


Risk Assessment November update - 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.	 12/11/2020

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 face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	Low	
3. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	
4. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	Low	
5. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	Low	
6. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	Low	
7. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
8. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below		
9. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
10. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	
11. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	

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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	<ul style="list-style-type: none"> - Visitor sign to confirm that visitors are not experiencing C19 symptoms. - Training with all staff delivered. Staff fully aware of PHE advice. - Communication and guidance shared with parents, clear on the main symptoms of C19 and to keep at home if unwell. - Procedures in place to deal with any children who show signs whilst in school. - Regular reminders on school website and social media. - Poster outlining to staff what to do if they suspect C19. - Procedures explained as part of training in September for ALL staff about what to do if they suspect C19. - Record in the office of start date of isolation periods if they occur and the 14 day period end date. No-one allowed in school prior to that date. - Be vigilant to signs/ symptoms and send people home if necessary. 	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"> - Potential cases of C19 have been dealt with in line with DfE guidance and will continue to do so. - Staff are to be vigilant about children complaining of feeling unwell. - Children are to be sent to one of the Covid sick bay (Lower / Upper school) in line with procedures already established - Allocate rooms and toilet for isolating child (sick bay). - Make clear to parents that they will be asked to collect immediately for the safety of all. - Prepare packs of PPE so they are ready to be used. - Once aware, all staff dealing with the child to wear PPE. - All suspected cases to be reported to SLT immediately. - Posters to be displayed about what to do. - Regular reminders in staff meeting about the protocol. 	Low	

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Key risk 2: Risk that face-coverings are not worn in line with the recommendations				
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
For secondary schools only, face coverings are not worn by adults and pupils when moving around the premises, outside of classrooms. Excludes individuals who are unable to wear a face covering.	High	Even though the guidance is for secondary schools only, we have taken the following steps: - all adults bringing and collecting children on the playground are encouraged to wear a face covering. - staff are able to wear face coverings in communal areas such as corridors and the staffroom should they choose too.	Low	
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	- Posters have been displayed about the safe removal and storage of face coverings - the guidance on this has been distributed to all staff https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	Low	

Key risk 3: 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. - Handwashing is timetabled for children throughout the day (on entry, after play, before eating, after eating and before going home) . - Adequate stock of handwashing materials are held in school and orders are in place for continued supply. - Hand sanitiser is available at stations throughout school for use by adults and children. - Digital screen in Reception displays handwashing messages - Correct method of handwashing has been taught to children on their return to school. - Posters to reinforce the handwashing to be displayed at sinks.	Low	Hand sanitiser stations have been ordered and will be fitted in each classroom during the summer holiday by the school caretaker.

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Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> - Handwashing and sanitising has been included into our planned timetable. All staff and children currently following guidance. Taught as part of returning curriculum. - Children are to be supervised when washing hands to ensure appropriate levels of hand hygiene. - Staff are to model handwashing at the times allocated to the children. - Staff are to be encouraged to remind each other about good hand hygiene. - Visitors are to be asked to wash or sanitise their hands on arrival. 	Low	Expectations to be shared with returning children in September. Children retaught the importance of washing hands and how to do so effectively.
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Key risk 4: 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
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"> - All classrooms have a swing lidded bins. - Bins are to be emptied regularly (at least twice a day). - Tissues are available in all classrooms. - Monitor stock control to ensure there are enough tissues in school. - Catch it, bin it, kill it messages are displayed around school on the Reception screen and on posters. - Children have been taught about respiratory hygiene and receive regular reminders. - Tissue boxes are readily available in all classroom and shared areas. 	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> - All staff and children currently following guidance. Conversations to be had with staff or children who don't. - Parents to be contacted if children are deliberately not following the guidance. 	Low	
Face coverings are not removed and stored safely when	High	<ul style="list-style-type: none"> - Face coverings can be worn by adults in corridors and communal areas. 	Low	

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entering school areas where they are not required.		<ul style="list-style-type: none"> - All adults choosing to do so must read the government guidance on the correct removal and storage of the mask when not in use. - Face coverings are not to be worn in classrooms. - Advice on face coverings to be displayed in the staffroom and on the website. 		
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Key risk 5: 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"> - All teachers and TAs undertaking regular touch point cleaning in all classroom and shared areas throughout the day, as and when required. - Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly. - Unnecessary surfaces have been removed from classrooms to minimise the amount of cleaning that needs to be completed so key areas can be focused on. - Touchpoints are to be cleaned during the day (Chartwells) - 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) - Office areas, phones and photocopiers have cleaning equipment available for adults to use. 	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	<ul style="list-style-type: none"> - Toilets are cleaned daily as per the school contract. - Additional cleaning of toilets at lunchtimes with Chartwells (as per the current cleaning arrangement). - Ensure children wash their hands thoroughly after using the toilets. 	Low	
Regular cleaning of equipment, both indoor and outdoor is not in place	High	<ul style="list-style-type: none"> - Ensure staff understand that any equipment used by their year group needs to be cleaned thoroughly after use if it is 	Low	

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		<p>to be used by a different year group. (e.g. paintbrushes, PE equipment, ipads etc)</p> <ul style="list-style-type: none"> - Resources can be rotated out of use for 72 hours between uses by different year groups to minimise cross-contamination. - Home readers once returned will be left for 72 hours before being returned to circulation. - The person returning resources washes their hands before and after doing so. 		
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Key risk 6: 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	<ul style="list-style-type: none"> - The school plan demonstrates ‘Year Groups’ are the smallest bubbles Birchwood can operate with whilst still able to deliver a quality curriculum. - Shared classes, PPA and cover arrangements are timetabled and remain constant where possible, to minimise the number of staff who have to work across a number of year group bubbles. - 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	<ul style="list-style-type: none"> - Year Group bubbles 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. - The children within year group bubbles will not mix with children in any other year group bubble. - The majority of children will only encounter children within their own class bubble. - Lunchtime will have 2 bubbles in the library, maintaining 2m at least buffer between the bubbles. 	Low	

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		<ul style="list-style-type: none"> - Corridors are to remain marked to encourage children to pass at a distance and not risk bumping into anyone - Assemblies will be conducted once a week in year group bubbles. Collective worship will be completed daily in class with a strong focus on PSHE themes and whole class reading. 		
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. Staff have been strongly advised 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	<ul style="list-style-type: none"> - Classrooms set up to support staff to teach from the front and reduce the need to be close to the children. - Where this is not possible, the reduction in distance must be kept to a minimum and should not be face to face. - Adults within a class space should support and remind each other to maintain distance. - Leadership team is to maintain visibility in school but should stay close to classroom doors when walking the school. 	Low	
Adults come within 2 metres of each other, where this is not necessary	High	<ul style="list-style-type: none"> - 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. - Food Tech room to be used by staff at dinner, as well as staff room, to support staff to keep their distance in communal areas. 	Low	
Older children do not keep apart from each other, where this is possible	High	<ul style="list-style-type: none"> - 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	

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		<ul style="list-style-type: none"> - Reinforce the idea of a personal bubble that will pop if you are too close to someone else (image has been used throughout lockdown and reopening) - Teach children playground games that support the idea of social distancing - Children are to move around school with distance in their line - Reminders to be given to children to maintain distance, if staff feel this is reasonable (dependant on age/ circumstance) 		
Classroom set up involves pupils facing each other, where this is not necessary	High	<ul style="list-style-type: none"> - 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. - Intervention spaces will be set up to facilitate social distance and not be face to face 	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	<ul style="list-style-type: none"> - 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 others. 	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
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

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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

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Key risk 7: 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"> - One shared room at each end of school have been identified to support the isolation of a child should they be required. - Designated rooms have PPE available, seating facilities and windows for ventilation. - Check stock levels of gloves, aprons, face shields and face masks for this eventuality – arrange order if stock is low - Staff aware of where this is kept and circumstances in which it must be used - Display posters on how to correctly wear face masks and PPE - All used PPE is disposed of correctly (staff to be reminded of this process in September training) 	Low	
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"> - Normal first aid practice and guidance in place. - PPE not to be worn unless child demonstrates C19 symptoms or requires specialist provision. - Training completed to cover the difference between routine needs and suspected COVID case. 	Low	

Key risk 8: 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"> - Windows and inside classroom doors are opened before school and during break times and lunchtimes to ensure room is well-ventilated. - During class time, windows are kept open enough to allow a flow of air through the classrooms (weather dependant) - Where possible, high windows are opened to minimise the chance of a draught. 	Low	

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		- Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught.		
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	- When weather is extremely cold, monitor temperatures in the classroom to ensure they are not too cold. - Heating to be adjusted to maintain comfortable temperatures where this is possible.	Low	

Key risk 9: 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. - Display the Test and Trace procedures in the staffroom - If staff call in sick OR are sent home from work, remind them to book a test and inform school of results - Staff to send a copy of the results to Head as confirmation of test results	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. - Make it clear what is classed as a close contact.	Low	
Employees are unaware that they must self-isolate 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. - Display poster on what to do if Covid is confirmed - Keep a record of dates to ensure no staff member returns before isolation period is ended.	Low	

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		<ul style="list-style-type: none"> - On confirmation of test result confirm with the staff member the date of return to work (the end of isolation) - Staff MUST inform school on first day of absence if they are absent due to isolation. 		
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"> - General communication shared with parents. Will follow PHE advice if a child or staff member show symptoms. - Display the Test and Trace procedures on the school website. - 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 - School to issue tests to families if there are genuine concerns about them being able to access the test any other way. 	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	<ul style="list-style-type: none"> - Information and guidance sent out to all parents sharing expectations and requirements. - When discussing absence or isolation with parents, school office to remind them to engage with Test and Trace. - Remind staff to inform Test and Trace of close contacts. - Make it clear what is classed as a close contact (someone with direct touch, within 1m for more than 1 minute, within 2m for more than 15 mins). 	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	<ul style="list-style-type: none"> - Information and guidance sent out to all parents sharing expectations and requirements. - Display poster on what to do if Covid is confirmed. - Keep a record of dates to ensure no child returns before isolation period is ended. - On confirmation of test result confirm with the parent the date of return to school (the end of isolation). 	Low	

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		- 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.		
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	- Share information via letter, newsletter, texts and phone call to remind staff and parents of the procedure. - Copy of the Poster 'Feeling Unwell' in newsletter and on website. - Phone and check outcomes of test, if parents or staff are not forthcoming, when we know testing has occurred.	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. - 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. - All advice from PHE to be followed. - Inform CAT of actions to be taken.	Low	
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. - Visitors list is maintained (including which children they have worked with if any) so in the event of positive case anyone with close contact can be notified	Low	
Key risk 10: 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. This will be monitored through Cornerstones Maestro. - Expectations remain very high.	Low	Provide opportunities to seek regular feedback from staff and children regarding curriculum entitlement.

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		<ul style="list-style-type: none"> - All subjects will be offered but the curriculum will be adapted to accommodate subject specific risk assessments and measures recommended. - Swimming will not be in place this academic year. Arrangements have been secured to ensure that both Y3 and Y4 will go swimming next academic year if the C19 situations allows. 		
Government funded intervention and catch up program is not effective	High	<ul style="list-style-type: none"> - Children who require 'catch up' have been identified by class teachers. - Pupil Progress meetings have been structured to provide additional support during the school day. - Resources including 'Reading Plus', Collins revision guides and 'Pen Pal' handwriting workbooks, have been purchased to support all children across school. - Year 6 before school Booster classes and after school tuition groups are in process. - After school tuition sessions start this half term for selected children in Y2, 3, 4 and 5. TA provision across school, but particularly in YR and 1 has been increased to support missed education time last academic year. - Prioritise spending and approaches ensuring as many of the children access some provision to enable a closing of the gap. - Review strategies regularly to ensure that they are working – make appropriate changes if required. - Decide if there is a recruitment / training need and respond accordingly – sourcing training / advertising if required. - Be mindful of availability of space / staffing due to Covid measures when planning any interventions and further support. 	Medium	Making accelerated progress under current school conditions remains a challenge. Factors such as staffing, Teaching and Learning restrictions, children's absence from school and a reduced number of 'rich opportunities and memorable experiences' are all hindering potential progress.
Appropriate integrated remote learning package is not immediately in place for individuals, groups or whole	High	<ul style="list-style-type: none"> - Remote education plan in place for all year groups. - Each half term learning is planned and shared on our school's learning platform for individual children who are isolating to access when needed. 	Low	

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school in the event of education not being able to be provided physically.		<ul style="list-style-type: none"> - Approach to remote learning plan to support the isolation of whole year group families has been tried and tested with our Reception children for 4 days this half term. Feedback from parents and children was all very positive. - Reception staff to feedback to all teachers during a planned staff meeting to share lesson learned and to ensure quality provision and remote learning packages will be delivered to children in the event that other Year group families have to isolate in the future. 		
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Key risk 11: 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"> - Staff to be advised to be stringent in their social distancing and call for support if needed. - Face coverings can be worn in communal areas and corridors if an adult chooses to do so. - Staff identified as Clinically Extremely Vulnerable are shielding as per the Trust guidance. - Ready reckoners are used to support the identification of staff and different scenarios. 	Low	Ensure provisions are available to support any staff whose personal conditions change.
Employees are anxious about coming to work due to covid-19	Medium	<ul style="list-style-type: none"> - Keep staff up to date with the changes to working practice and the measures we are taking via email or staff training. - Share the plan and all risk assessments with staff. - Reassure staff that everyone has worries about the situation and this is normal. - Highlight support services available to staff to support them emotionally. <p>Education support service www.educationsupport.org.uk 08000 562 561 – Helpline number.</p>	Low	

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		- Face coverings can be worn in communal areas and corridors if an adult chooses to do so.		
Employees are not fully trained on the school opening plan	Medium	<ul style="list-style-type: none"> - Staff to have staff meeting 13.11.20 about changes with national lockdown and updated risk assessment to make them aware of the changes to procedures and protocol. - All paperwork to be made readily available to staff via email and also on the shared area. - Covid updates are to be added to the staffroom notice board and there will be an expectation for staff to read this regularly. - Covid updates to be added to the staff meeting/ briefing agenda for the Autumn term to keep up to date with changes to guidance/ protocol - Staff encouraged to speak to SLT with any concerns or questions. 	Low	
Employees are not fully consulted on the school opening plan	High	<ul style="list-style-type: none"> - Feedback has been sought from staff regarding the full opening of school in September. - Share detailed plan and supporting documents prior to finishing for the summer so staff have time to read, understand and seek clarity on the new structures. - Ask for questions and invite staff to share any concerns and questions so they can be addressed through the plan or amend the plan to accommodate their thinking. - Staff consulted and asked for input. Few questions or concerns have been raised. 	Low	
Workload once open is not achievable	High	<ul style="list-style-type: none"> - Monday morning briefing removed and staff meeting times down to an hour. - Non essential tasks removed during Autumn 1, but school now reintroducing monitoring, evaluation and support plan from Autumn 2. - Marking is to be reduced significantly with a strong focus on verbal feedback. Teachers are to use their professional judgement 	Medium	Continue to seek regular feedback on workload and spikes in expectations as we continue to drive school improvements whilst working under these conditions and times of change.

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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