


Stoneydelph Primary School

Covid -19 Risk Assessment

May 2021



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 Stoneydelph Primary school cannot fully re-open from 8 th March 2021 in line with revised DfE Guidance.	High	See Key Risk assessments below	Low	Risk assessment and reopening plan updated 25.05.21 to begin on 7 th June 2021. All staff read, understood and signed to confirm via Smartlog.	 27-05-21

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 March Review 2021 May Review 2021 (to commence 7 th June 2021)
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	Reminders to parents of procedures for if child is showing symptoms – fortnightly newsletter and regular Dojo messages
2. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	Delivery and set up of outside hand sanitiser stations by entrance doors by 01.09.20 Hand gel to be replenished daily
3. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	Low	Face covering guidance given to staff and written into full reopening plan update November 6 th 2020 Face covering worn at all times outside own classroom/office Continue this when fully reopen

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	
6. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
7. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	low	External doors to remain open every break and lunchtime plus small windows open during lessons
7a. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	Reliant upon parents informing school – weekly text / email reminders
8. Risk that PPE equipment is not worn where necessary	Medium	Must	See Individual risk assessments below	Low	
8b. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	Staff identified / timetable of support identified / pupils identified following assessments / specific target and associated materials identified by 11.09.20
9. Risk that the school does not promote and engage in asymptomatic testing, where available.	High	Must	See Individual risk assessments below	Low	Lateral flow tests available for all staff, volunteers, student teachers. Recording forms available (see lateral flow RA)
10. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	All updated guidance available to staff and regular refreshers during weekly staff meetings
11. Risk that the educational provision for pupils is not in line with statutory requirements	Medium	Must	See Individual risk assessments below	Low	All DfE and OFSTED guidance is followed. Remote provision action plan written and reviewed in Feb 2021
12. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	Amended RA discussed with staff on 19.5.21

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	School Plan: sections A, G, I	Low	<ul style="list-style-type: none"> Reminders to parents of procedures for if child is showing symptoms – re-email out 2.11.20 Regular reminder on fortnightly newsletter and Class Dojo
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	School Plan: section G, I	Low	

Key risk 2: Risk that face-coverings are not worn in line with the recommendations				
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
For primary schools only, face coverings are not worn by adults in situations where social distancing between adults is not possible.	High	School plan part D and E	low	All staff to be vigilant regarding face coverings. Visors not to be worn without face mask underneath.
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	School plan part D and E	low	Face coverings to be removed/ stored as per guidance Regular reminders to staff in staff meetings/email Doffing and Donning procedure for removal of face coverings sent to staff on 18.421

Key risk 3: 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	School plan: sections A, C, D, F	Low	Delivery and set up of outside hand sanitiser stations by entrance doors by 01.09.20
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	School plan: sections A, B, C, D, F, G, H, J, T	Low	Clear signage at office for expectations Email confirmation for visitors (limited to essential visits only) of expectations prior to visiting school site.

Key risk 4: 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	School plan: sections A, F	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	School plan: sections A, B, F, G, H, K, T	Low	
Face coverings are not removed and stored safely when entering school.	High	School plan: section C	Low	Face coverings to be stored safely as per guidance emailed to staff on 14.1.21

Key risk 5: 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	School plan: sections A, B, F, G, J, M, T	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	School plan: sections A, J,	Low	
Regular cleaning of equipment, both indoor and outdoor is not in place	High	School plan: sections A, B, F, G, J, T	Low	

Key risk 6: 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 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	School plan: sections A, B, C, D, F, M,	Low	Class/Year group bubbles to be maintained from March 2021
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	School plan: sections A, B, C, D, F, M, T	Low	Minimal movement around the school for bubbles (KS2 hall and music room are the only spaces used by multiple bubbles – cleaning between each class)
Groups are mixed for specialist teaching, where this is not necessary	High	School plan: sections B, F, G, S, T	Low	No mixed bubble teaching or mixed bubbles in extra-curricular activities
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	School plan: sections F, G, H, M, Q, S,	Low	Remain 2m apart from all adults at all times from January 2021 Staff moving between groups to remain behind 2m line in classrooms
Adults come within 2 metres of pupils in the classroom, where this is not necessary when working with the youngest children who cannot social distance	High	School plan: sections C, D, F, G, M, Q, T	Low	
Adults come within 2 metres of each other	High	School plan: sections E, F, G, H, M, T	Low	Remain 2m apart from all adults at all times from January 2021

Older children do not keep apart from each other, where this is possible	High	School plan: sections C, D, M,	Low	
Classroom set up involves pupils facing each other, where this is not necessary	High	School plan: sections B, F, G, S,	Low	Year 2-6 in rows Y1 mostly rows with a few group tables for adult led tasks EYFS – group tables
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	School plan: sections O,	Low	
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				N/A
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				Yes
Assemblies and other large gatherings				Yes
Operation of extra curricula activities				Yes
Operation of before and after school childcare				Yes
Operation of wraparound nursery childcare				N/A
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	N/A
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 7: 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 guidance.	Medium	School plan part F	Low	Classrooms to be ventilated with a small open window in communal area or spare classroom. External doors can be opened during breaktime and 15 minutes of lunchtime. Doors are to be closed during lessons unless warm weather. Staff must ensure a comfortable working temperature for pupils.
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	School plan part F	Low	Pupils allowed to wear additional clothing if required

Key risk 8: 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	School plan: sections I, K, T	Low	
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	School plan: sections A, T	Low	

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	See lateral flow testing individual risk assessment	Low	Continue to offer lateral flow testing to all adults in school. TC to monitor use, recording results and reordering supplies.

Key risk 10: Risk that school response to a confirmed 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	School plan: sections A, G, I	Low	
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	School plan: sections A, G, I	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	School plan: sections G, I,	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	School plan: sections C, H, I,	Low	Website updated January 2021 with most up to date guidance – Dojo message to parents to explain this
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	School plan: sections C, H, I	Low	
Parents and carers are unaware that their child must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	School plan: sections C, H, I,	Low	

Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	School plan: sections C, G, H, I,	Low	Weekly text / email reminders and newsletter every fortnight
In the event of a positive Covid-19 case in school, school does not manage the case in line with PHE guidance.	Medium	School plan: sections H, I	Low	
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	School plan: sections H, I	Low	Seating plans in place for all bubbles
In the event of an outbreak (2 or more cases within 14 days), school does not call the DfE helpline and follow their advice.	Medium	School plan: sections H, I	Low	
Key risk 11: Risk that the educational provision for pupils does not meet statutory requirements				
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	School plan: section S	Low	
Government funded intervention and catch up program is not effective	High	School plan: section R	Low	Staff identified / timetable of support identified / pupils identified following assessments / specific target and associated materials identified. Catch up programme with NTP tutors to begin Spring Term 2021
Remote education is not provided in line with DfE guidance and the legally binding <u>continuity direction</u> .	High	School plan: sections N, S	Low	Revised remote learning plan for individuals self-isolating from March 2021 (revised from September document) Remote learning quality assurance grid – January 2021 and Policy in place (Nov 2021)

Key risk 12: 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	School plan: sections G, I	Low	Vulnerable adults RA completed for pregnant members of staff
Employees are anxious about coming to work due to covid-19	Medium	School plan: section G	Low	Individual discussions with HT offered to all staff before full reopening
Employees are not fully trained on the school reopening plan	Medium	School plan: section A	Low	Draft plan shared for consideration 24.2.21 and confirmed in staff meeting on 3.3.21
Employees are not fully consulted on the school reopening plan	High	School plan: section A	Low	Amended plan shared with staff on 19.5.21
Workload during reopening is not achievable	High	School plan: section G	Low	HT and line managers available for staff to discuss workload. Open discussion opportunities provided weekly during staff meetings.

Resources Government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.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