SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

Warwickshire County Council

Introduction:

This Schools' Risk Assessment document is designed to allow you to review and track your individual readiness to reopen your setting in line with COVID-19 requirements
It has been revised in line with DfE guidance published on 2 July 2020.
It is split into the following sections (one per tab):

- **Social distancing practicalities**
- **Quality of education**
- **Safeguarding**
- **Pupils with SEND (including medical needs)**
- **Emotional and behaviour considerations**
- **Hygiene and cleanliness/health and safety**
- **Possible COVID-19 cases**
- **Transition**
- **Finance**
- **Building work and logistics**
- **Recruitment and staffing**
- **Miscellaneous**
- **Additional (left blank for you to fill in)**

Within each section some initial risks and some possible actions that could be taken to control or mitigate the risks have been pre-populated for you. However these are only **initial suggestions** and it is vital that you **tailor** this risk assessment by **amending / adding to these** as required to ensure you have captured all relevant risk information specific to your setting.

OVERALL RISK CATEGORISATION

Likelihood / Prevalence

WIDER GUIDANCE ON THE RISK ASSESSMENT PROCESS

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

SYSTEM OF CONTROLS

SUPPORTING GUIDANCE DOCUMENTS AND LINKS

SCHOOLS AND SETTINGS - Reset and Recovery
Risk Assessment

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Warwickshire County Council

1 - Social Distancing Practicalities

Note it is considered to be more challenging to ensure EY children comply with guidance in this section

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
9	7	0	4.50
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
7	9	0	4.75
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	14	0	0	0
Severity	2	7	7	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	14	0	0	0
Severity	2	5	9	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5): Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete: OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5): Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete: OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Maintaining bubbles	Pupils and staff	Contract and spread virus and illness	Pupils in consitent bubbles, as far as possible, across the school day. Pupils encouraged to maintain social distancing within working area and across the school day, as appropriate for the age of the pupils. Measure in place to support are: - tables well spaced out; - pupils allocated different areas of the playgound / field to use at break and lunch times - pupils allocated different toilet facitilites to use (Reception / Ks1 & KS2). - 2m distance between family groups as they enter & exit the school site. - Signage and regular verbal reminder to pupils to maintain social distancing - Steps in place to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	2 - Low	3 - Medium	MEDIUM	Review of spacing between pupils and adults to ensure 2m distance wherever possible Review of use of working areas to ensure best use of space available for pupil bubbles	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from Jan 2021	Amber	NB Risk continues to be Medium due to sharp rise in current rise in infection rate amongst wider popuplation	http://www.stanfordschool.org/documents/covid-19/School_national_restrictions_guidance.pdf Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021 Staying alert and social distancing after 4th July Coronavirus (COVID-19): implementing protective measures in education and childcare settings Working Safely during Coronavirus
Numbers of people in close proximity at the beginning of the school day	Pupils, parents and staff	Contract and spread virus and illness	Signage to remind pupils and parents to adhere to 2m social distancing guidance Reduced number of pupils accessing school provision Parents reminded via newsletter to keep in family groups while dropping / collecting pupils Parents reminded via newsletter the importance of adhereing to social distancing rules Staff on duty to control entry of pupils No pupils or parents allowed on the playground or the school site	2 - Low	3 - Medium	MEDIUM	Review procedures in light of any concerns raised Staff monitor adherance to social distancing guidance and speak to individuals where concerns are raised	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from Jan 2021	Amber	NB Risk has remained at Medium due to increase in infection rate within the wider community	Staying alert and social distancing af
Parents congregating at the gate	Parents, pupils and staff	Contract and spread virus and illness	• Only one parent brings child / children; siblings do not accompany where possible • Staggered start time for different 'bubbles' • Parents regested via newsletter to leave school site as quickly as possible once dropped / collected their child/ren • Duty staff control, direct & monitor pupils access • Parents reminded through regular communication and signage to socially distance • Information for parents, social media campaign via twitter, advice and guidance on website making parents aware of the rationale for this. • Parents requested to wear a face mask when dropping/ collecting their child/ren	2 - Low	3 - Medium	MEDIUM	• Continue to regularly stress with parents via newletter and online communications the government's message about social distancing. • Any reviewed expectations for drop off / pick up communicated to parents	2 - Low	3 - Medium	MEDIUM	MD	From 4 Jan 21	Amber	NB Risk has remained at Medium due to increase in infection rate within the wider community	
Numbers of children in close proximity in cloakroom facilities	Pupils	Contract and spread virus and illness	• No access to cloakroom and designated access to toilets (Recpetion, KS1 & KS2) • Pupils allowed to only bring designated items into school	2 - Low	2 - Low	LOW	•Staff monitor pupil access to toilet facilities limit number of pupils using at a time • Staff monitor items pupils allowed bring into school	2 - Low	2 - Low	LOW	MD	From January 2021	Green		
Numbers of children in close proximity in assemblies	Pupils and staff	Contract and spread virus and illness	Whole school assemblies cancelled Teachers deliver assemblies pupil bubbles	1 - Very low	1 - Very low	LOW	• No further actions to existing controls	1 - Very low	1 - Very low	LOW	MD	From January 2021	Green		
Lack of social distancing in classrooms	Pupils and staff	Contract and spread virus and illness	Adhere to DFE advice re: seating arrangements, and social distancing. All teachers and support staff can operate across different classes to facilitate delivery of the school timetable. Where staff need to move between bubbles, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Teachers and support staff in the school will continue to work across	2 - Low	3 - Medium	MEDIUM	Regular reminders to staff to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Regular reminders to staff to wear a face covering when working closere than 2m to pupils & other staff	2 - Low	3 - Medium	MEDIUM	MD	From January 21	Amber	NB Risk has remained at Medium due to increase in infection rate within the wider community	Coronavirus (COVID-19): implement
Lack of social distancing when lining-up	Pupils and staff	Contract and spread virus and illness	Pupils line up in bubbles. Pupils socially distance from one another when forming a line, when enter or exit building or school site	2 - Low	2 - Low	LOW	• Continue to educate pupils about social distancing when lining-up • Use floor markers for younger pupils if review indicates this is required • Limit the need for lining-up	2 - Low	2 - Low	LOW	MD	From January 2021	Green		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction
Keeping pupils separate at lunchtime	Pupils and staff	Contract and spread virus and illness	Pupils eat at the same tables allocated for work Pupils from different 'bubbles' allocated different outdoor areas to use over lunchtime period	2 - Low	2 - Low	LOW	• Social distancing guidance to be followed over lunch time period	2 - Low	2 - Low	LOW	MD	From January 2021	Green		
Lack of social distancing at breaktimes	Pupils and staff	Contract and spread virus and illness	Bubbles' allocated use of different areas of outdoor space	2 - Low	2 - Low	LOW	• Staggered breaks for different bubbles if required • Provide activities to ensure social distancing (eg Daily Mile)	2 - Low	2 - Low	LOW	MD	From January 2021	Green		
Lack of social distancing - toilets	Pupils	Contract and spread virus and illness	Allocate different toilet facilities to different 'bubbles' - Reception, Y1 and KS2 Staff limit the number of pupils who use toilets at the same time e.g.one boy/ one girl from each class at a time	2 - Low	2 - Low	LOW	• Staff limit the number of pupils (eg one in, one out) • Staff closely monitor use of toilets • Refer to Hygiene and cleaning requirements	2 - Low	2 - Low	LOW	MD	From January 2021	Green		
Staff safety - lack of social distancing	Staff	Contract and spread virus and illness	• One member of staff at a time to use staff room lockers • Cancel all non-essential face-to-face meetings and communicate with staff via email, where possible • Staff meetings held on line using Teams	2 - Low	2 - Low	LOW	• Review procedures in light of further Government guidelines • Regular reminders to staff re: expectations to socially distance	2 - Low	3 - Medium	MEDIUM	MD	From January 2021	Amber	NB Risk has moved from Low to Medium due to increase in infection rate within the wider community	

Number of people being in close proximity at the end of the day	Pupils, parents and staff	Contract and spread virus and illness	Signage re: socially distancing and parents asked to wait until there is space available next to entry points to collect their child. One adult collects child, where possible Pupils and adults stay in family bubbles when moving off site Parents requested to leave school site as quickly as possible	2 - Low	3 - Medium	MEDIUM	• Regular reminders to parents via newsletter to wait for families to leave site • Regular reminder to parents to observe social distancing rules when waiting for their child • Leave area at the front of the school in a timely and orderly manner	2 - Low	3 - Medium	MEDIUM	MD	From January 2021	Amber	NB Riskremainsat Medium due to increase in infection rate within the wider community	
Lack of social distancing - trips and events off site	Pupils and staff	Contract and spread virus and illness	No trips during national lockdown	1 - Very low	1 - Very low	LOW	• No further actions to existing controls	1 - Very low	1 - Very low	LOW	MD	From Janaury 2021	Green		
Lack of social distancing if parents are in school	Pupils and staff	Contract and spread virus and illness	Only essential visits by parents to school site Parents to wear face covering when on site Parents only allowed into office reception area in exceptionally circumstances e.g. collect sick child Parents meetings re-arranged as online meetings	2 - Low	3 - Medium	MEDIUM	• Face to face meetings cancelled except in exceptional circumstances • Arrange meetings with parents online or via telephone where possible	2 - Low	3 - Medium	MEDIUM	MD	From January 2021	Amber	NB Risk remains at Medium due to increase in infection rate within the wider community	
Close proximity of staff and pupils	Pupils and staff	Contract and spread virus and illness	• Reduced number of pupils in school • Advice & guidance for staff on how to maintain the required physical distance when speaking to pupils. • Remove excess furniture from working areas. • Tables spaced out 2 m distance where possible. • Pupils allocated to specific seat/table • Teacher limit and direct movement of pupils around school site • Staff wear face masks when in clos proximity (less than 2m distance) from pupils • Staff to wear PPE (minimum face covering) when pupils need help e.g. first aid and when working with pupils who require additional support • Verbal feeback given to pupils to limit close contact	2 - Low	3 - Medium	MEDIUM	Regular reminders to staff to maintain 2 metre distance from each other, and from children, whenever possible. Regulars reminders to staf to avoid close face to face contact and minimise time spent within 1 metre of anyone. Teachers have clearly marked out space within working area, where possible.	2 - Low	3 - Medium	MEDIUM	MD	From January 2021	Amber	NB Risk remains at Medium due to increase in infection rate within the wider community	
Visitors to school bringing Coronavirus in	Pupils and staff	Contract and spread virus and illness	• Limit all but essential visitors to school • Any visitors displaying COVID symptoms not allowed on site • Clear guidance for any contractors if they have to make essential site visits; social distancing guidance to be observed. • Visitors to wear a face covering while on school premises (unless exempt)	2 - Low	2 - Low	LOW	• See joint statement from WCC education and property services teams. See also 'Building work and logistics'. • Visitors to wear face mask while on school premises	2 - Low	3 - Medium	MEDIUM	MD	From January 2021	Amber	NB Risk has increased from Low to Medium due to increase in infection rate within the wider community	Working Safely during Coronavirus

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2 - Quality of Education

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
6	9	0	5.60
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
5	10	0	5.87
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	13	2	0	0
Severity	0	6	9	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	13	2	0	0
Severity	0	5	9	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Potential for the gaps in pupils' knowledge and skills that will have developed following their extended absence from school	Pupils	Lack of progress in developing key skills	Weekly planning for home learners is differentiated and has adaptations for children with identified gaps in knowledge and skills, as required. Guidance sent to parents on supporting their child with home learning tasks e.g. use of physical resources, practical work, how to extend and make work easier for pupils, as appropriate List of online resources and websites for parents to access sent home. Alternative provision of learning tasks for individuals, as required. Pupils who attend school supporting by staff	3 - Medium	3 - Medium	MEDIUM	• Teachers assess pupil's work as they upload tasks and amend home learning accordingly, with a focus on meeting previous / end of year expectations • Teachers amend coverage and planning to better support individual pupils • Teachers monitor pupils engagement in online learning during school closure and plan appropriate interventions, and additional home learning activities to target development of core skills. • Use pupil premium and catch-up funding to provide disadvantaged pupils with additional resources & / or more intensive catch up support. • Continue to review and target those pupils with greatest need of additional support.	2 - Low	4 - High	MEDIUM	MD	January 2021 and ongoing	Amber	NB Risk continues to remain at Medium due to increased time majority of pupils are learning remotely	Remote education practice for schools dur
Covering the full range of subjects - staff moving from class to class, peripatetic teachers, supply staff	Pupils and staff	Contract and spread coronavirus / illness	Where possible staff and pupils in consistent 'bubbles'. Staff minimise contact with both pupils and other staff and maintain 2m distance wherever possible Teachers plan for coverage of full range of subjects for pupils engaging in both in school and home learning. Opportunity for online music lessons from music specialists as part of additional provision	2 - Low	2 - Low	LOW	Supply teachers not routinely employed but if required they will be briefed on social distancing and hygiene procedure on arrival, including expectation to minimise contact with pupils and staff, maintain 2m social distancing wherever possible & handwashing. Visiting staff provided with access to the school's weekly planning for classes	2 - Low	3 - Medium	MEDIUM	MD	January 2021 and ongoing	Amber	NB Risk has increased from Low to Medium due to the increase in coronavirus cases within the wider community	
Preparations for the changes to SRE that come into effect in September 2020	Pupils	Pupils not able to fully engage with RSE curriculum	RSE policy completed and information for staff and parents available via the school website Jigsaw programme, covering all aspects of changes to the RSE curriculum provides the basis for teaching and learning across all classes Teachers plan lessons in line with curriculum overview for subject and include these in weekly plans for in school and remote learning	2 - Low	2 - Low	LOW	• Teachers monitor pupils engagment in remote lessons • Clas teacher / HT to address any concerns identified (e.g.lack of engagment in learning) •Review provision to ensure relationships and health education (RHE) for primary aged pupils is being fully implemented by the start of the summer term 2021. • Use additional DfE recommended resources to provide further support, as appropriate	2 - Low	2 - Low	LOW	MD	January 2021 and ongoing	Green		Relationships education, relationships and sex education (RSE) and health education https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education/annex-b-resources-for-
Online or home learning may need to continue for some pupils, running alongside return to school for other pupils. Plan this for contingency if an additional wave or a local outbreak of COVID necessitates school closure.	Pupils, staff and parents	Parents managing home learning and work Pupils continuing to manage home learning restrictions Teachers workload	Home learning sent, where possible, for whole week to reduce teacher's daily planning Lessons -cover a range of subjectes in a day and full range of subjects over term - well sequenced so that knowledge and skills are built incrementally -provide clear explanations of content -allow teachers to gauge pupil progress -set clear expectations - adaptable so teachers can adjust pace and difficulty in response to assessments -cover time in line with Govenment guidance -povide a clear curriculum sequence in all subjects -provide high quality online & offline resources & use a consistent online learning platform as a vehicle to send learning tasks home, -provide feedback to pupils and to set assessment tasks. -incorporate a range of practical based tasks where appropriate for the age and stage of pupils; with a particular focus on reception & KS1 • Pupils have access to a range of additional resources and websites to extend their own learning • The vast majority of parents have addressed any glitches they	2 - Low	3 - Medium	MEDIUM	• Class teachers ongoing monitoring of pupil engagment in learning tasks • Parents offered paper copies of work where they are unable to access on line learning resources **The school will review how to continue to improve the quality of their existing offer for remote education provision. DfE guidance and resources will be reviewed as part of updateing and improving remote provision.**	3 - Medium	3 - Medium	MEDIUM	MD	January 2021 and ongoing	Amber		Safeguarding and remote education during coronavirus (COVID-19) Coronavirus (COVID 19): online education resources Information, guidance and support for parents and carers of children who are learning at home Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021 Remote education practice for schools during coronavirus (COVID-19) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf
Requirement for curriculum adaptations	Pupils and staff	Pupils engagement Staff workload	Since full re-opening of school in September 2020 teachers have identified significant gaps in pupil's knowledge, as assessed against end of year expectations, and modified timetable and curriculum taught to ensure adequate coverage of key skills and knowledge within and across subjects. Subject specific lessons taught combined with topic based cross-curriculum approach to learning, where appropriate to reinforce core skills. Teachers continue to be flexible in their approach to planning curriculum coverage so that the most important missed content, particularly skills and knowledge in reading, writing and maths, is covered. Daily lessons in reading , maths, English and SPAG/phonics for all pupils Curriculum adapted for invidiual pupils as required to support more able and SEND pupils	3 - Medium	3 - Medium	MEDIUM	Teachers monitor pupil engagment, progress and well-being and amend curriculum offer in response to identified issues and pupils needs.	3 - Medium	3 - Medium	MEDIUM	MD	Jan-21	Amber	NB Risk continues to remain at medium as impact of current national lockdown on families not yet known	Remote education practice for schools dur
Unable to address the needs of all children	Pupils and teachers	Pupils gaps in learning increased and low self-esteem Teacher workload	Teachers plan learning for their mixed age classes and provide differentiated work to cover range of pupil's abilities Teachers monitor pupil attainment, progress and well-being through completed work and regular online sessions with class Parents asked to raise concerns with the class teacher / school Involvement of support services via online meetings & assessment as appropriate	2 - Low	3 - Medium	MEDIUM	Teacher's continue to monitor pupil attainment and well-being through online contact with class. New referrals to support services as appropriate Advice from external support agencies sought, as required	2 - Low	3 - Medium	MEDIUM	MD	January 2021 and ongoing	Amber	NB Risk continues to remain at medium as impact of current national lockdown on individual pupils not yet known	Get technology support for children and sc
Difficulties with remote learning	Pupils and staff	Pupils not able to access all aspects of remote learning lessons Pupils not fully engaged in remote learning opportunities. Staff workload	The majority of pupils and parents have previously engaged in remote learning and are familiar with the format this takes and the learning platform used. Information sent home to parents to support them in acessing remote learning and uploading work. Learning tasks sent home, weekly, where possible, to all pupils across the school. Regular reminders to parents to contact school if they experience issues in accessing remote learning. Hard copies of work supplied for parents, as required. Teacher's feedback regularly to individual pupils, recognise and celebrate achievement High quality resources and websites to support pupil learning e.g. Oak Academy; Jigsaw; NCTEM; etc.	2 - Low	3 - Medium	MEDIUM	Approach and platform used to deliver remote learning reviewed and any identified adaptations made to system .	2 - Low	3 - Medium	MEDIUM	MD	January 2021 and ongoing	Amber		Coronavirus (COVID 19): online education

Early Years	Pupils	Pupils not able to fully access range of EYFS learning provision and develop core skills in prime areas of learning	Planned learning has a clear focus on the prime areas of learning including: communication and language, personal, social and emotional development (PSED) and physical development . All areas of the EY curriculum covered across a week / unit of work Activities to develop pupil's reading, phonic, writing and maths skills sequenced across a unit of work Pupils provided with opportunities to develop social and physical skills.	2 - Low	3 - Medium	MEDIUM	Reception teacher to continue to ensure planned activities have a clear focus on the prime areas of learning including: communication and language, personal, social and emotional development (PSED) and physical development Provision of more differentiated / adapted activities for pupils who have identified gaps in their learning	2 - Low	3 - Medium	MEDIUM	MD	January 2021 and ongoing	Amber		Information, guidance and support for par
Key stage 1 & 2	Pupils	Pupils not able to access full range of curriculum experiences	Pupils are familiar with accessing remote learning activities and using the learning platform. High quality websites and online resources used to support learning, including Oak Academy and White Rose Hub. Teachers provide regular feedback to pupils. Teachers set activities that cover a the range of curriculum subjects with a particular focus on core areas. There is a focus on developing key skills and knowledge in : phonics, reading fluency and comprehension, vocabulary, writing and maths through daily lessons and providing many and varied opportunities for pupils to read, write and engage in maths tasks e.g. story, role play, games. Progression planned across a series of lessons and within all subjects	2 - Low	3 - Medium	MEDIUM	Through ongoing teacher assessment and a review of pupil's work any gaps in learning identified and planning amended as appropriate for class / group / individual pupil, with a particular focus on core skills and knowledge.	2 - Low	3 - Medium	MEDIUM	MD	January 2021 and ongoing	Amber		Warwickshire ICT development service
Provision of specific subjects where the risk of passing on any infection could be higher - music	Pupils and staff	Contract and spread coronavirus / illness. Pupils have reduced assess to music curriculum	Pupils provided with online music lessons as part of planned curriculum, which include listening and appraising, engaging in musical activities and performance In school sessions organised to reduce transmission through organisation of pupils - no face to face contace & pupils stand back to back or side by side when chanting and singing. Pupils sing in small groups with a maximum of 15 per group No woodwind instruments used in lessons Remote perapetetic music lessons for pupils who play an instrument	2 - Low	2 - Low	LOW	Follow any further more detailed DfE guidance as published.	2 - Low	2 - Low	LOW	MD	January 2021 andongoing	Green		
Provision of specific subjects where the risk of passing on any infection could be higher - sport	Pupils and staff	Contract and spread coronavirus through close contact	The following control measures will be put in place: pupils kept in consistent groups, sports equipment thoroughly cleaned between each use by different individuals and groups, contact sports avoided. Outdoor sports will be prioritised where possible In event indoor space used maximum distancing between pupils will be adhered to, with some pupils assessing their peers' performance to reduce numbers of children engaging in physical activity at any one time. Attention to cleaning and hygiene will be a priority. Lessons focus heavily on individual pupils working independently, where possible.	2 - Low	2 - Low	LOW	Update in line with any new published guidance and advice	2 - Low	2 - Low	LOW	MD	January 2021 and ongoing	Green		
Requirement for catch up	Pupils and staff	Staff workload	Pupils who require catch-up provision in particular subjects have been identified by teachers Additional resources have been purchased to support individual and groups of pupils to address gaps in their learning Remote learning tasks adapted by teachers for identified pupils and	2 - Low	3 - Medium	MEDIUM	Ongoing review of resources available on the market. School continues to receive catch up funding from Government. Appropriate resources purchased to support individuals / groups of pupils to meet identified gaps and needs.	2 - Low	3 - Medium	MEDIUM	MD	September 2020 and ongoing	Amber		
Additional pressure on staff due to Ofsted inspections	Staff	Staff well-being and workload	Routine Ofted inspection visits currently suspended for Spring term 2021	2 - Low	3 - Medium	MEDIUM	For state-funded schools, the intention is that routine, graded Ofsted inspections will not be reintroduced until the summer term. During the spring term, inspectors will conduct monitoring inspections in schools most in need of support - inadequate schools and some schools that require improvement. These monitoring inspections will not be graded, and will focus on matters that are particularly relevant such as curriculum and teaching (including remote education), and attendance, particularly of vulnerable pupils. Ofsted maintains the power to inspect a school in response to any significant concerns, including those relating to safeguarding and remote education.	2 - Low	3 - Medium	MEDIUM	MD	January 2021 and ongoing	Amber		Ofsted: coronavirus (COVID-19) rolling upd
Lack of statutory assessments	Staff and pupils	Pupils not meeting end of year expectations Teacher assessments validated	The expectation that pupils will sit national assessment test has been withdrawn (Y1 phonics, Y4 multiplication test, KS1 and KS2 SATS) Teachers participate in moderation activities within school and at consortium level and LA to validate teacher judgements over the spring and summer terms	2 - Low	2 - Low	LOW	Government guidelines and DfE guidance 7 Janaury 2021 have addressed this risk	2 - Low	2 - Low	LOW	MD	07/01/2021	Green		
Lack of accountability	Staff	Staff well-being	Performance tables have been suspended for the academic year 2019 to 2020 The expectation that pupils will sit national assessment test has been withdrwns (Y1 phonics, Y4 multiplicition test, KS1 and KS2 SATS) Teachers will engage in moderation tasks at school, consortium and LA level End of year data reviewed by Governing Body	2 - Low	2 - Low	LOW	Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. Until the new data release is available, all those working with schools, including Ofsted and DfE regional teams, should refer to the 2019 data. The Department for Education will continue to use 2019 data as a starting point for any conversation about support for schools with Ofsted judgements below good. More information is set out at coronavirus (COVID-19): school and college accountability.	2 - Low	2 - Low	LOW	MD	Jan-21	Green		Coronavirus (COVID-19): school and college

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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3 - Safeguarding

Specifics to be aware of: CSE, county lines, contextual issues, impact of domestic violence, strains on families that could lead to an increase in levels of abuse, neglect due to financial constraints (particularly for disadvantaged pupils and low-income families)

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	3	0	6.40
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	4	0	6.80
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	5	0	0	0
Severity	0	2	0	3	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	5	0	0	0
Severity	0	1	1	3	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
School staff are not aware of safeguarding incidents that occurred during the school closure	Pupils	Support for pupils not in place	Warwickshire Safeguarding have an updated email and contact number to reach DSL DSL email checked regularly to access any information from Operation Encompass and MASH DSL in contact with partnership agencies to support pupils where concerns have been raised so has access to up to date information which can be shared with staff, as appropriate. DSL attends monthly HT forum meetings	2 - Low	4 - High	MEDIUM	• DSLs maintain contact with appropriate agencies;social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans • Any developments during lockdown recorded on the system • School information is up-to-date and safeguarding leads at LAs can send DSLs information in relation to new referrals as a matter of urgency • Any new guidance issued re safeguarding is followed	2 - Low	4 - High	MEDIUM	MD	Ongoing from September 2020	Amber		
Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone	Pupils	Pupils have SEMH issues as a result of emotional & sexual abuse and neglect Physical injury	Pupils have been emailed contact details so they can report abuse. Pupils have been sent taking care protective behaviours work to identify people they could seek support from. School website has information on accessing safeguarding services. Pupils had opportunity to speak to a trusted adult during the autumn term. Pupils provided with regular 'catch-up' sessions with class teachers across the week, which provides an opportunity to raise concerns.	2 - Low	4 - High	MEDIUM	• Additional adult trains as a DSL • Staff's pastoral role highlighted; safeguarding training emphasises vigilance and potential for a spike in disclosures when pupils return.	2 - Low	4 - High	MEDIUM	MD	Ongoing from September 2020	Amber		https://www.gov.uk/government/p
Lack of attendance	Pupils	Abuse continues and results in SEMH issues and physical injury	Register of pupils taken in school. Parents requested to notify school if pupils unwell during lockdown and not able to engage in remote learning activities. Pupils/ families contacted by class teacher / HT regularly with priority to identified pupils considered at risk	2 - Low	4 - High	MEDIUM	Contact parents in event of pupil's continued absence from remote learning. Contact LA and follow normal procedures if any pupil's absence becomes a concern.	2 - Low	4 - High	MEDIUM	MD	January 2021	Amber		https://www.warwickshire.gov.uk/s
Shielding pupils	Pupils	Pupils have SEMH issues as a result of social segregation through non-attendance at school	The majority of pupils are isolating in line with Government guidance restriction during national lockdown. Pupils offered regular online 'catch-up' sessions with classteacher across the week	2 - Low	2 - Low	LOW	Review in line with national guidance	2 - Low	2 - Low	LOW	MD	January 2021	Amber		
DSL capacity to cover potential increase in demand	Pupils DSL	Pupil well-being as issues not addressed in a timely manner DSL well-being through increase in workload	DSL is up to date with any concerns that have arisen during autumn term Deputy DSL has been fully briefed and where applicable staff have been made aware of issues. Neither the DSL or deptuy DSL directly involved in supporting remote learning and in school provision on a full time basis, so have capacity to address any additional demand	2 - Low	2 - Low	LOW	Additional member of staff to complete DSL training during spring term	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from September 2020	Amber	NB Risk has increased from Low to Medium due to restricted opening of schools for all pupils except the children of Critical Workers and Vulnerable pupils (National lockdown)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

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SCHOOLS AND SETTINGS - Reset and Recovery
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4 - Pupils with SEND (including medical needs)

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
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- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
5	2	0	4.57
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	4	0	5.43
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	7	0	0	0
Severity	0	5	2	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	7	0	0	0
Severity	0	3	3	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Pupils with underlying health conditions are at a higher level of risk	Pupils	Contract virus / illness / death	School have a list of pupils with medical needs and health conditions Care plans in place for pupils identified as high level of risk • Extra vigilance from staff in relation to social distancing e.g. for pupils with asthma (safety measures may vary from pupil to pupil)	2 - Low	2 - Low	LOW	• Seek medical guidance for pupils who develop serious under-lying health conditions who are attending school. • Risk assessment for any newly identified high risk pupils	2 - Low	2 - Low	LOW	MD	September 2020 and ongoing	Green		Guidance for young people on shield
Staff with under-lying health conditions and/or pregnant staff are at a higher level of risk	Staff	Contract virus / illness / death	School have a list of staff with medical needs and health conditions	2 - Low	2 - Low	LOW	• If staff member presents with relevant health issues seek medical guidance on requirements for that the staff member to remain at home	2 - Low	4 - High	MEDIUM	MD	January 2021 and ongoing	Amber		
Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)	Pupil and staff	Contract virus / illness / death	1 to 1 support for identified pupils Staff support individual children through setting peramaters for pupils' behaviour (behaviour policy) Individual pupils supported with toileting through use of a toileting plan; as required Staff wear face coverings when in close contact with pupils	2 - Low	3 - Medium	MEDIUM	• Risk assessments updated, as required, for identified pupils to reflect the additional measures that need to be followed in relation to these challenges Adhere to new guidance as published	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from September 2020	Amber		Supporting vulnerable children and y
Sudden announcement of a return to school for ASC pupils will cause anxiety	Pupil and parents	Anxiety	Opportunity for pupils to engage in remote meetings with class teacher and peers to support individual children feel connected to school. Planned support strategies agreed by staff - photo book, driving past the school, put on uniform, structuring day at to home to mirror school day, to prepare for return, as required	2 - Low	2 - Low	LOW	• Contact with family to discuss issues relating to transition back into school Information regarding new procedures sent to parents and pupils prior to reopening so they can discuss Agree options for a staggered return and/or delayed start date with parents, if required Risk assessment created / updated for identified pupils	2 - Low	3 - Medium	MEDIUM	MD	From January 2021	Amber	NB Risk has increased from Low to Medium due to the increased amount of time pupils have spent out of school due to national lockdown	Conducting a SEND risk assessment
Work towards individual SEND targets	Pupils	SEMH issues	SEND targets in place and teachers review in school and home learning against targets Teachers set learning tasks the pupils with identified SEND needs within their class Teachers provide positive feedback to pupils and points for development	2 - Low	3 - Medium	MEDIUM	• Assessment of pupils linked to their specific targets on return to school – short, sharp interventions planned throughout the day and week to make up for lost learning and accelerate progress towards individual targets Risk assessment updated for any identified pupils, where required	2 - Low	3 - Medium	MEDIUM	PC	From January 2021 and ongoing	Amber		Help children with SEND continue th
Medicines in school may become out-of-date	Pupils	Distress/ illness / death	Medicines in school checked and up to date at point when national lockdown put in place on 4 January 2021. Office manager reviewing medicines half termly	2 - Low	2 - Low	LOW	• Office manager inform parents/ necessary bodies if they need to be replaced.	2 - Low	2 - Low	LOW	JT	From January 2021 and ongoing	Green		National guidance – Public health; local guidance – school nurse service.
Shielding pupils	Pupils	Gaps in education	No information received from parents regarding requirement for their child to shield All pupils have access to remote learning provision	2 - Low	2 - Low	LOW	Parents asked to inform school of any changes that apply to their child, including shielding advise provided by clinical and/or public health	2 - Low	2 - Low	LOW	MD	January 2021 and ongoing	Green		Guidance for young people on shield

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5 - Emotional and Behavioural Considerations

NOTES

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- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	5	0	6.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	7	0	6.57
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	7	0	0	0
Severity	0	2	3	2	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	7	0	0	0
Severity	0	0	5	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Some pupils may have experienced a bereavement in their family during the school's closure (possibly in relation to COVID-19)	Pupils	SEMH issues as a result of bereavement	One member of staff has received bereavement training and is available to provide advise. FIS newsletters sent out regularly to parents with information on range of services they can access, including bereavement. School has contacts with range of support services. Request sent to parents via newsletter to contact the school if circumstances within the family / wider family change Class teachers and Headteacher in contact with pupils via remote meetings,class dojo and phone.	2 - Low	4 - High	MEDIUM	• Regular requests via newsletter to remind parents to share significant information about their child • Provide in-school support and a named person to support identified pupil(s), as required. • Access specialist support for pupil(s) and if need be their family e.g. Guy's gift, as required	2 - Low	4 - High	MEDIUM	PC /MD	From January 2021 and ongoing	Amber		WCC Counselling and bereavement s
Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life (particularly pupils who attend PRUs)	Pupils and staff	Physical assault Self-harming Aggressive outbursts	Behaviour policy supports staff in dealing with incidents in a consistent way Restorative approach advised to deal with incidents Staff training in use of 'emotion coaching'	2 - Low	4 - High	MEDIUM	• Discuss any needs / support required with parents prior to pupil's return. When pupils return to school: close monitoring of identified pupils use of relevant strategies to support individuals to manage their emotions e.g. worry box; identified adult to talk to. use consistent and agreed approch to dealing with behaviour. personalise approach for identified pupils as required e.g. breaks in learning set clear and consistent routines and expectations individuals taught in small groups with a Teacher / TA, where possible Monitor attendance and address non-attendance quickly with parents. • Non-standard curriculum delivered to support children's well-being through PSHE a sessions. Support from external agencies e.g. COMPASS, as required Risk assessment for identified pupils	2 - Low	4 - High	MEDIUM	MD	January 2021 and on-going	Amber	NB Risk continues to remain at medium as impact of current national lockdown on individual pupils not yet known	Warwickshire County Council menta
Some pupils may be more vulnerable to exclusion. Your behaviour policy may need to be reviewed to reflect the additional support needs of your pupils?	Pupils	SEMH issues in run up to and following exclusion	Risk assessment in place pupils vulnerable to exclusion • Phased return during period attendance non- mandatory. Additional adult in class to support teacher and pupil • Review behaviour policy and amend to reflect current situation	2 - Low	3 - Medium	MEDIUM	• A phased return to meet child's needs and/ or amended curriculum facilitated, as required • Requirement for additional support reviewed. The disciplinary powers, including exclusion, remain in place. Permanent exclusion will only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker will be informed and involved in relevant conversations. Disciplinary exclusion of a pupil, even for short periods of time, will be consistent with the relevant legislation.	2 - Low	3 - Medium	MEDIUM	MD	From September 2020 and ongoing	Amber		
EY children may struggle with the return to routine and full-time education (almost like a second September start)	Pupils	Pupil and parent anxiety about return to school and separation	• Strategies to support parents prepare their child for return to school in place: walk / drive them to school and back home;practise putting their uniform on; structure the day at home to begin to mirror the day at school ; and get children excited about seeing their friends again. 30% of Reception cohort continuing to attend some school sessions during lockdown Pupils have regular opportunities to connect with classteacher via remote meetings	2 - Low	3 - Medium	MEDIUM	• Remote meeting with pupils and class teacher prior to re-opening Information sent out to parents and pupils prior to re-opening outlining any changes to procedure and welcoming children back into school Regular home/ school communication with parents to support transition back into school	2 - Low	3 - Medium	MEDIUM	MD	From January 2021 and ongoing	Amber		
Some pupils will not have had any social contact with anyone out of their immediate family (some may not even have had the use of social media) and hence seeing their friends may be emotionally overwhelming	Pupils	SEMH issues; anxiety; difficulty with friendships	Regular pppportunites for pupils to engage in remote meetings with their class teacher & peers over a week 25% of pupils attending school and engaging with experienced staff who know individuas! well and can offer support. Comprehensive PHSE curriculum in place to support pupils to deal with their emotions / well-being	2 - Low	2 - Low	LOW	• Social 'catch up' time planned for pupils and their friends, during initial weeks following return to school so that they are emotionally prepared to learn All classes to focus on well-being and PHSE aspects of the curriculum during initial re-opening to provide appropriate support for pupils with well-being issues.	2 - Low	3 - Medium	MEDIUM	MD	From full re-opening 2021	Amber	NB Risk has increased from Low to Medium due to the increased period of time pupils have been out of school since March 2020.	
Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home	Pupils and parents	SEMH issues linked to continued isolation and lack of social contact beyond family Parental anxiety	• Current risk assessment available for parents via school website. • Parents contacted regularly over lockdown to monitor anxieties Parents requested to keep school informed of change in circumstance and/or concerns they have.	2 - Low	3 - Medium	MEDIUM	• Information letter sent to parents and updated risk assessment available on website outlining measures in place to protect pupils prior to re-opening. Contact individual parents to reassure them about thesocial, emotional and academic benefits associated with their child being back in school • Rapid response from HT to address non- attendance and work with parents and support families to get their child back into school	2 - Low	3 - Medium	MEDIUM	MD	From re-opening	Amber	NB Risk has remained at Medium as length of time pupils not in school is unknown, as is the inpact this will make.	National guidance Local – Leaflet for parents with consistent messages on social distancing.

Support for emotional wellbeing	Pupils	Anxiety; changes to behaviour; anger issues as a result of poor emotional well being	Pupils are well known to staff and have good relationships and the vast majority of have a trusted adult they can talk to. Protective behaviours sessions deliverd as part of the curriculum and pupils are aware of the 5 people they can turn to for support. The school has links to a range of professional organisations they can access to provide support for individual pupils. Families are directed to the Family Information Support service via the school newsletter	2 - Low	2 - Low	**LOW**	Well-being review of all pupils to be completed during first half term after re-opening to identify any children experiencing issues. Regular opportunities for pupils to share worries and concerns e.g. class worry box; time to talk to a trusted adult; circle time and PSHE curriculum. Delivery of Jigsaw recovery package with a particular focus on: supporting pupils to rebuild friendships and social engagement; address and equip pupils to respond to issues linked to coronavirus (COVID-19); support pupils with approaches to improving their physical and mental wellbeing. Focused support from external agencies for individual pupils as required For existing and newly identified vulnerable groups who need additional support teachers to access MindEdlearning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. School to work with school nursing services (Compass) to support the health and wellbeing of pupils; range of support includes: -support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues; support for pupils with additional and complex health needs; support for vulnerable children and keeping children safe. Schools & school nurses to work together to ensure delivery of the healthy child programme ,which includes immunisation, identifying health and wellbeing needs.	2 - Low	3 - Medium	**MEDIUM**	PC/ MD	On going from re-opening	Amber	NB Risk has increased from Low to Medium due to increased period of time pupils have been out of school since March 2020, ant the increase in pupil numbers returning to school following end of national lockdown.	

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SCHOOLS AND SETTINGS - Reset and Recovery
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6 - Hygiene / Cleanliness and Health & Safety

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	7	0	6.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	7	0	6.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	8	0	0	0
Severity	0	1	6	1	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	8	0	0	0
Severity	0	1	6	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Contracting Coronavirus (COVID-19) from touching surfaces and spreading the virus through hand to mouth contact.	Staff and pupils	Contract virus / Illness / death	Staff apply anti-bacterial gel on arrival, and follow regular handwashing routines during the day Anti-bacterial hand spray available throughout the school for individuals to use as required • Pupils apply anti-bacterial hand gel as they enter the building at the start of the day and exit the building at the end of the day Regular hand washing opportunities (20 seconds) timetabled into daily routines. • Pupils asked to use paper towel to turn off taps when handwashing.	2 - Low	3 - Medium	MEDIUM	• Adhere to updated guidance on hygiene as published • Monitor supplies of anti-bacterial hand gel, soap and paper towels to ensure adequate supplies available.	2 - Low	3 - Medium	MEDIUM	Class teachers JT	Ongoing from January 2021	Amber	NB Risk remains at Medium due to Government information on more infectious strain of COVID19	National guidance Local – supplies of hand gel
Contracting Coronavirus (COVID-19) through pupils sneezing or coughing and spreading germs/bacteria, especially younger pupils/children	Staff and Pupils	Contract virus / Illness / death	Handwashing as above. Tissues available in all classes Pupils encouraged to catch sneeze & cough with hand or sleeve • Pupils directed to dispose of tissues in a lidded bins provided and wash hands for 20 seconds	2 - Low	3 - Medium	MEDIUM	• Continue to educate pupils about the need to cough/sneeze into a tissue or their elbow.	2 - Low	3 - Medium	MEDIUM	Class teachers	Ongoing from January 2021	Amber	NB Risk remains at Medium due to Government information on more infectious strain of COVID19	National guidance Local – consistent messages, frequent reminders through social media
Contracting Coronavirus (COVID-19) from touching surfaces and spreading the virus through hand to mouth contact.	Staff and pupils	Contract virus / Illness / death	• School cleaned daily by cleaner using appropriate products to disinfect surfaces • Cleaner using new cleaning rota in line with guidance normally linked to 'deep cleans' as part of their daily procedures ; with a specific focus on door handles, toilets, light switches and flat surfaces • Staff clean IT equipment / keyboards with anti-bacterial wipes after use • Cleaner provided with range of PPE • Soft furnishings removed from classes Cleaning products ordered prior to full reopening and replenished as required	2 - Low	3 - Medium	MEDIUM	Continued enhanced cleaning regime , including cleaning frequently touched surfaces regularly using standard products, such as detergents and bleach Cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups e.g. hall; frequently touched surfaces being cleaned more often than normal; toilets cleaned regularly and pupils strongly encouraged to clean their hands thoroughly after using the toilet. Areas shared by groups of pupils cleaned between use e.g. library tables for intervention groups; dining hall tables between sittings. Key points set out in revised guidance from Public Health England for cleaning non-healthcare settings (summer 2020) advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance reviewed and appropriate measures introduced. Cleaning regime updated in line with most recently published guidance	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 2021	Amber	NB Risk remains at Medium due to Government information on more infectious strain of COVID19	National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
A shortage of cleaners due to self-isolation or illness.	Pupils and staff	Contract virus / Illness / death	• HT discussed new cleaning regime and use of PPE with cleaner •Working pattern outside of core school hours agreed and in place to mitigate risk Risk assessment in place	2 - Low	4 - High	MEDIUM	• Research use of supply cleaners and traded services in event of staff absence	2 - Low	4 - High	MEDIUM	MD	Ongoing from January 2021	Amber		National guidance Local H&S guidance
Contracting Coronavirus (COVID-19) from touching surfaces and spreading the virus through hand to mouth contact - therefore limit the 'surfaces' that are shared between home and school to reduce the spread of any infection.	Pupils and staff	Contract virus / Illness / death	• Pupils only essential items into school i.e. coat, hat, lunch. • Items pupils allowed to bring into school communicated to parents •Pupils come to school wearing PE kit on designated PE days • Parents strongly encouraged to order packed lunch through school caterer • Parents requested to use disposable bags for home prepared packed lunch • Pupils provided with range of personal classroom resources • Resources used cleaned / left untouched for appropriate period of time (48 Hours;) • Correspondence out of school to be uploaded to the website or via email and correspondence into school to come via a phone call or e mail, wherever possible • All monetary transactions to be done via bank transfer whenever possible • Hard copies of information to be 'quarantined' when comes into / goes out of school • Personal bags allowed for staff kept in individual lockers	2 - Low	3 - Medium	MEDIUM	• Update procedures in line with most recent guidance • Update information to parents and pupils prior to full re-opening of school	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 2021	Amber	NB Risk remains at Medium due to Government information on more infectious strain of COVID19	COVID-19: cleaning of non-healthcar
Contamination from face coverings	Pupils and staff	Contract virus / Illness / death	Pupils/ staff required to remove any face coverings they have worn to travel to school on arrival. Pupils/ staff must apply anti-bacterial hand gel and not touch their face as remove mask. Pupils / staff must dispose of temporary face coverings in a covered (pedal bin) and wash hands for 20 seconds. Reuseable face coverings should be placed in a plastic bag - provided by pupil/ staff for this purpose- then take the bag home with them at the end of the day. Pupils/ staff wash their hands for 20 seconds before settling in classroom.	2 - Low	3 - Medium	MEDIUM	Updated procedures and processes communicated to staff and pupils for removing face coverings prior to re-opening and in line with latest Government guidance	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 2021	Green	NB Risk remains at Medium due to Government information on more infectious strain of COVID19	

Contamination from shared equipment	Pupils and staff	Contract virus / Illness / death	• Classroom based resources e.g. books and games are only used and shared within the bubble; these items are either cleaned regularly where possible, or left for 48 hours before subsequent used. • Communal spaces for pupils cleaned daily, and between use, as appropriate •Resources that are shared between classes such as sports, art and science equipment cleaned between use; and always between bubbles. •Items that are rotated between class bubbles left unused and out of reach of pupils for a period of 48 hours (72 hours for plastics). • Pupils provided with range of personal classroom resources e.g. pencils and pens: staff and pupils have their own items that are not shared. • All correspondence out of school to be uploaded to the website or via email and correspondence into school to come via a phone call or e mail • All money transactions to be done via bank transfer	2 - Low	3 - Medium	MEDIUM	Procedures reviewed in light of any new guidance. Parents and pupils informed of procedures prior to full reopening	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 2021	Amber		
Contracting virus from lack of ventilation in classrooms	Pupils and staff	Contract virus / Illness / death	Windows and doors to rooms open to improve ventilation Doors opened during the lunch period to 'purge' air in classrooms Pupils and staff to wear extra layers of clothing (non-uniform) in event weather conditions are cold	2 - Low	2 - Low	LOW	Procedures reviewed in light of any new guidance. Parents and pupils informed of procedures prior to full reopening	2 - Low	2 - Low	LOW	MD	Ongoing from January 2021	Green		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery
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7 - Possible COVID-19 Cases

NOTES

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- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	6	0	5.56
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	8	0	6.67
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	9	0	0	0
Severity	0	3	5	1	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	8	1	0	0
Severity	0	1	6	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5): Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete: OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5): Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete: OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Pupil begins to show symptoms when in school (cough and/or temperature developing)	Pupils and staff	Contract COVID-19, illness / death	• Pupil isolated and supervised by member of staff wearing PPE; area subsequently cleaned. Parents contacted and pupil sent home as soon as possible.	2 - Low	3 - Medium	MEDIUM	• Check all parents contact details are up to date	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 2021	Amber		National guidance
Pupils develop symptoms and need assistance (particularly pupils with SEND)	Pupils and staff	Contract COVID-19, illness / death	Range of PPE equipment available in school (apron, gloves, face masks, face shield) for staff to wear. Area child in subsequently cleaned	2 - Low	2 - Low	LOW	• Stocks of PPE monitored and re-ordered as required	2 - Low	2 - Low	LOW	JT	Ongoing from January 2021	Green		National guidance Local authority procurement might be an option?
Member of staff begins to show symptoms when in school (cough and/or temperature developing)	Pupils and staff	Contract COVID-19, illness / death	• Member of staff isolated from class and sent home • Member of staff to use the NHS website to arrange a test (may then be able to return to work if negative - see below) • Parents informed that member of staff has shown symptoms of virus.	2 - Low	3 - Medium	MEDIUM	• Keep up to date with any changes to way to access COVID tests and centres	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 2021	Amber		National guidance
Staffing shortages as a result of staff self-isolating	Pupils and staff	No staff available to teach / supervise class	• Use teachers and TAs on cover rota to internally fill absences, where possible • Consider reducing provision / closing part of school • Consider use of supply staff	2 - Low	4 - High	MEDIUM	• Use guidance from PH England (symptoms)to ensure that only staff with COVID-19 symptoms are absent • Use supply staff, if required, and Ensure supply staff are aware of the social distancing rules that are in operation	3 - Medium	4 - High	MEDIUM	MD	Ongoing from January 2021	Amber		National guidance
Person displaying symptoms of Coronavirus	Pupils and staff	Pupil attendance Staff attendance / absence	• Individuals (pupils and staff) displaying symptoms advised to arrange a test for COVID19 •Identified close contacts adhere to self-isolating guidance (10 days) if person tests positive	2 - Low	3 - Medium	MEDIUM	Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119. Education staff have priority access to testing.	2 - Low	4 - High	MEDIUM	MD	Ongoing fron September 2020	Amber		Restricting attendance during the na
Persons showing symptoms of Coronavirus.	Pupils and staff	Illness / death Absence from school. Staffing shortages	Individual isolated and sent home as soon as possible. Member of staff dealing with child wears PPE and adheres to handwashing / sanitising guidance Parents informed that there is a suspected case of COVID-19 in school.	2 - Low	3 - Medium	MEDIUM	Contact the local health protection team when there is a confirmed case of Coronavirus in school. This team will also contact the schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will - carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate - work with the school in this situation to guide them through the actions they need to take. - provide definitive advice on who must be sent home. Based on the advice from the health protection team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. There is specific guidance for definition of close contact. The school will keep a record of pupils and staff in each class group, and any close contact that takes places between children and staff in different groups. As part of the system of control adults who move between groups should maintain 2 metre social distancing wherever possible e.g. staff who work across 2 groups. A letter based on a template and advice from the health protection team, will be sent to parents and staff if needed. The names and details of people with coronavirus (COVID-19) will not be shared unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: •If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from September 2020	Amber		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
Risk of multiple suspected cases or increased absence	Pupils, staff and parents	Staffing shortages impact on quality of education	Reduced number of pupils attending i.e. vulnerable pupils and children of critical workers. Social distancing guidance of 2m between adults Social distancing of 2m,where possible, when working with pupils Staff wearing face coverings in school building.	2 - Low	3 - Medium	MEDIUM	Two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, may constitute an outbreak, and the school will work with their local health protection team and take advise on any additional action that is required. The health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure e.g. the whole groups. As the school is implementing controls from this list, addressing the risks identified and working toward reducing transmission risks, then whole school closure will only be considered on the advice of health protection teams.	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 2021	Amber		
An outbreak of Coronavirus occurs.	Pupils, staff and parents	Staffing shortages Pupil absence	Low occurance of virus within the school population Hand washing and cleaning procedures in place Reduced numbers of pupils attending and robust social distancing measures have minimised risk of transferring virus. Adherence to published guidance to self-isolate for required period of time and testing have also reduced risk.	2 - Low	2 - Low	LOW	The school will follow Public Health England guidance and support. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their key stage, then the whole school if necessary, in line with routine public health outbreak control practice.	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from September 2020	Amber	NB Risk has increased from Low to Medium due to the increase in number of cases nationally and within the local community	
Risk of an outbreak in local area	Pupils, staff and parents	Increased risk of contracting COVID-19 and illness / death	Low transmission rate and occurance of virus within the local area has minimised the risk of a local outbreak. Parents provided with information on COVID symptoms so they can be vigilant in assessing if their child is able to attend school	2 - Low	2 - Low	LOW	If the local area sees a spike in infection rates that results in localised community spread, the appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. As above, follow local Public Health England guidance. In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The schools has a contingency plan for this eventuality; this is to provide remote education for all pupils, including children of critical workers and vulnerable pupils.	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from January 202	Amber	NB Risk has increased from Low to Medium due to the increase in number of cases nationally and new COVID variant.	

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8 - Transition

NOTES

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- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	1	0	4.50
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	2	0	5.75
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	4	0	0	0
Severity	0	3	1	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	2	2	0	0
Severity	0	3	1	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Transition into EY	Pupils and staff	Contract and spread virus and illness Emotional distress and anxiety	Prospective parents for September 2021 who request a school visit meet with staff observing social distancing and wearing face masks while on the school premises. Parents are able to access information via the school website.	2 - Low	3 - Medium	MEDIUM	• Phone calls/ email between the school and the parent/carer. • Information packs will be sent electronically	2 - Low	2 - Low	LOW	YH	From Jan 2021	Green		
Transition into Y1	Pupils and staff	Contract and spread virus and illness Pupil well-being / anxiety	Pupils attending school during lockdown will see the Y1/2 class while on site	2 - Low	2 - Low	LOW	• Teacher will produced a transition pack for pupils to share at home with parents if school closure continues into summer term • Teams meetings with EY pupils who have not attended school during lockdown if closure of schools contintues into summer term	2 - Low	2 - Low	LOW	SS	From Jan 2021	Green		National guidance re social distancing Information packs – school level information to be prepared for summer 2021 Local and national guidance on curriculum adaptations – 'recovery curriculum'.
Transition into other year groups within the same school	Pupils and staff	Contract and spread virus and illness Pupil well-being / anxiety	Pupils within the school all know current teaching staff through school council meetings, break duty and assemblies. Pupils in Y1 , Y3 and Y5 will have the same teacher in September 2021	2 - Low	2 - Low	LOW	• Teachers hold Teams meetings with pupils prior to the summer break to talk to / meet children who will be in their class. Information letter to parents/ pupils moving to Y3 in relation to their new year group and changes to practice introduced in KS2 e.g. bags & lockers • Transition task(s) set for pupils that can be celebrated and revisited in the autumn term.	3 - Medium	2 - Low	MEDIUM	Class teachers	From June 2021 and ongoing for first part of the autumn term	Amber	NB risk has increased from low to medium as it is not clear how much time pupils will spend in school during the spring and summer terms 2021	
Transition from Y6 to Y7	Pupils	Pupil well-being and anxiety	Class teacher will share information on individual pupils with secondary school via phone call and email Pupils discuss with Y6 class teacher routines and expectations when they move to secondary school	2 - Low	2 - Low	LOW	• Phone calls between primary school and secondary school staff (inc SENCo) • Y7 form tutors to arrange phone calls with individual pupils and their parents - if part of secondary school policy / risk assessment • Virtual tours and podcasts from members of staff of secondary schools to be placed on the secondary school's website • Relevant information to be posted on the secondary school's website	3 - Medium	3 - Medium	MEDIUM	PC	Jul-21	Amber	NB risk has increased from low to medium as it is not clear how much time pupils will spend in school during the spring and summer terms 2021	National guidance Local guidance re transition

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery

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9 - Finance

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	4	0	7.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	4	0	6.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	4	0	0	0
Severity	0	0	2	2	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	4	0	0	0
Severity	0	0	4	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Reimbursement of COVID-related costs	Staff and pupils	Less funds available for resources or to cover extra staffing costs eg. Supply	Tight budget set and approved by full board of governors and monitored closely.	2 - Low	4 - High	MEDIUM	Existing resources used, wherever possible, to make arrangements to welcome all children back after February half term / at the end of natinal lockdown . There are no plans at present to reimburse additional costs incurred as part of that process.	2 - Low	3 - Medium	MEDIUM	JT	Jan-21	Amber		
Governors unaware of potential impact of cost associated with full time attendance in February/March on 2020/21 budget.	Staff and pupils	Possibility of reduced funds available for resources or unexpected expenditure.	Monitor ongoing guidance issued and react accordingly. Monitor spend so forecast can be updated regularly.	2 - Low	4 - High	MEDIUM	HT to inform governors DFE will not be reimbursing extra COVID 19 costs from September 2020. Finance governors, LA Finance Officer and relevant staff to include potential new costs in budget update Spring 2021.	2 - Low	3 - Medium	MEDIUM	MD	Jan-21	Amber		
Additional costs associated with supply covering staff sickness / self isolating	Staff and pupils	Less funds available for supply cover so potential closure of class groups	Use existing staff in school to cover where possible. Guidance to staff to continue to follow social distancing to minimise risk of spreading virus, illness and absence, when on site	2 - Low	3 - Medium	MEDIUM	Continued to use exisiting staff to cover with adults working remotely covering in school, where possible.	2 - Low	3 - Medium	MEDIUM	MD	Jan-21	Amber		
Loss of income from hirings from Premier Active extended hours clubs if school doesn't open fully	Staff and pupils	Less income into budget	Current budget set to reflect this for summer term. But not Autumn 20 and Spring 21	2 - Low	3 - Medium	MEDIUM	Update forecast regularly to reflect less income.	2 - Low	3 - Medium	MEDIUM	JT	Sep-20	Amber		

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Warwickshire County Council

10 - Building Work & Logistics

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
6	0	0	3.50
			LOW

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
6	0	0	3.50
			LOW

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	5	0	0	0
Severity	1	5	0	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	5	0	0	0
Severity	1	5	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Risk from contractors on site/ building work and maintenance	Staff and pupils	Contract and spread virus and illness	Only essential visitors to school site. Contractors carry out work in areas where there are no children. Contractors visit out of hours as far as practically possible A record is kept of all visitors. All visitors to wear a face mask while on school site, unless exempt	2 - Low	2 - Low	LOW	Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where possible visits arranged for outside of school hours and in the school holidays.	2 - Low	2 - Low	LOW	MD	From July 2020	Green		
Risk from catering providers	Staff and pupils	Contract and spread virus and illness	Catering provider will deliver packed lunch option to pupil and comply with guidance for food business on coroavirus (COVID19). Packed lunches delivered to office reception are to reduce number of adults on site.	2 - Low	2 - Low	LOW	Serving of hot meals to pupils later in the term will be reviewed	2 - Low	2 - Low	LOW	MD	Jan-21	Green		Catering businesses guidance covid-19
Building adaptations	Staff and pupils	Contract and spread virus and illness	Following risk assessment there have been no physical adaptations to the building. Adaptations to increase ventilation include opening windows / doors as appropriate. Prior to reopening for the spring term, all the usual pre-term building checks undertaken to make the school safe; including water checks to mitigate risk of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak. Further advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.	2 - Low	2 - Low	LOW	Guidance will be reviewed regularly to ensure any additional measures that need to be taken are put in place	2 - Low	2 - Low	LOW	MD	Jan-21	Green		
Risk of contracting coronavirus on educational visits	Staff and pupils	Contract and spread virus and illness	All visits cancelled in line with Government guidance	1 - Very low	1 - Very low	LOW		1 - Very low	1 - Very low	LOW	MD	On-going from January 2021	Green	NB Risk has decreased from Medium to Low due to non-overnight domestic educational visits and no educational visits from January 2021 in line with Government guidelines.	Coronavirus: travel guidance for edu
Contamination via school uniform	Pupils and staff	Contract and spread virus and illness	Pupils wear uniform to attend school. Parents informed that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal	2 - Low	2 - Low	LOW	Staff monitor pupils to ensure they do not share items of one clothing	2 - Low	2 - Low	LOW	MD	Jan-21	Green		
Wrap around services – before and after clubs, breakfast club etc.required by a variety of pupils from different year groups and therefore bubbles.	Staff and pupils	Contract and spread virus and illness	Wrap around provision for vulnerable pupils and the children of critical workers only. Limited number of pupils attending wrap around provision Pupils split into age group bubbles / family bubbles as appropriate. Any equipment used is cleaned after use. Pupils allocated to small and consistent groups and supervised by same adult / coach, where possible. Social distancing maintained between 'bubbles'. No parents/caraers allowed onto school site. No contact sports or games played. Handwashing at the beginning and end of the club for 20 seconds. Outdoor space used for clubs wherever possible and weather permitting. Parents / carers requested to observe social distancing guidance when dropping and collecting children.	2 - Low	2 - Low	LOW	The school will continue to consult guidance on'Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreaks and relevant updates in planning for extra-curricular provision.	2 - Low	2 - Low	LOW	MD RT from Premier Active	Ongoing from 07/01/2021	Green	NB Risk has decreased from Medium to Low due to decreased pupil numbers requiring provision in January 2021 compared to from September 20.	Protective-measures-for-holiday-or-

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery
Risk Assessment

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Warwickshire County Council

11 - Recruitment & Staffing

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
6	2	0	3.38
			LOW

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	4	0	4.75
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	3	5	0	0	0
Severity	3	3	2	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	7	0	0	0
Severity	0	4	4	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Insufficient staffing for September therefore new staff need to be recruited	Pupils	Inadequate provision for teaching and learning and supervision in place	Online advertisment of staff vacancies Remote interviews with a selection panel comprising 3 members of staff / Governing Body team Robust interview and selection process Qualifications and references verified	2 - Low	2 - Low	LOW	• Continue to interview remotely • Selection tasks set • References provided by the HT of the candidate's current school,employer where applicable • Candidates record a video of a lesson they could deliver to pupils or complete written tasks as part of the selection process	2 - Low	2 - Low	LOW	MD	Ongoing from Jan 2021	Green		https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/
Staff induction including RQTs not as personal as pre lockdown due to protection of existing bubbles, staff & pupils	Pupils and new members of staff	Anxiety	Staff sent comprehensive package of policies electonically so aware of key policies including safeguarding, behaviour, marking policies Staff sent relevant information on procedures e.g. staff code of conduct and staff handbook	2 - Low	3 - Medium	MEDIUM	• Induction done on line where possible. • Allocate a 'buddy' for each new starter • Visit to the school arranged prior to start of employment, maintaining social distancing guidance	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from Jan 2021	Amber		
Risk to staff who are clinically vulnerable or previously shielding	Staff	Contract virus / illness / death	No staff currently categorised as clinically vulnerable; or have previously been shielding	1 - Very low	1 - Very low	LOW	Individuals who were considered to be clinically extremely vulnerable are now advised so shield. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 School leaders will be flexible and enable staff to work remotely where possible or in roles in school where it is possible to maintain social distancing. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.	1 - Very low	2 - Low	LOW	MD	Ongoing from Jan 2021	Green		
Increased risk to staff with significant risk factors - such as asthma, diabetes, BAME community member	Staff	Contract and spread virus and illness	PPE provided. Risk assessment in place On-going review of risk assessment to identify any further steps that need to be taken to mitigate risk. Member of staff working hours are outside of core school hours. Individual risk assessments and an equality impact assessment carried out.	2 - Low	2 - Low	LOW	If any further members of staff develop significant risk factors and are concerned, they should discuss this and their concerns with the HT to explore the measures the school can put in place to reduce risks. As far as practically possible the school will accommodate additional measures where appropriate. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.	2 - Low	2 - Low	LOW	MD	Ongoing from Jan 2021	Green		
Risk to staff mental health and wellbeing	Staff	Poor mental health and well-being	Mental health and well-being policy / toolkit in place Two members of staff trained as mental first aiders Mental health and well-being has been a focus within CPD and staff training over last 12 months The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing	2 - Low	3 - Medium	MEDIUM	All employers have a duty of care to their employees, and this extends to their mental health. Health and well-being of staff will continue to be monitored by HT & AHT (lead mental first aider) as some staff may be particularly anxious about second natinal lockdown and partial closure of school.	2 - Low	3 - Medium	MEDIUM	MD PC	Ongoing from Jan 2021	Amber		https://www.educationsupport.org.uk/ -- https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
Changes in staff deployment - teachers and teaching assistants	Staff	Well-being / anxiety	There are changes to staff deployment due to second national lockdown. All staff will be working reduced hours on site. Staff deployment changes to ensure appropriate support is available for pupils with SEND; using existing skill set within the staff team to provide support.	2 - Low	2 - Low	LOW	HT & AHT to monitor new system and deployment of staff. Staff asked for feedback on regular basis and encouraged to discuss andy concerns with SLT	2 - Low	3 - Medium	MEDIUM	MD	From Jan 2021	Amber	NB Risk has increased from Low to Medium due to the new staff redeployed in different roles and national lockdown situation.	https://www.gov.uk/guidance/school-workload-reduction-toolkit https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19
Risk of contamination from supply and temporary staff	Staff and pupils	Well-being / Anxiety Spread virus / illness	No supply or temporary staff currently employed	1 - Very low	1 - Very low	LOW	Supply staff and other temporary workers can move between schools in the event of staff absence. In order to minimise the number of visitors to the school the same supply staff will be requested. Supply and peripatetic staff will be minimal, as far as possible, and the number of visitors to the school will be considered and reviewed Where it is necessary to use supply staff they will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.	2 - Low	2 - Low	LOW	MD	Ongoing from Jan 2021	Amber		
ITT trainees			Not applicable				Schools should consider taking on trainees who could: -take responsibility, with the usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons -be engaged in wider professional activity, for instance tackling pupil, family and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues -develop or engage in working groups to share best practice around resilience, commitment and team-working -work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload								
Annual leave			Not applicable				Many staff will want to take a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. However, staff will be expected to return to work in September. The LGA, NAHT and ASCL have produced joint guidance on quarantine for school staff.								https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk https://www.local.gov.uk/sites/default/files/documents/Joint%20schools%20guidance%20current%20rules%20on%20quarantine%20and%20self%20isolation%20with%20regards%20hospital%20admission%2019%20June.pdf

Risk of contamination from volunteers	Pupils and staff	Contract and spread virus and illness	No volunteers currently working in school	1 - Very low	1 - Very low	LOW	Volunteers only used in emergency situation to ensure provision for vulnerable pupils and keyworker children remains open. Volunteers in school kept to a minimum and do not mix across class groups, wherever possible. Volunteers briefed about school procedures before coming on site; and	2 - Low	3 - Medium	MEDIUM	MD	From Jan 2021	Amber	NB Risk has increased from Low to Medium due to the potential for a requirement for volunteers.	
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SCHOOLS AND SETTINGS - Reset and Recovery

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12 - Miscellaneous

NOTES

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- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
5	1	0	4.17
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	2	0	4.50
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	5	0	0	0
Severity	1	4	0	1	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	5	0	0	0
Severity	1	3	1	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Wrap around services – before and after clubs, breakfast club etc.required by a variety of pupils from different year groups and therefore bubbles.	Pupils and staff	Contract and spread virus and illness	Wrap around care provision in place with no mixing of pupil bubbles Limited number of coaches and staff provide wrap around care across the week and only for children of critical workers Pupils split into two key stage bubbles Social distancing maintained between bubbles Hand washing and hygiene protocols strictly adhered to Breakfast club - limited movement of pupils; pupils allocated to specific key stage bubbles for session After school club - no contact sports or actitives allowed	2 - Low	2 - Low	LOW	DfE are seeking to amended Health Protection (Coronavirus, Restrictions) (England) Regulations 2020, to enable providers to be able to open for both outside and indoor provision from 4 July, provided that they follow the protective measures set out by government, such as those outlined in this guidance. They must follow the guidance set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. Published 1 July 2020. .	2 - Low	2 - Low	LOW	MD	Ongoing from January 2021	Amber		National guidance - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Published 1 July 2020
Additional support and guidance for specific groups of pupils such as: • EAL pupils • Newly arrived to the UK • Refugees • Families with no recourse to public funds (NRPF)	Pupils	Access to curriculum	Not currently applicable	1 - Very low	1 - Very low	LOW	• Assess the likelihood of your school receiving new pupils from these communities • Plan support, induction and training for staff if appropriate • Ensure a welcome procedure is in place for new families, which includes access to translated advice about social distancing	1 - Very low	1 - Very low	LOW	MD	As required	Green		Local guidance from community groups Public Health guidance
Implications of lack of staff training	Staff	Staff contract virus / illness Staff not prepared to deal with COVID related changes to practice	Face to face training observes strict social distancing CPD training via webinars and some online courses provided for Teachers and TA staff Staff received initial training in use of PPE and social distancing	2 - Low	2 - Low	LOW	• Online / remote training delivered where possible for CPD and consortium work.	2 - Low	2 - Low	LOW	MD	Ongoing from Jan 2021	Green		Public health guidance. School nurse service
Availability of Governors who may be called upon to support leaders for example in appeals, challenging situations or communication with parents	Headteacher	Workload of HT, C of G and GB	HT in regular contact with Chair of Governors to address any issues as they arise Governors available to meet remotely to discuss relevant issues.	2 - Low	2 - Low	LOW	• Governors should ensure that all school policies are up-to-date, reflecting the latest national and local guidance.	2 - Low	2 - Low	LOW	MD	Ongoing from Jan 2021	Green		Local and national guidance from Governor Support services and the NGA.
Admissions – some parents may request to defer their child's place in Reception until the following year	Pupils	Pupils miss age appropriate learning opportunities Friendship and social issues occur as a result of deferral	No requests to defer places from parents / carers to date	2 - Low	2 - Low	LOW	The DfE guidance states the they do not expect it to be a common request from parents that their child's place is deferred. Contact any parents who have not accepted their place • HT to talk to parents about their concerns and the implications of their decision if request for deferral made, following allocation of places for pupils September 2021. • After discussion if parents still wish to have a deferred place they must complete a Deferral Application Form for the LA to consider. • Children must not be offered a deferred place without following the Local Authority process. • Make sure you direct parents to the up to date policy on the WCC website to help parents in making their decision.	2 - Low	3 - Medium	MEDIUM	MD	Ongoing from Jan 2021	Amber	NB Risk has increased from Low to Medium due second national lockdown which could increase parental anxieties.	Local guidance – admissions and appeals team
Will Ofsted inspections begin as soon as schools return?	Staff	Staff well-being Increased workload	Government have stated Ofsted will not reinstate normal inspections but will carry out monitoring visits Learning Improvement Plan prepared as normal. School website up to date and compliant	2 - Low	4 - High	MEDIUM	See quality of education section.	2 - Low	4 - High	MEDIUM	MD	Ongoing from Jan 2021	Amber		National guidance from DfE

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13 - Additional

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
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