

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 return in September 2021 in line with revised 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 attends schools.	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 occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	Low	
6. Risk that PPE equipment is not worn where necessary	Medium	Must	See Individual risk assessments below	Low	
7. Risk that the school does not promote and engage in asymptomatic testing, where available.	High	Must	See Individual risk assessments below	Low	
8. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
9. Risk that the educational provision for pupils is not in line with statutory requirements	Medium	Properly Consider	See Individual risk assessments below	Low	
10. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	

Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, 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	<ul style="list-style-type: none"> <li>- Visitor sign to confirm that they are not experiencing C19 symptoms.</li> <li>- Training and reminders shared with all staff.</li> <li>- Staff aware of PHE advice.</li> <li>- Communication and guidance shared with parents, clear on the main symptoms of C19 and to stay at home if unwell.</li> <li>- Procedures in place to deal with any children who show signs whilst in school.</li> <li>- Regular reminders via emails, on school website and through social media.</li> <li>- Poster outlining to staff what to do if they suspect C19.</li> <li>- Procedures explained as part of training in September for ALL staff about what to do if they suspect C19.</li> <li>- Record in the office of start date of isolation periods if they occur and the 10-day period end date. No-one allowed in school prior to that date.</li> <li>- Be vigilant to signs/ symptoms and send people home if necessary.</li> <li>- LFT procedure in place for all staff.</li> </ul>	Low	
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	<ul style="list-style-type: none"> <li>- Potential cases of C19 are dealt with in line with DfE guidance and will continue to do so.</li> <li>- Staff are to be vigilant about children complaining of feeling unwell.</li> <li>- Children are to be sent to one of the Covid sick bays (Lower/Upper school) in line with procedures already established.</li> <li>- Allocate rooms and toilet for isolating child (sick bay).</li> <li>- Make clear to parents that they will be asked to collect immediately for the safety of all.</li> <li>- Prepare packs of PPE so they are ready to be used.</li> <li>- Once aware, all staff dealing with the child to wear PPE.</li> <li>- All suspected cases to be reported to SLT immediately.</li> <li>- Posters to be displayed about what to do.</li> <li>- Regular reminders in staff meeting about the protocol.</li> </ul>	Low	

<b>Key risk 2: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for handwashing/sanitising are not in place	High	<ul style="list-style-type: none"> <li>- Handwashing facilities and products available in all classrooms, toilet blocks and shared areas in school.</li> <li>- Adequate stock of handwashing and sanitising materials are held in school and orders are in place for continued supply.</li> <li>- Hand sanitiser is available at stations throughout school for use by adults and children.</li> <li>- Digital screen in Reception displays handwashing messages.</li> <li>- Remind children of correct method of handwashing on their return to school.</li> <li>- Posters to reinforce the handwashing to be displayed at sinks.</li> </ul>	Low	Hand sanitiser stations fitted in each classroom and across communal areas and corridors in school.
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> <li>- Staff are to model handwashing and use of sanitiser at the times allocated to the children.</li> <li>- Staff are to be encouraged to remind each other about good hand hygiene.</li> <li>- Visitors are to be asked to wash or sanitise their hands-on arrival and departure.</li> </ul>	Low	Expectations to be shared with returning children in March. Children retaught the importance of washing hands / sanitising and how to do so effectively.

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

Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	<ul style="list-style-type: none"> <li>- All classrooms have a swing lidded bin.</li> <li>- Bins are to be emptied daily.</li> <li>- Tissues are available in all classrooms.</li> <li>- Caretaker to monitor stock control to ensure there are enough tissues in school.</li> <li>- Catch it, bin it, kill it messages are displayed around school on the Reception screen and on posters.</li> <li>- Children have been taught about respiratory hygiene and receive regular reminders.</li> <li>- Tissue boxes are readily available in all classrooms and shared areas.</li> </ul>	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> <li>- All staff and children to follow guidance. Conversations to be had with staff or children who don't.</li> <li>- Parents to be contacted if children are deliberately not following the guidance.</li> </ul>	Low	

## 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	<ul style="list-style-type: none"> <li>- All teachers and TAs undertaking regular touch point cleaning in all classrooms and shared areas throughout the day, as and when required.</li> <li>- Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly.</li> <li>- Surfaces are to be cleaned at the end of the morning session by the staff in each area using materials provided by caretaker (appropriate data sheets on site and stored in line with COSHH)</li> <li>- Office areas, phones and photocopiers have cleaning equipment available for adults to use.</li> </ul>	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	<ul style="list-style-type: none"> <li>- Toilets are cleaned daily as per the school contract.</li> <li>- Ensure children wash their hands thoroughly after using the toilets.</li> </ul>	Low	

Regular cleaning of equipment, both indoor and outdoor is not in place	High	<ul style="list-style-type: none"> <li>- Ensure staff understand that any equipment used by their year group needs to be cleaned after use where appropriate.</li> <li>- Staff and children to wash hands after handling resources.</li> </ul>	Low	
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**Key risk 5: Risk that occupied spaces are not kept well ventilated**

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
School is not kept well ventilated in line with guidance.	Medium	<ul style="list-style-type: none"> <li>- Windows and inside classroom doors are opened before school and during break times and lunchtimes to ensure room is well-ventilated.</li> <li>- During class time, windows are kept open enough to allow a flow of air through the classrooms (weather dependant)</li> <li>- Where possible, high windows are opened to minimise the chance of a draught.</li> <li>- Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught.</li> </ul>	Low	
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	<ul style="list-style-type: none"> <li>- When weather is extremely cold, monitor temperatures in the classroom to ensure they are not too cold.</li> <li>- Heating to be adjusted to maintain comfortable temperatures where this is possible.</li> </ul>	Low	

**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	<ul style="list-style-type: none"> <li>- One shared room at each end of school have been identified to support the isolation of a child should they be required.</li> <li>- Designated rooms have PPE available, seating facilities and windows for ventilation.</li> <li>- Check stock levels of gloves, aprons and face shields for this eventuality – arrange order if stock is low</li> <li>- Staff aware of where this is kept and circumstances in which it must be used</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>- Display posters on how to correctly wear face masks and PPE</li> <li>- All used PPE is disposed of correctly</li> </ul>		
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	<ul style="list-style-type: none"> <li>- Normal first aid practice and guidance in place.</li> <li>- PPE not to be worn unless child demonstrates C19 symptoms or requires specialist provision.</li> <li>- Training completed to cover the difference between routine needs and suspected COVID case.</li> </ul>	Low	

**Key risk 7. Risk that the school does not promote and engage in asymptomatic testing, where available.**

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
Adults working in school are not enthusiastic about self-testing at home twice a week.	Medium	<ul style="list-style-type: none"> <li>- Testing and reporting procedures already well established in school.</li> <li>- School office administering self-test kits and collating test results.</li> <li>- All staff have received training on testing programme and key information has been shared.</li> <li>- Staff have been strongly encouraged to take part in self testing by SLT.</li> </ul>	Low	

**Key risk 9: Risk that school response to infection is not in line with the 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
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	<ul style="list-style-type: none"> <li>- Staff training delivered. All staff fully aware of the track and trace process.</li> <li>- Staff encouraged to seek further support and guidance from SLT if unsure.</li> <li>- If staff call in sick OR are sent home from work, remind them to book a test and inform school of results</li> <li>- Staff to send a copy of the results to Head as confirmation of test results</li> </ul>	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	<ul style="list-style-type: none"> <li>- General communication shared with parents. Will follow PHE advice if a child or staff member show symptoms.</li> <li>- Display the Test and Trace procedures on the school website.</li> <li>- If a parent reports and absence due to Covid OR a child is sent home from school, remind them to book a test and inform school of results</li> <li>- School to issue tests to families if there are genuine concerns about them being able to access the test any other way.</li> </ul>	Low	
Parents and carers are unaware that their child must self-isolated if they are diagnosed with Covid-19.	Medium	<ul style="list-style-type: none"> <li>- Information and guidance sent out to all parents sharing expectations and requirements.</li> <li>- School admin team to share advice via phone calls for each individual case in school.</li> <li>- Display poster on what to do if Covid is confirmed.</li> <li>- Keep a record of dates to ensure no child returns before isolation period is ended.</li> <li>- On confirmation of test result confirm with the parent the date of return to school (the end of isolation).</li> <li>- Parents MUST inform school on first day of absence if they are absent due to isolation. Procedure to be shared via newsletters, website and office phone call.</li> </ul>	Low	
In the event of a positive Covid-19 case in school, school does not manage the case in line with PHE guidance.	Medium	<ul style="list-style-type: none"> <li>- In the event of a positive case, local health protection team will be contacted for advice and relevant steps undertaken.</li> <li>- School to contact local public health team Telephone 03442253560 (option 2) Out of hours advice 01384679031 in the event of a confirmed case of Covid 19 and DFE helpline 08000468687.</li> <li>- Daily returns to DFE and WWC regarding positive cases in school.</li> <li>- Weekly return to the Trust with positive staff and child cases in school.</li> <li>- All advice from PHE to be followed.</li> <li>- Inform CAT of actions to be taken.</li> </ul>	Low	

In the event of an outbreak (2 or more cases within 14 days), school does not call the DfE helpline and follow their advice.	Medium	<ul style="list-style-type: none"> <li>- Records kept by admin office.</li> <li>- Staff aware that DfE helpline to be called to seek advice should school receive 2 or more cases within 14 days.</li> <li>- Act on DfE advice if they determine that the school have an outbreak</li> </ul>		
<b>Key risk 9: Risk that the educational provision for pupils does not return to normal</b>				
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	<ul style="list-style-type: none"> <li>- A broad, balanced and ambitious curriculum will continue to be delivered. This will be monitored through Cornerstones Maestro and our MES programme.</li> <li>- Expectations remain very high. Levels of attendance will continue to be recorded and monitored daily. Actions will be taken to deal with non-attendance and if we have any reluctant learners not return.</li> <li>- All subjects will continue to be offered but the curriculum will be adapted to maximise the coverage of National Curriculum expectations..</li> <li>- Arrangements have been secured to ensure that both Y3 and Y4 will go swimming this academic year.</li> </ul>	Low	Provide opportunities to seek regular feedback from staff and children regarding curriculum entitlement.
Remote education is not provided in line with DfE guidance and the legally binding <a href="#">continuity direction</a> .	High	<ul style="list-style-type: none"> <li>- School will ensure that where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, we will provide immediate access to remote education.</li> <li>- Remote education plan in place for all year groups.</li> <li>- Each half term learning is planned and shared on our school's learning platform for individual children who are isolating to access when needed.</li> <li>- Remote learning plan is in place immediately to support children learning in school and at home.</li> <li>- Each class will receive 3 live learning sessions daily, delivered by their class teacher.</li> </ul>	Low	



		<ul style="list-style-type: none"> <li>- Each live learning session will have follow up learning activities to complete after the session. For children working at home, these can be uploaded onto the learning platform for class teachers to assess and provide feedback to learners. Children in school will have teaching staff to support their follow up learning and provide feedback.</li> <li>- Live learning sessions are split over the course of the day to support families with children in more than one year group.</li> </ul>		
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**Key risk 10: 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
Employees with increased personal risks are not protected	Low	<ul style="list-style-type: none"> <li>- Staff to be advised to be stringent in their social distancing and call for support if needed.</li> <li>- Face coverings can be worn by adults in communal areas and corridors.</li> <li>- Staff identified as Clinically Extremely Vulnerable are to take extra pre-cautionary measures as discussed with SLT.</li> <li>- Ready reckoners are used to support the identification of staff and different scenarios.</li> </ul>	Low	Ensure provisions are available to support any staff whose personal conditions change.
Employees are anxious about coming to work due to covid-19	High	<ul style="list-style-type: none"> <li>- Keep staff up to date with the changes to working practice and the systems of controls via email or staff training.</li> <li>- Share the plan and all risk assessments with staff.</li> <li>- Reassure staff that everyone has worries about the situation and this is normal.</li> <li>- Highlight support services available to staff to support them emotionally.</li> </ul> <p>Education support service  <a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a>                      08000 562 561 – Helpline number.</p>	Low	

Employees are not fully trained on the school return in September	Medium	<ul style="list-style-type: none"> <li>- Staff to have start of year meeting regarding changes and updated risk assessment.</li> <li>- All paperwork to be made readily available to staff via email.</li> <li>- Covid updates are to be added to the staffroom notice board and there will be an expectation for staff to read this regularly.</li> <li>- Covid updates to be added to the staff meeting/ briefing agenda to keep up to date with changes to guidance/ protocol</li> <li>- Staff encouraged to speak to SLT with any concerns or questions.</li> </ul>	Low	
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## Resources

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