

Risk Assessment for September Reopening - Birchwood Primary School

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 school cannot open fully to all pupils in all year groups in line with current DfE Guidance	High	See Key Risk assessments below	Low	This risk assessment is a reflection of this moment in time and will be 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

Risk Assessment for September Reopening - Birchwood Primary School

					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 Consider	See Individual risk assessments below	Low	

Risk Assessment for September Reopening - Birchwood Primary School

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

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 taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Facilities for handwashing/sanitising are not in place	High	Handwashing facilities and products available in all classrooms, toilet blocks and shared areas in school.	Low	Hand sanitiser stations have been ordered and will be fitted in each classroom during the summer holiday by the school caretaker.
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Handwashing and sanitising has been included into our planned timetable. All staff and children currently following guidance. Taught as part of returning curriculum.	Low	Expectations to be shared with returning children in September. Children retaught the importance of washing hands and how to do so effectively.

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

Risk Assessment for September Reopening - Birchwood Primary School

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.

Risk Assessment for September Reopening - Birchwood Primary School



Key risk 4: Risk that the cleaning regime in school is not in line with DfE guidance				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Regular cleaning of surfaces in line with PHE guidance is not in place	High	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.

Risk Assessment for September Reopening - Birchwood Primary School

Key risk 5: Risk that contact between individuals is not minimised and social distancing maintained where possible.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
The size of 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	

Risk Assessment for September Reopening - Birchwood Primary School

		and reduce the need to be close to the children.		
Adults come within 2 metres of each other, where this is not necessary	High	Staff to maintain distance from each other where practicable. Staff to maintain 2m distance from each other when inside school building, keeping to the left of corridors. Movement limited.	Low	
Older children do not keep apart from each other, where this is possible	High	Children to be encouraged to 'watch their bubble'. Staggered days, including breaks and dinner, reduce numbers of children gathering and mixing in one place.	Low	
Classroom set up involves pupils facing each other, where this is not necessary	High	Children are sat side by side at single tables. Children are all facing the same direction. Children will remain in their allocated seats and at their given tables.	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	One school rule continues. Bubble points added to reward policy to support children who 'Watch their bubble' and who don't get too close to theirs.	Low	
Checklist				Plan or Risk Assessment in place
Following activities should be considered, where applicable, in school and covered by plans or risk assessments in line with the principles above to ensure the risk of contact between individuals or groups is minimised as far as practicable . This list is not exhaustive:				
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 different school teaching spaces				Plan

Risk Assessment for September Reopening - Birchwood Primary School

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

Risk Assessment for September Reopening - Birchwood Primary School



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 when dealing with a child who is showing symptoms of Covid-19 and where adult cannot keep 2 metres apart	Medium	One shared room at each end of school have been identified to support the isolation of a child should they be required. All have PPE available, seating facilities and windows for ventilation.	Low	
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	Normal first aid practice and guidance in place. PPE not to be worn unless child demonstrates C19 symptoms or requires specialist provision.	Low	

Risk Assessment for September Reopening - Birchwood Primary School

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

Risk Assessment for September Reopening - Birchwood Primary School

In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	All Year Group details, records and timetables are available in the event of a positive case of C19.	Low	
Key risk 8: Risk that the educational provision for pupils does not return to normal				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
A broad and ambitious curriculum is not in place	Low	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 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

Risk Assessment for September Reopening - Birchwood Primary School

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

Risk Assessment for September Reopening - Birchwood Primary School

Resources

Government guidance:

<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
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH