to school  | Plan                                |
| Supply and peripatetic staff operating in school                                    | N/A                                 |
| Trainee teachers and apprentices in school  | Plan                                |
| Gatherings of staff, eg: staffroom, meetings or training.                           | Plan                                |
| Delivery of catering  | Plan                                |
| Contractors working on site   | Plan                                |
| Educational visits  | Plan                                |
| One to one and catch up support   | Plan                                |
| Use of classroom resources  | Plan                                |
| Marking and review of pupil work  | Plan                                |

| <b>Key risk 7: Risk that occupied spaces are not kept well ventilated</b>  |  |   |   |  |
|--|--|---|---|--|
| <b>Sub-risk</b>  | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b> |
| School is not kept well ventilated in line with guidance.  | Medium                                   | <ul style="list-style-type: none"> <li>- Windows and inside classroom doors are opened before school and during break times and lunchtimes to ensure room is well-ventilated.</li> <li>- During class time, windows are kept open enough to allow a flow of air through the classrooms (weather dependant)</li> <li>- Where possible, high windows are opened to minimise the chance of a draught.</li> <li>- Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught.</li> </ul>  | Low   |  |
| Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.                     | Medium                                   | <ul style="list-style-type: none"> <li>- When weather is extremely cold, monitor temperatures in the classroom to ensure they are not too cold.</li> <li>- Heating to be adjusted to maintain comfortable temperatures where this is possible.</li> </ul>   | Low   |  |
| <b>Key risk 8: Risk that PPE equipment is not worn where appropriate</b>   |  |   |   |  |
| <b>Sub-risk</b>  | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b> |
| 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                                   | <ul style="list-style-type: none"> <li>- One shared room at each end of school have been identified to support the isolation of a child should they be required.</li> <li>- Designated rooms have PPE available, seating facilities and windows for ventilation.</li> <li>- Check stock levels of gloves, aprons, face shields and face masks for this eventuality – arrange order if stock is low</li> <li>- Staff aware of where this is kept and circumstances in which it must be used</li> <li>- Display posters on how to correctly wear face masks and PPE</li> <li>- All used PPE is disposed of correctly</li> </ul> | Low   |  |

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| Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn. | Low | <ul style="list-style-type: none"> <li>- Normal first aid practice and guidance in place.</li> <li>- PPE not to be worn unless child demonstrates C19 symptoms or requires specialist provision.</li> <li>- Training completed to cover the difference between routine needs and suspected COVID case.</li> </ul> | Low |  |
|--|-----|---|-----|--|

**Key risk 9. Risk that the school does not promote and engage in asymptomatic testing, where available.**

| 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 |
|--|-----------------------------------|--|--|---|
| Adults working in school are not enthusiastically offered the opportunity to self-test at home twice a week. | Medium                            | <ul style="list-style-type: none"> <li>- Testing and reporting procedures already well established in school.</li> <li>- School office administering self-test kits and collating test results.</li> <li>- All staff have received training on testing programme and key information has been shared.</li> <li>- Staff have been strongly encouraged to take part in self testing by SLT.</li> </ul> | Low  |   |

**Key risk 10: Risk that school response to infection is not in line with the 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 |
|---|-----------------------------------|--|--|---|
| Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms. | Medium                            | <ul style="list-style-type: none"> <li>- Staff training delivered. All staff fully aware of the track and trace process.</li> <li>- Staff encouraged to seek further support and guidance from SLT if unsure.</li> <li>- Display the Test and Trace procedures in the staffroom</li> <li>- If staff call in sick OR are sent home from work, remind them to book a test and inform school of results</li> <li>- Staff to send a copy of the results to Head as confirmation of test results</li> </ul> | Low  |   |
| Employees are unaware that they must provide details of   | Medium                            | <ul style="list-style-type: none"> <li>- Training undertaken. Staff aware of the need to provide details if requested by track and trace process.</li> </ul>   | Low  |   |

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| close contacts if asked to by NHS Test and Trace.  |        | - Staff are clear what is considered as a close contact.  |     |  |
| 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 | - Training undertaken. Staff aware of self-isolation requirements if diagnosed with C19 or have been in contact with someone who has.<br>- Display poster on what to do if Covid is confirmed<br>- Keep a record of dates to ensure no staff member returns before isolation period has ended.<br>- On confirmation of test result confirm with the staff member the date of return to work (the end of isolation)<br>- Staff MUST inform school on first day of absence if they are absent due to isolation. | 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 | - General communication shared with parents. Will follow PHE advice if a child or staff member show symptoms.<br>- Display the Test and Trace procedures on the school website.<br>- If a parent reports and absence due to Covid OR a child is sent home from school, remind them to book a test and inform school of results<br>- School to issue tests to families if there are genuine concerns about them being able to access the test any other way.   | 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 | - Information and guidance sent out to all parents sharing expectations and requirements.<br>- When discussing absence or isolation with parents, school office to remind them to engage with Test and Trace.<br>- Remind staff to inform Test and Trace of close contacts.<br>- Make it clear what is classed as a close contact (someone with direct touch, within 1m for more than 1 minute, within 2m for more than 15 mins).   | Low |  |
| Parents and carers are unaware that their child must self-isolated if they are   | Medium | - Information and guidance sent out to all parents sharing expectations and requirements.<br>- Display poster on what to do if Covid is confirmed.  | Low |  |

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| <p>diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.</p>  |                      | <ul style="list-style-type: none"> <li>- Keep a record of dates to ensure no child returns before isolation period is ended.</li> <li>- On confirmation of test result confirm with the parent the date of return to school (the end of isolation).</li> <li>- Parents MUST inform school on first day of absence if they are absent due to isolation. Procedure to be shared via newsletters, website and office phone call.</li> </ul>                                     |                   |  |
| <p>Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19</p>              | <p><b>High</b></p>   | <ul style="list-style-type: none"> <li>- Share information via letter, newsletter, texts and phone call to remind staff and parents of the procedure.</li> <li>- Copy of the Poster 'Feeling Unwell' in newsletter and on website.</li> <li>- Phone and check outcomes of test, if parents or staff are not forthcoming, when we know testing has occurred.</li> </ul>   | <p><b>Low</b></p> |  |
| <p>In the event of a positive Covid-19 case in school, school does not manage the case in line with PHE guidance.</p>               | <p><b>Medium</b></p> | <ul style="list-style-type: none"> <li>- In the event of a positive case, local health protection team will be contacted for advice and relevant steps undertaken.</li> <li>- School to contact local public health team Telephone 03442253560 (option 2) Out of hours advice 01384679031 in the event of a confirmed case of Covid 19 and DfE helpline 08000468687.</li> <li>- All advice from PHE to be followed.</li> <li>- Inform CAT of actions to be taken.</li> </ul> | <p><b>Low</b></p> |  |
| <p>In the event of a positive Covid-19 case, school does not have records of close contacts made in school</p>                      | <p><b>High</b></p>   | <ul style="list-style-type: none"> <li>- All Year Group details, records and timetables are available in the event of a positive case of C19.</li> <li>- Visitors list is maintained (including which children they have worked with if any) so in the event of positive case anyone with close contact can be notified</li> </ul>   | <p><b>Low</b></p> |  |
| <p>In the event of an outbreak (2 or more cases within 14 days), school does not call the DfE helpline and follow their advice.</p> | <p><b>Medium</b></p> | <ul style="list-style-type: none"> <li>- Records kept by admin office.</li> <li>- Staff aware that DfE helpline to be called to seek advice should school receive 2 or more cases within 14 days.</li> </ul>   |                   |  |

| <b>Key risk 11: Risk that the educational provision for pupils does not return to normal</b>                              |  |   |   |  |
|---|--|---|---|--|
| <b>Sub-risk</b>   | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>   | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b>   |
| A broad and ambitious curriculum is not in place  | Low                                      | <ul style="list-style-type: none"> <li>- A broad, balanced and ambitious curriculum will continue to be delivered. This will be monitored through Cornerstones Maestro.</li> <li>- Expectations remain very high. Levels of attendance will continue to be recorded and monitored daily. Actions will be taken to deal with non-attendance and if we have any reluctant learners not return.</li> <li>- All subjects will continue to be offered but the curriculum will be adapted to maximise the coverage of skill during the remainder of the academic year.</li> <li>- Swimming will not be in place this academic year. Arrangements have been secured to ensure that both Y3 and Y4 will go swimming next academic year if the C19 situations allows.</li> </ul>   | Low   | Provide opportunities to seek regular feedback from staff and children regarding curriculum entitlement. |
| Remote education is not provided in line with DfE guidance and the legally binding <a href="#">continuity direction</a> . | High                                     | <ul style="list-style-type: none"> <li>- School will ensure that where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, we will provide immediate access to remote education.</li> <li>- Remote education plan in place for all year groups.</li> <li>- Each half term learning is planned and shared on our school's learning platform for individual children who are isolating to access when needed.</li> <li>- Remote learning plan is in place immediately to support children learning in school and at home.</li> <li>- Each class will receive 3 live learning sessions daily, delivered by their class teacher.</li> <li>- Each live learning session will have follow up learning activities to complete after the session. For children working at home, these can be uploaded onto the learning platform for class teachers to assess and provide feedback to learners. Children in school will</li> </ul> | Low   |  |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <p>have teaching staff to support their follow up learning and provide feedback.</p> <ul style="list-style-type: none"> <li>- Live learning sessions are split over the course of the day to support families with children in more than one year group.</li> </ul> |  |  |
|--|--|---|--|--|

| <b>Key risk 11: Risk that the trust is not a good employer</b> |  |  |   |  |
|--|--|--|---|--|
| <b>Sub-risk</b>  | <b>Assessed risk if no actions taken</b> | <b>Controls in place (refer to school plan)</b>  | <b>Considering controls in place, current assessed risk level</b> | <b>Further key actions to be taken and by when</b>                                     |
| Employees with increased personal risks are not protected      | Low                                      | <ul style="list-style-type: none"> <li>- Staff to be advised to be stringent in their social distancing and call for support if needed.</li> <li>- Face coverings must be worn by all adults in communal areas and corridors.</li> <li>- Staff identified as Clinically Extremely Vulnerable are shielding as per the Trust guidance.</li> <li>- Ready reckoners are used to support the identification of staff and different scenarios.</li> </ul>   | Low   | Ensure provisions are available to support any staff whose personal conditions change. |
| Employees are anxious about coming to work due to covid-19     | High                                     | <ul style="list-style-type: none"> <li>- Keep staff up to date with the changes to working practice and the systems of controls via email or staff training.</li> <li>- Share the plan and all risk assessments with staff.</li> <li>- Reassure staff that everyone has worries about the situation and this is normal.</li> <li>- Highlight support services available to staff to support them emotionally.</li> </ul> <p>Education support service<br/> <a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a><br/>                     08000 562 561 – Helpline number.</p> <ul style="list-style-type: none"> <li>- Face coverings to be worn in year group bubbles where staff cannot keep 2m distance from each other.</li> </ul> | Low   |  |
| Employees are not fully trained on the school reopening plan   | Medium                                   | <ul style="list-style-type: none"> <li>- Staff to have meetings on 24<sup>th</sup> and 25<sup>th</sup> February regarding changes and updated risk assessment to ensure school reopens safely.</li> </ul>  | Low   |  |

|  |      |   |     |  |
|--|------|---|-----|--|
|  |      | <ul style="list-style-type: none"> <li>- All paperwork to be made readily available to staff via email.</li> <li>- Covid updates are to be added to the staffroom notice board and there will be an expectation for staff to read this regularly.</li> <li>- Covid updates to be added to the staff meeting/ briefing agenda for the remainder of the academic year to keep up to date with changes to guidance/ protocol</li> <li>- Staff encouraged to speak to SLT with any concerns or questions.</li> </ul>  |     |  |
| Employees are not fully consulted on the school reopening plan | High | <ul style="list-style-type: none"> <li>- Feedback has been sought from staff regarding the full opening of school in March.</li> <li>- Share detailed plan and supporting documents prior to the reopening of school in March, so staff have time to read, understand and seek clarity on the new structures.</li> <li>- Ask for questions and invite staff to share any concerns and questions so they can be addressed through the plan or amend the plan to accommodate their thinking.</li> <li>- Staff consulted and asked for input. Few questions or concerns have been raised.</li> </ul> | Low |  |
| Workload once reopening is not achievable                      | High | <ul style="list-style-type: none"> <li>- Clear expectations shared regarding the aims for the 4 weeks until Easter.</li> <li>- Staff will secure an accurate assessment of where children are at, and be able to fully justify planned activities and content for the summer term.</li> <li>- Non essential tasks removed during Spring 2. School to reintroduce monitoring, evaluation and support plan for the summer term.</li> <li>- Marking and feedback to be reduced significantly with a strong focus on verbal feedback once children are back in school.</li> </ul>                     | Low | Continue to seek regular feedback on workload and spikes in expectations as we continue to drive school improvements whilst working under these conditions and times of change. Regular review of staff wellbeing. |

**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           |