

## Risk Assessment

Area	Risk	Issue	Management	Who	Status	Confirmed by Headteacher
1. Staffing	Adequate levels of supervision on school site.	With isolation requirements there may not be enough staff to cover the needs of the school.	Risk diminished. - All staff to return in line with government guidance - Double jabbed staff not required to isolate unless they test positive themselves - Provision for isolating staff to team remotely in place - School may source additional cover using reserves	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. 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. Shielding colleagues to take the lead on contact phonecalls for all students who are still working from home (20 calls a day)	Headteachers	Complete	Yes
2. Buildings and estates	Ventilation	Poor ventilation results in build-up of virus particles and increased risk	<i>This is an ongoing item that requires implementation of time:</i> 1. Introduction of CO2 monitors to assess actual risk 2. Promoting ventilation (balanced with temperature control) 3. Commissioning of mechanical ventilation / air purification where necessary 4. Re-rooming to re-purpose rooms for lower levels of occupancy where possible	Clark Campbell / School Business Manager	Complete	Yes
2. Buildings and estates	Air conditioning	Build up of bacteria and recycling of infected air	1. Schools to establish if any A/C units are out of service cycle and beyond reasonable timeframe 2. A/C units to be switched to external air source if facility available	Site team	Complete	Yes
2. Buildings and estates	Cleaning during summer lockdown	Build up of dust and other irritants during period of summer break and concern regarding general cleanliness	Deep clean undertaken ahead of 1st September where cleaning has not been ongoing	DJY / SBM / CCL	Complete	Yes
3. Managing risk of virus spread	Staff spread the virus from person to person	While cases of C-19 remain high in school, airborne particles are spread when people cough, sneeze, speak or breathe in close proximity for a sustained period of time.	<b>At the advice of PHE:</b> 1. Staff and studnets must wear visors in secondary schools in case of local intervention 2. Staff free to face covering at any time 3. Staff encouraged to keep 1m+ (ideally 2m) away from one another in work settings and to arrange work spaces to promote distancing and avoid face to face	Headteachers	Complete	Yes

3. Managing risk of virus spread	Primary students spread the virus from person to person	<b>VERY LOW RISK:</b> Airborne particles are spread when people cough, sneeze, speak or breathe in close proximity for a sustained period of time.	<b>At advice of PHE:</b> 1. Students free to wear appropriate face coverings at parental request 2. Face covering to become mandatory following local intervention from designated authorities 3. Classrooms to be arranged to promote forward facing seating arrangements and rooms to be ventilated as much as possible - <b>At the moment this is not expected.</b>	Headteachers	Complete	Yes
3. Managing risk of virus spread	Local community transmission rate increases significantly and becomes an 'area for intervention'	There is heightened risk of exacerbating the impact and risk of the pandemic by school attendance. (Government and Local Authority decision)	Schools to implement strategies as determined by PHE / DfE. Schools to use strategies from COVID Contingency Framework / re-opening plans for 2020 as best suits the circumstances defined by PHE / DfE.	Headteachers	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	<b>Following advice from PHE:</b> Items are removed from the classroom that are hard to clean or have intricate parts - <b>At the moment this is not expected.</b>	Class teacher	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. In any change of status advice from PHE this is communicated swiftly and clearly to members of staff to maintain confidence in the transparency of the school and the Trust in managing risk.	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	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 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	<b>Following advice from PHE:</b> Arrival and departure routines in place to ensure social distancing of students, staff, parents and carers - <b>At the moment this is not expected</b>	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - breaktime and lunchtime	<b>Following advice from PHE:</b> 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	To be kept under review following advice from PHE. Staggered lunch likely to be ideal management strategy and capacity to return to some children eating in their classrooms.	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - maximising distancing in the classroom	<a href="#">Following advice from PHE, classrooms to be organised in a way that mitigates risk of transmission as far as possible with face-to-face minimised.</a>	Class teacher	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - social bubble	<b>Following advice from PHE:</b> 1. Students to work in bubbles no bigger than key stages - <b>Children are taught in classes and only mix with bigger groups outside.</b>	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - staff social bubble	<b>Following advice from PHE:</b> Staff to work in a social bubble defined by key stage - <b>At the moment this is not expected.</b> Move to online meetings to ensure risk is mitigated - <b>Where it is not essential meetings are held remotely.</b>	Headteachers	Complete	Yes

3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - support staff not pupil facing	<b>Following advice from PHE:</b> Vulnerable staff (defined by doctor's note) working away from children to maintain 1+ meters social distancing in work spaces - including 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	<b>Following advice from PHE:</b> SENCO to undertake / revisit individual risk assessment and implement bespoke management plan to take account of individual needs	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 facilities 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) - <b>Affected classes are expected to clean touch surfaces.</b>	DJY / SBM / CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	<b>Following advice from PHE:</b> School is limiting movement of children 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	<b>Following advice from PHE:</b> 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
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 disposal.	<a href="#">Cleaning staff on site throughout the day to undergo familiarisation training with the expectations for cleaning areas</a>	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

Yes  
No