



Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that Birchwood Primary	High	See Key Risk assessments	Low	This risk assessment is a	
school cannot open fully to all		below		reflection of this moment	
pupils in all year groups in line				in time and will be	
with current DfE Guidance				constantly under review.	

Key Risks	Assessed risk if no actions taken	Requirement	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
1. Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.	High	Must	See Individual risk assessments below	Low	
2. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	
3. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	Low	
4. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	Low	
5.Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	Low	
6. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
7. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
8. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Medium	SLT to evaluate in September how the restrictions are effecting the quality of curriculum on offer. Formal assessments to identify who and what





					the children require
					catch up with and how
					best to support this
					with the funding
					provided.
9. Risk that the trust is not a good employer	Medium	Properly	See Individual risk	Low	
		Consider	assessments below		





Key risk 1: Risk that an individua	Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.					
Sub-risk	Assessed risk if no actions	Controls in place (refer to	Considering controls in place,	Further key actions to be taken		
	taken	school plan)	current assessed risk level	and by when		
Children, staff or visitors attend	High	Training with all staff delivered.	Low			
school when they should be		Staff fully aware of PHE advice.				
self- isolating in line with Public		Communication with parents,				
Health England guidance		clear on the main symptoms of				
		C19. Procedures in place to				
		deal with any children who				
		show signs whilst in school.				
Where a potential case of	Medium	Potential cases of C19 have	Low			
covid-19 is identified in school		been dealt with in line with DFE				
it is not dealt with in line with		guidance and will continue to				
DfE guidance		do so.				

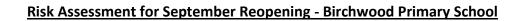
Key risk 2: Risk that individuals i	Key risk 2: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.					
Sub-risk	Assessed risk if no actions	Controls in place (refer to	Considering controls in place,	Further key actions to be taken		
	taken	school plan)	current assessed risk level	and by when		
Facilities for handwashing/	High	Handwashing facilities and	Low	Hand sanitiser stations have		
sanitising are not in place		products available in all		been ordered and will be fitted		
		classrooms, toilet blocks and		in each classroom during the		
		shared areas in school.		summer holiday by the school		
				caretaker.		
Pupils, staff and visitors do not	High	Handwashing and sanitising has	Low	Expectations to be shared with		
make use of provided facilities		been included into our planned		returning children in		
in line with DfE guidance		timetable. All staff and children		September. Children retaught		
		currently following guidance.		the importance of washing		
		Taught as part of returning		hands and how to do so		
		curriculum.		effectively.		

Key risk 3: Risk that individuals in school do not practice good respiratory hygiene					
Sub-risk	Assessed risk if no actions	Controls in place (refer to	Considering controls in place,	Further key actions to be taken	
	taken	school plan)	current assessed risk level	and by when	





Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	Tissue boxes are readily available in all classroom and shared areas. New swing lid bins placed in all classroom and office areas. Taught as part of returning curriculum.	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	All staff and children currently following guidance.	Low	Reinforce procedure with younger children on return to school.
Face coverings are not removed and stored safely when entering school.	High	No staff or children currently wear face masks when entering school site. No one using public transport to school.	Low	Under take review of returning children in September regarding wearing of face coverings.

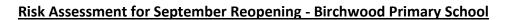




Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Regular cleaning of surfaces in line with PHE guidance is not in place	High	All teachers and TAs undertaking regular touch point cleaning in all classroom and shared areas. Office areas, phones and photocopiers are all cleaned regularly.	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	All toilet blocks cleaned at least twice a day by contractors and checked regularly by school staff.	Low	Chartwells to continue with the same cleaning arrangements in September.
Regular cleaning of equipment, both indoor and outdoor is not in place	High	Very limited shared equipment has been used at this point. Where it has, this has been fully cleaned down by staff before use by another group.	Low	More equipment will be shared between Year Groups in September. If being used within 48 hours by another Year Group, this will be cleaned by T and TAs. Clear communication and timetabling is key.

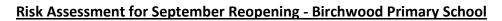


Key risk 5: Risk that contact between	individuals is not minimised	and social distancing maintained v	where possible.	
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
The size of groups or "bubbles" is not practical in this school's educational setting	High	The school plan demonstrates 'Year Groups' are the smallest bubbles Birchwood can operate with whilst still able to deliver a quality curriculum. Wrap around care provided by pre-school is split across two buildings and groupings will remain consistent.	Low	
The size of groups or "bubbles" does not minimise the opportunities for interaction in this school.	High	Year Groups still enables all children from Reception to Year 6 to mix across their two classes, supporting streaming, intervention, booster groups, break and dinner arrangements, BASE activities and assemblies.	Low	
Groups are mixed for specialist teaching, where this is not necessary	High	Year Groups will not be mixed for specialist teaching.	Low	
Where teachers and other staff, including supply and contractors, are required to move between groups they are less than 2 metres apart from pupils or other adults, where this is not necessary	High	Job shares, part time staff and PPA cover will teach across different Year Groups. Where possible staff have been asked to maintain 2m distance when not supporting their usual Year Group.	Low	
Adults come within 2 metres of pupils in the classroom, where this is not necessary	High	Classrooms set up to support staff to teach from the front	Low	



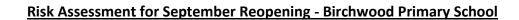


		and reduce the need to be		
		close to the children.		
Adults come within 2 metres of each	High	Staff to maintain distance from	Low	
other, where this is not necessary		each other where practicable.		
,,		Staff to maintain 2m distance		
		from each other when inside		
		school building, keeping to the		
		left of corridors. Movement		
		limited.		
Older children do not keep apart	High	Children to be encouraged to	Low	
from each other, where this is		'watch their bubble'. Staggered		
possible		days, including breaks and		
		dinner, reduce numbers of		
		children gathering and mixing		
		in one place.		
Classroom set up involves pupils	High	Children are sat side by side at	Low	
facing each other, where this is not		single tables. Children are all		
necessary		facing the same direction.		
		Children will remain in their		
		allocated seats and at their		
		given tables.		
School behaviour policy does not	Medium	One school rule continues.	Low	
take into account the requirement to		Bubble points added to reward		
minimise mixing of groups or		policy to support children who		
individuals		'Watch their bubble' and who		
		donit get too close to thers.		
Checklist				Plan or Risk Assessment in place
Following activities should be consider	• •	* *		
principles above to ensure the risk of o	contact between individuals	or groups is minimised as far as pra	cticable. This list is not	
exhaustive:				
Start of day arrival at school		Plan		
End of day departure from school		Plan		
Travel to and from school				N/A
Lunchtimes				Plan
Breaktimes				Plan
Movement of pupils between differen	Plan			





Movement of staff between different school teaching spaces	Plan
Delivery of curriculum PE	RA update by 01.09.20
Delivery of curriculum Music	RA update by 01.09.20
Delivery of curriculum Design & Technology	RA update by 01.09.20
Delivery of curriculum Art	RA update by 01.09.20
Delivery of practical Science	RA update by 01.09.20
Delivery of practical Drama	RA update by 01.09.20
Assemblies and other large gatherings	Plan
Operation of extra curricula activities	N/A
Operation of before and after school childcare	Plan
Operation of wraparound nursery childcare	Shared RA required between BW
	and BW Pre-school by 01.09.20
Working with SEND children where the child's behaviours may pose an additional risk	N/A
Recruitment	RA required before we recruit
Visitors to school	Plan
Supply and peripatetic staff operating in school	RA update by 01.09.20
Trainee teachers and apprentices in school	Plan
Gatherings of staff, eg: staffroom, meetings or training.	Plan
Delivery of catering	Plan
Contractors working on site	Plan
Educational visits	Plan
One to one and catch up support	Plan
Use of classroom resources	Plan
Marking and review of pupil work	Plan





Key risk 6: Risk that PPE equipm	Key risk 6: Risk that PPE equipment is not worn where appropriate					
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when		
Appropriate PPE is not worn	Medium	One shared room at each end	Low			
when dealing with a child who		of school have been identified				
is showing symptoms of Covid-		to support the isolation of a				
19 and where adult cannot		child should they be required.				
keep 2 metres apart		All have PPE available, seating				
		facilities and windows for				
		ventilation.				
Appropriate PPE is not worn	Low	Normal first aid practice and	Low			
when a child has routine		guidance in place. PPE not to be				
intimate care needs where PPE		warn unless child demonstrates				
would normally be worn.		C19 symptoms or requires				
		specialist provision.				





Key risk 7: Risk that school response to a confirmed infection is not in line with the DfE guidance (New requirement from 1 July 2020)					
Sub-risk	Assessed risk if	Controls in place (refer to	Considering controls in place,	Further key actions to be taken	
	no actions taken	school plan)	current assessed risk level	and by when	
Employees are unaware of the NHS Test and	Medium	Staff training delivered. All staff	Low		
Trace process and that they must have a test		fully aware of the track and			
in the event of displaying symptoms.		trace process. Staff encouraged			
		to seek further support and			
		guidance from SLT if unsure.			
Employees are unaware that they must	Medium	Training undertaken. Staff	Low		
provide details of close contacts if asked to by		aware of the need to provide			
NHS Test and Trace.		details if requested by track			
		and trace process.			
Employees are unaware that they must self-	Medium	Training undertaken. Staff	Low		
isolated if they are diagnosed with Covid-19 or		aware of self-isolation			
have been in contact with someone diagnosed		requirements if diagnosed with			
with Covid-19.		C19 or have been in contact			
		with someone who has.			
Parents and carers are unaware of the NHS	Medium	General communication shared	Low		
Test and Trace process and that their child		with parents. Will follow PHE			
must have a test in the event of displaying		advice if a child or staff			
symptoms.		member show symptoms.			
Parents and carers are unaware that they	Medium	Information and guidance sent	Low		
must provide details of close contacts of their		out to all parents sharing			
child if asked to by NHS Test and Trace.		expectations and requirements.			
Parents and carers are unaware that their	Medium	Information and guidance sent	Low		
child must self-isolated if they are diagnosed		out to all parents sharing			
with Covid-19 or have been in contact with		expectations and requirements.			
someone diagnosed with Covid-19.					
Staff, parents and carers do not inform the	High	Parents not allowed inside	Low		
school if they or household member has a		school building. If staff or			
positive test for Covid-19		children show symptoms of			
		C19, follow PHE advice.			
In the event of a positive Covid-19 case in	Low	In the event of a positive case,	Low		
school, school does not contact local health		local health protection team			
protection team and comply fully with their		will be contacted for advice and			
advice.		relevant steps undertaken.			





In the event of a positive Covid-19 case, school does not have records of close contacts made in school How risk & Rick that the educational provision for pupils does not		All Year Group details, records and timetables are available in the event of a positive case of C19.	Low			
Sub-risk	Key risk 8: Risk that the educational provision for pupils does not return to normal Sub-risk Assessed risk if no actions Controls in place (refer to Considering controls in place, Further key actions to be taken					
305-115K	taken	school plan)	current assessed risk level	and by when		
A broad and ambitious curriculum is not in place	Low	A broad, balanced and ambitious curriculum will continue to be delivered. Expectations are high.	Low	Provide opportunities to seek regular feedback from staff and children regarding curriculum entitlement.		
Government funded intervention and catch up program is not effective	High	Difficult to evaluate how effective an intervention program will be when we are not yet able to establish the children who require catching up or the level of funding to support this. Excellent teaching staff following EEF recommendations, should result in a positive impact.	Medium	Put a detailed plan together in September based on children identified through assessments undertaken in the first few weeks back in September.		
Appropriate integrated remote learning package is not immediately in place for individuals, groups or whole school in the event of education not being able to be provided physically.	High	Remote education plan is based on excellent practice so far and will incorporate new resources currently being trialled and tested by SLT.	Medium	Finalise plan during the summer holidays with SLT, ready for September.		

Key risk 9: Risk that the trust is not a good employer					
Sub-risk	Assessed risk if no actions	Controls in place (refer to	Considering controls in place,	Further key actions to be taken	
	taken	school plan)	current assessed risk level	and by when	





Employees with increased	Low	All staff available to return to	Low	Ensure provisions are available
personal risks are not protected		school safely in September.		to support any staff who's personal conditions change.
Employees are anxious about	Medium	All staff receive training and	Low	
coming to work due to covid-19		regular communication and		
		updates. Staff are confident in		
		the measures being taken to		
		reduce risk.		
Employees are not fully trained	Medium	Training taken place. School	Low	
on the school opening plan		plans shared with staff for their		
		own reference. Staff asked to		
		speak to SLT with any concerns		
		or questions.		
Employees are not fully	High	Staff consulted and asked for	Low	
consulted on the school		input. Few questions or		
opening plan		concerns have been raised.		
Workload once open is not	High	Staff are ahead of their work	Low	Continue to seek regular
achievable		commitments due to staying		feedback on workload and
		productive during the lockdown		spikes in expectations.
		period. Staffing and support		
		levels are high for September.		
		Good team ethic and support		
		programs in place.		





Resources

Government guidance:

 $\underline{\text{https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools\#A}$

Risk matrix:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
SEVERITY	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH