

Risk Assessment September 2021 - 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 does not comply with the DfE's "Schools covid-19 operational guidance" from 19 July 2021	Medium	See Key Risk assessments below	Low		

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 individuals in school do not practice good respiratory hygiene	Medium	Must	See Individual risk assessments below	Low	
2. Risk that the cleaning regime in school is not in line with DfE guidance	Medium	Must	See Individual risk assessments below	Low	
3. Risk that occupied spaces are not kept well ventilated	Medium	Must	See Individual risk assessments below	Low	
4. Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Medium	Must	See Individual risk assessments below	Low	
5. Risk that school does not have an Outbreak Management Plan that complies with public health guidelines and the contingency framework	High	Should	See Individual risk assessments below	Low	

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Key risk 1: Risk that individuals in school do not practice good respiratory hygiene including handwashing				
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	<ul style="list-style-type: none"> - All classrooms have a swing lidded bin. - Bins are to be emptied daily. - Tissues are available in all classrooms. - Caretaker to monitor stock control to ensure there are enough tissues in school. - Catch it, bin it, kill it messages are displayed around school on the Reception screen and on posters. - Children have been taught about respiratory hygiene and receive regular reminders. - Tissue boxes are readily available in all classrooms and shared areas. 	Low	
Facilities for handwashing/ sanitising are not in place	Medium	<ul style="list-style-type: none"> - Handwashing facilities and products available in all classrooms, toilet blocks and shared areas in school. - Adequate stock of handwashing and sanitising materials are held in school and orders are in place for continued supply. - Hand sanitiser is available at stations throughout school for use by adults and children. - Digital screen in Reception displays handwashing messages. - Remind children of correct method of handwashing on their return to school. - Posters to reinforce the handwashing to be displayed at sinks. 	Low	

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Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> - Staff are to model handwashing and use of sanitiser at the times allocated to the children. - Staff are to be encouraged to remind each other about good hand hygiene. - Visitors are to be asked to wash or sanitise their hands-on arrival and departure. 	Low	
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Key risk 2: 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 in line with PHE guidance is not in place	Medium	<ul style="list-style-type: none"> - All teachers and TAs undertaking regular touch point cleaning in all classrooms and shared areas throughout the day, as and when required. - Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly. - 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) - Office areas, phones and photocopiers have cleaning equipment available for adults to use. - Toilets are cleaned daily as per the school contract. - Ensure children wash their hands thoroughly after using the toilets. 	Low	

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Key risk 3: Risk that occupied spaces are not kept well ventilated				
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
School is not kept well ventilated in line with HSE guidance .	Medium	<ul style="list-style-type: none"> - Windows and inside classroom doors are opened before school and during break times and lunchtimes to ensure room is well-ventilated. - During class time, windows are kept open enough to allow a flow of air through the classrooms (weather dependant) - Where possible, high windows are opened to minimise the chance of a draught. - Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught. 	Low	

Key risk 4: Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.				
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	<ul style="list-style-type: none"> - Visitor sign to confirm that they are not experiencing C19 symptoms. - Training and reminders shared with all staff. Staff aware of PHE advice. - Communication and guidance shared with parents, clear on the main symptoms of C19 and to stay at home if unwell. - Procedures in place to deal with any children who show signs whilst in school. - Regular reminders via emails, on school website and through social media. 	Low	

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		<ul style="list-style-type: none"> - Poster outlining to staff what to do if they suspect C19. - Procedures explained as part of training in September for ALL staff about what to do if they suspect C19. - 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. - Be vigilant to signs/ symptoms and send people home if necessary. - LFT procedure in place for all staff. 		
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"> - Potential cases of C19 are dealt with in line with DfE guidance and will continue to do so. - Staff are to be vigilant about children complaining of feeling unwell. - Children are to be sent to one of the Covid sick bays (Lower/Upper school) in line with procedures already established. - Allocate rooms and toilet for isolating child (sick bay). - Make clear to parents that they will be asked to collect immediately for the safety of all. - Prepare packs of PPE so they are ready to be used. - Once aware, all staff dealing with the child to wear PPE. - All suspected cases to be reported to SLT immediately. - Posters to be displayed about what to do. - Regular reminders in staff meeting about the protocol. 	Low	
Staff and secondary pupils do not continue to carry out	Medium	<ul style="list-style-type: none"> -Staff are all encouraged to take part in twice weekly lateral flow tests 	Low	

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voluntary term-time twice weekly lateral flow device tests and report results.		- Staff report LFD test results to school and PHE. - School is not aware of any member of staff who is not continuing to voluntarily take LFD tests or report		
Staff or pupils with a positive lateral flow device test result do not self-isolate and follow up with a confirmatory PCR test.	Medium	-Staff training undertaken with all staff in September advising staff on what to do if an LFD test is positive -All positive cases identified result in self-isolation and a PCR test booked. Staff and children only to return to school if a negative result is found or their period of isolation due to a positive test is served.	Low	

Key risk 5: Risk that school does not have an Outbreak Management Plan that complies with public health guidelines				
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
Outbreak Management Plan in line with contingency framework is not in place for occasions where school has several confirmed cases within a 14 day period	High	- Number of cases to be tracked so 2 cases over a 14 day period are easily identified - Liaise with PHE Warwickshire - Call the DFE helpline 0800 046 8687 and select option 1 - Follow all advice offered in relation to the number of people identified as needing to isolate - Outbreak management plan is in place from September 2021 and all communicated to all staff	Low	
Outbreak Management Plan does not include possibility of re-introducing “bubbles”	Medium	- A contingency plan is in place that enables rapid change to a year group bubble model in school with no contact between year groups in school - A list of vulnerable children and critical worker children for each year will be compiled (Sept 2021) in event of attendance restrictions so outbreak	Low	

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		management plan can be put into place immediately		
Outbreak Management Plan does not include possibility of re-introducing the safe wearing of facemasks	Medium	<ul style="list-style-type: none"> - Face coverings are to be worn by adults in corridors and communal areas - Staff can wear face coverings in classrooms if they choose. - All adults choosing to do so must read the government guidance on the correct removal and storage of the mask when not in use. https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education - Advice on face coverings to be displayed in the staffroom and on the website. 	Low	

Resources

Government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

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