Risk Assessment
Select from list...

Area	Risk	Issue	Management	Who	Status	Confirmed by Headteacher
1. Staffing	Adequate levels of supervision on school site.	With shielding and other requirements there may not be enough staff to cover the needs of the school.	Risk diminished. - All staff to return with only staff in extremely high risk category to work with further mitigation in line with joint risk assessment between member of staff and member of leadership team.	Headteachers	Complete	Yes
1. Staffing	Staff workload stretched beyond capacity	Teachers require to work all day and plan second group of lessons to go online not sustainable or fair - THIS TO REMAIN IN PLACE TO REFLECT NEEDS IN ANY FUTURE LOCKDOWN	1. If possible Headteacher nominates a member of senior team / experienced member of staff who is shielding as 'head of remote learning' 2. Shielding colleagues to take the lead in setting and marking work from students working from home 3. Schools without capacity to do this to collaborate with Trust Primary schools to share the load of setting work 4. SENDCo to take the lead on contact phonecalls for all students who are still working from home / vulnerable students	Headteachers	Complete	Yes
2. Buildings and estates	Air conditioning	Build up of bacteria	1. Schools to establish if any A/C units are out of service cycle and beyond reasonable timeframe	Site team	Complete	Yes
2. Buildings and estates	Asbestos	Disturbed by rodents	Visual inspection carried out and remedial works implemented where required in accordance with guidance	Site team	Complete	Yes
2. Buildings and estates	Building works	Planned works may not be possible as it may compromise space requirements in any one school	1. Evaluation of works and space requirements 2. Moving work to summer / half term where required	CCL / DJY / SBM	Complete	Yes
2. Buildings and estates	Fire	Fire alarms / detectors have developed a fault that has not been detected.	Carry out full fire alarm test	Site team	Complete	Yes
2. Buildings and estates	Gas	Gas leak developed undetected.	1. Science Labs operate self-proving systems	Site team	Complete	Yes
2. Buildings and estates	Hot water provision	There is inadequate hot water to support the cleaning required to support hygiene standards	Water systems to be fully tested to ensure supply and any faults fixed.	Site team	Complete	Yes
2. Buildings and estates	Kitchen equipment	The equipment has developed a fault during the lockdown	1. Caterers to be contacted to check equipment and advise school of any remedial actions	CCL / DJY / SBM	Complete	Yes
2. Buildings and estates	Lack of cleaning during lockdown	Build up of dust and other irritants during period of lockdown and concern regarding general cleanliness	Deep clean undertaken ahead of 1st September where cleaning has not been ongoing	DJY / SBM / CCL	Complete	Yes
2. Buildings and estates	Legionella	Areas of the school used less during lockdown have increased risk of legionella.	Water systems to be fully flushed to ensure compliance. Hot water flush to be carried out to ensure any other bacteria are eliminated.	Site team	Complete	Yes
2. Buildings and estates	Lift and shutters	Developed fault undetected	Inspection of devices	Site team	Complete	Yes
2. Buildings and estates	Rodent / pest infestation	Build up of pests in areas unused during lockdown not yet detected	Visual inspection carried out and pest controller brought in where required and works complete	Site team	Complete	Yes
3. Managing risk of virus spread	Environment harbours virus on surfaces	Some surfaces are more prone to retaining the virus and are harder to clean	Items are removed from the classroom that are hard to clean or have intricate parts.	Class teacher	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptoms	Parents and carers unaware of appropriate responses	All schools to promote guidance from DfE (different languages attached)	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptoms	Students and staff bring virus into school unintentionally	All schools to promote handwashing regimes as outlined by PHE	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptoms	Students and staff bring virus into school unintentionally	All relevant posters to be downloaded and displayed throughout the school	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of collective responsibility	Staff who have not been directly involved in the planning are less aware of the guidance and expectations and the ways they can promote a positive culture.	1. All staff to be issued with this link to government guidance for familiarisation 2. Briefing sessions to constantly start with reviews and reminders around school protocols to maintain high hygene standards	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Extremely vulnerable staff and those living with extremely vulnerable more prone to serious complications	1. Extremely vulnerable and those living with extremely vulnerable to be directed to work from home (Letter from JRN) 2. Headteacher / Class Teacher to direct work they are to undertake from home	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	A strategy to promote handwashing throughout the day is in place - this involves children washing their hands throughout the day at specific times, when they arrive at school, before and returning from play and lunch, at the end of the school day. Children also continue to wash hands at appropriate times throughout the day.	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	Where hand washing is difficult, hand sanitiser is available - especially in the classroom itself following accidental touching of shared items	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	School has increased provision of handwashing stations across the school site / preferred managed solution with rota of usage throughout the school day	TRUST - DJY/CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	School has increased provision of detergent for handwashing and towels etc. to match increased demand	TRUST - DJY/CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	Sufficient hand sanitiser in place for all schools	TRUST - DJY/CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - arrival and departure	Arrival and departure routines in place to ensure social distancing of students, staff, parens and carers	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - breaktime and lunchtime	School day re-arranged to ensure student break time and lunch time staggered	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - canteen and meals	Years 3 & 4 school meals provided to those entitled to free school meals as a grab bag and delivered. All other years attend Dining room observing social distancing rules.	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - maximising distancing in the classroom	Classroom layout configured to ensure TA and teacher can maintain as close to 2m social distancing as possible with 'help desks' for students	Class teacher	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - social bubble	1. Students to work in 'social bubble' of no more than 2 year groups e.g 5 &6, 3&4, 1&2, EYFS	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - staff social bubble	Staff to work in a social bubble defined by key stage in primary	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - support staff not pupil facing	Vulnerable staff working away from children to maintain 1+ meters social distancing in work spaces - inlcuding staggering working time and working from home to ensure this is possible	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Students wilfully disregarding social distancing and other safety measures	Behaviour policy addendum implemented giving clear guidance to Headteachers and parents / carers and students of expectations.	JRN - Trust	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Students with EHCP and other specific needs where observance of social distancing may be compromised	Our SENDCO reviews EHCPs throuhout the year and where appropriate makes relevant changes to the document. At the moment we have no need to adapt EHCPs	SENCO	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	1. Teachers and other adults to have cleaning facilties in school to enable cleaning 2. School has arrangements in place for ongoing cleaning of touch surfaces throughout school day - use of staff who are unable to complete their other roles (regime for training required)	DJY / SBM / CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	School is limiting movement of children and staff between classes and within the classroom	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	Arrangements in place for students to be collected from outdoor spaces and escorted with social distancing to classroom space without engaging with touch surfaces - doors opened, handrails left untouched as far as possible	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	School is insisting students have their own equipment on desk and there is no borrowing of equipment	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Vulnerable staff prone to complications	1. HR letter to outline position w.r.t vulnerable staff (JRN letter) 2. Vulnerable staff to maintain 1 to 2 metres social distancing and hand hygenie in line with avidance.	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Area is not adequately cleaned leading to further infection	Staff are unaware of the level of cleaning required and precautions that are required when undertaking cleaning and displosal.	Cleaning staff on site throughout the day to undergo familiarisation training with the expectations for cleaning areas	DJY / SBM / CCL	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	Designated COVID-19 space to be stocked with appropriate cleaning equipment to deep clean room following suspected case	DJY / SBM / CCL	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	School to designate a single space exclusively for management of suspected COVID cases (NOT THE GENERAL MEDICAL ROOM)	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	Designated COVID-19 space to be stocked with appropriate PPE	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected STUDENT	RESPOND FOLLOWING FULL GUIDANCE FROM PHE INCLUDING TRACK AND TRACE.	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected MEMBER OF STAFF	RESPOND FOLLOWING FULL GUIDANCE FROM PHE INCLUDING TRACK AND TRACE.	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	Secure PPE required for dealing with students and staff with suspected PPE	TRUST - DJY/CCL	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person - ensuring compliant response	Stay at home guidance here	Headteachers	Complete	Yes
5. Communication	Parents and carers are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Parents / carers to be informed of daily practices so they can be aware AND go through these with children 2. Parents / carers to be informed of their daily responsibility for vigilance **and remind that attendance is compusory** 3. Parents / carers to be informed that they must inform the school as soon as they become concerned a child may be showine siens of COVID-19	Headteachers	Complete	Yes
5. Communication	Staff are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Staff to undertake INSET day(s) ahead of return to be absolutely sure of procedures	Headteachers	Complete	Yes
5. Communication	Students are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Students to be sent details of procedures so they know what to expect in terms of new routines and practices 2. Day 1 of return to be dedicated to induction on daily routines required to keep everyone safe	Headteachers	Complete	Yes
5. Communication	There is a lag in time between information received and action.	More students and staff could be infected as a result of slow response.	1. Every school to implement an emergency number to be called any time between 7am and 9pm to inform of a suspected case of COVID-19 This number is the Headteacher's and all staff have this number and know they can call it at any time. 2. All students and this social bubble directed to remain at home until further notice (i.e. until outcome of test is known)	Headteachers	Complete	Yes
6. Emotional well-being	There is a great deal of anxiety among staff and students	Students and staff may be exhibiting signs of emotional stress as a result of the threat of C-19 as well as trauma associated with family / friend loss / fear of family friend loss.	1. Staff to work through guidance and support (including XCET)	Headteachers	Complete	Yes
6. Emotional well-being	There is a great deal of anxiety among staff and students	Students who have had strained friendships groups in the past may have heightened anxiety around return that leads to distress.	1. Schools to identify students at risk 2. Pastoral leaders and support staff to hold a telephone consultation with parent / carer and child where appropriate 3. Key findings and actions to be disseminated to social bubble leaders	Headteachers	Complete	Yes
6. Emotional well-being	There is a unique anxiety among BAME staff and students	The evidence around C-19 is that there is a greater impact on members of the BAME communities.	1. Undertake BAME listening project 2. Disseminate findings to school and pastoral leaders and implement recommendations	JRN - Trust	Complete	Yes
7. Lockdown 5.1.21	A new more transmissible variant of the virus is circulating	Risk of infection through lack of familiarity with procedures.	1. Students and staff in school to wear masks both in class and in social areas as deemed appropriate. Staff to wear masks in communal areas (eg staff room / toilets) and when they are outside of their bubble. eg a member of the SLT visiting a class will need to wear a mask / visor if visiting a bubble. Any member of staff visiting another bubble must wear a visor / mask. This will offer small protection to the wearer, but significantly increased protection to others in the setting 2. (As soon as available) Staff to undergo weekly voluntary lateral flow testing to minimise asymptomatic transmission from staff to staff and staff to student. Schools may consider allowing staff to depart 20mins early or go in the school day to take this test. 3. A strict ban on shared food – including biscuits and cakes – to ensure transmission risk between staff is minimised 4. Increased santitisation in shared areas – wipes next to kettle, fridge and microwave with strict instructions for surface to be wiped after touching (the HSE inspections highlighted this as greatest risk in work places) Staff to work from home where it is feasible to do so decreasing density of workforce in school 5. Bubbles will be managed to ensure numbers are kept to a maximum of 15 students (Please note this may not always be possible.) 6. Children during this lockdown will eat in their own classes with their bubbles. 7. A letter has been sent to parents / carers to ask them to keep children at home if there is an adult at home. This should decrease number of children at school. 8. Headteacher to compile weekly rotas to provide time for teachers to focus on online offer and reduce the number of adults in school at any one time.	Headteachers	Complete	Yes