


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 KINGSWAY COMMUNITY 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		19/01/21 

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	Low	
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	

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"> - ALL visitors to sign to say they have read and understand the school RA - ALL visitors are asked whether they have any COVID symptoms or whether they have been directed to self-isolate - Essential visitors only allowed on site to support vulnerable or SEND children e.g. social workers, speech and language therapists - Contractors who need to make essential visits are provided with the school RA and where possible, attend before or after school - Visitors are to be pre-booked where possible - Poster to be displayed on the front door outlining guidance for ad-hoc visitors (of which there should be very few) - Guidance shared with parents about keeping children at home if unwell - Regular reminders on social media - Poster outlining to staff what to do if they suspect COVID - Procedures explained as part of training in September 2020 and January 2021 for ALL staff about what to do if they suspect COVID. - Keep a 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. - Be vigilant to signs/ symptoms 	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"> - Staff are to be vigilant about children complaining of feeling unwell - Children are immediately sent to the COVID isolation room in line with procedures already established - Allocate the room and toilet for isolating the child - Room is kept ventilated with windows and doors open - Make it 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 	Low	

		<ul style="list-style-type: none"> - Once aware, all staff dealing with the child to wear PPE -PPE is disposed of following the guidance below Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) - GOV.UK (www.gov.uk) -Staff to adhere to hand hygiene expectations following the child going home -Isolation room/toilet is deep cleaned following a child going home - 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 		
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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	<ul style="list-style-type: none"> -Even though the guidance is for secondary schools only, we have taken the following steps: - All visitors to school MUST wear a face covering for the duration, this includes adults bringing and collecting children on the playground - All staff to wear visors/masks at all times in communal areas such as corridors and the staffroom unless exempt. - Whilst in national lockdown and with higher transmission rates and the new strain, staff may choose to wear face coverings in their bubble, particularly those with increased anxiety or who have previously been identified as being clinically vulnerable. - Visors MUST be worn by staff working on a 1:1 basis. 	Low	
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	<ul style="list-style-type: none"> Posters have been displayed about the safe removal and storage of face coverings - the guidance on this has been distributed to all staff 	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	<ul style="list-style-type: none"> - Handwashing is timetabled for children throughout the day (on entry, before play, after play, before eating, after eating and before going home) - Handwashing facilities are available in the classrooms except for Y2 who will use the KS1 toilets - Adequate stock of handwashing materials are held in school and orders are in place for continued supply - Hand sanitiser is available in dispensers throughout school for use by adults and children - Hand sanitiser dispensers are on walls in the corridors and all entrances/exits throughout the school, hall, breakfast club entrance and Woodland block - The replenishment of hand sanitiser/soap to be completed by LSAs - Posters around school are to display handwashing messages - Correct method of handwashing to be taught to children in school and revisited regularly - Posters to reinforce the handwashing to be displayed at sinks 	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> - 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 their hands on arrival and use the wall hand sanitiser dispensers - Messages about handwashing are to be shared when booking a visitor in and in the pre-booking information 	Low	

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	All classrooms have a lidded bin - Bins are to be emptied regularly (at least once a day) - Tissues are to be 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 schools on posters in classrooms - Children are to be taught about respiratory hygiene on their return in January and regular reminders given to children	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	- Remind people of the 'Catch it, bin it, kill it' mantra if they are seen not following guidance - Conversations and explanations to be used with people who persist – social stories may need to be used for children with SEND - Parents to be contacted if children are deliberately not following the guidance as per behaviour policy addendum	Low	
Face coverings are not removed and stored safely when entering school areas where they are not required.	High	- All staff to wear visors/masks at all times in communal areas such as corridors and the staffroom unless exempt. - All visitors to school MUST wear a face covering for the duration, this includes adults bringing and collecting children on the playground - All adults choosing to do so must read the government guidance on the correct removal and storage of the mask when not in use. - Visors must be worn in bubbles – particularly staff with increased anxiety or who have been identified as clinically vulnerable https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education <u>-Staff to ensure they keep 2 meters apart from each other</u>	Low	

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 rooms to be deep cleaned at the end of the Autumn term as per normal school routine (Tip Top Services) - Rooms where positive cases are reported are to be deep cleaned over the period of isolation for the bubble - Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly - Unnecessary surfaces are removed from classrooms to minimise the amount of cleaning that needs to be completed so key areas can be focused on - Caretaker to alter shift pattern (when needed) to enable additional cleaning duties - Touchpoints must be cleaned during the day including photocopiers etc - Surfaces must be cleaned at regularly throughout the day by staff in each area such as tables/touch points at breaktimes/before lunch/after lunch/end of day - High traffic touchpoints (phone, photocopier and signing in system) to have their own wipes which adults must use -COVID-19 cleaning checklist used by the school cleaning team and monitored by SLT -Children do not bring personal items into school from home except those stipulated by the guidance 	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	<ul style="list-style-type: none"> - Toilets are to be cleaned daily as per the school contract - Additional cleaning of toilets at lunchtimes - Children are supervised when using the toilet facilities to ensure that toilets are flushed, hand hygiene and social distancing adhered too. -COVID-19 cleaning checklist used by the school cleaning team and monitored by SLT 	Low	

Regular cleaning of equipment, both indoor and outdoor is not in place	High	<ul style="list-style-type: none"> - All equipment used must be cleaned at the end of everyday - Ensure staff understand that any equipment used by their bubble needs to be cleaned thoroughly after use if it is to be used by a different bubble (e.g. paintbrushes, PE equipment, iPads etc) - Resources can be rotated out of use for 72 hours between uses by different class groups to minimise cross-contamination. - Books in the library and 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. - Outdoor play equipment must be wiped down after school (if used) (children will wash hands after use) - COVID-19 cleaning checklist used by the school cleaning team and monitored by SLT 	Low	
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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"> - School is to operate EY/KS1 and KS2 bubbles of critical worker and vulnerable pupils. If levels of demand increase, additional bubbles will be created - Where possible, bubble size will be limited to 15 to enable greater social distance between pupils - Staff will work solely within their designated bubble – there will be no crossing 	Low	
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	<ul style="list-style-type: none"> - The children within critical worker bubbles will not mix with children in any other bubble and will remain 2 metres apart at all times - Children will only encounter children within their own bubble - Children will remain within their bubble room at lunchtime - Designated playground areas at lunchtime for each bubble 	Low	

		<ul style="list-style-type: none"> - Bubbles are only to work in their space or designated outside area. The use of shared areas is not permitted. - Morning and afternoon registration are scheduled on Teams for all children to maintain interaction. Storytime is also scheduled each day. 		
Groups are mixed for specialist teaching, where this is not necessary	High	There is no mixing of bubbles for any 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	<ul style="list-style-type: none"> -There will be no moving between groups of staff employed by school - No supply teachers will be used to limit external transmission - Staff are on standby to cover absence in their bubble if required - Limited staff numbers on site and staff to work from home wherever possible as per the guidance -All staff must be two metres apart from adults and other bubbles at all times 	Low	
Adults come within 2 metres of pupils in the classroom, where this is not necessary	High	<ul style="list-style-type: none"> - Where this is not possible, the reduction in distance must be kept to a minimum and should never be face to face - Adults within a bubble space should support and remind each other to maintain distance of 2 metres - Leadership team is to maintain visibility in school but should stay at the bubble door when walking the school - Limited staff numbers on site and staff to work from home wherever possible as per the guidance 	Low	
Adults come within 2 metres of each other, where this is not necessary	High	<ul style="list-style-type: none"> -Training in January and for all newly appointed staff therein made clear the expectation that staff should maintain 2m from each other at all times. Regular reminders to be given in briefings and at the start of each new half term - Teacher and LSA to remain at least 2m apart in bubbles - There will be two separate staffroom breakout points allocated to each key stage with a maximum of 4 - Staffroom areas to have chairs/tables removed to provide a socially distanced space for staff to use - Offices are to be arranged so staff working in them are facing away from each other and 2 metres apart. 	Low	

		- Limited staff numbers on site and staff to work from home wherever possible as per the guidance		
Older children do not keep apart from each other, where this is possible	High	<ul style="list-style-type: none"> - Children are to be reminded about social distancing on their return to school in January. Staff are to explain that children should distance if they can - Children should be reminded not to mix with other bubbles and staff to monitor - Children are to move around school with distance in their line - Reminders to be given to pupils to maintain distance 	Low	
Classroom set up involves pupils facing each other, where this is not necessary	High	<ul style="list-style-type: none"> - All bubble spaces are to be set up with children facing the front of the classroom with the exception of the EYFS area - Teacher/ LSA zone is to be clearly defined and pupils told not to enter unless they have permission. - Adults within a bubble must be 2 metres apart at all times 	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"> - School rules in the behaviour policy to be amended in light of guidance and an addendum added - Changes made regarding COVID around logical consequences will remain in place for the duration of lockdown - For children who exhibit extreme behaviours, SLT are to contact parents and make the expectations clear. - Positive handling plans and risk assessments are to be completed for individual pupils and shared with parents. - Review TEAM teach strategies for pupils identified. 	Low	
Checklist				Plan or Risk Assessment in place
The 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:				Yes or N/A
Start of day arrival at school				Yes
End of day departure from school				Yes
Travel to and from school				N/A
Lunchtimes				Yes
Breaktimes				Yes
Movement of pupils between different school teaching spaces				Yes
Movement of staff between different school teaching spaces				Yes
Delivery of curriculum PE				Yes (Remote Learning)
Delivery of curriculum Music				Yes (Remote Learning)

Delivery of curriculum Design & Technology	Yes (Remote Learning)
Delivery of curriculum Art	Yes (Remote Learning)
Delivery of practical Science	Yes (Remote Learning)
Delivery of practical Drama	Yes (Remote Learning)
Assemblies and other large gatherings	N/A
Operation of extra curricula activities	N/A
Operation of before and after school childcare	N/A
Operation of wraparound nursery childcare	N/A
Working with SEND children where the child's behaviours may pose an additional risk	Yes
Recruitment	Yes
Visitors to school	Yes
Supply and peripatetic staff operating in school	Yes
Trainee teachers and apprentices in school	Yes
Gatherings of staff, eg: staffroom, meetings or training.	Yes
Delivery of catering	Yes
Contractors working on site	Yes
Educational visits	N/A
One to one and catch up support	Yes
Use of classroom resources	Yes
Marking and review of pupil work	Yes

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"> - 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 January training) - Posters advise staff of how to dispose of PPE in the COVID area and in the staffroom. 	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"> -Masks, gloves and aprons to be worn if dealing with accidents in school as per standard procedure in school - Training in January 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 doors in bubble spaces, offices, staffroom are opened fully before school and during break times and lunchtimes to ensure room is well-ventilated - During class time, main room windows are kept open (if possible due to draughts, other weather conditions to allow a flow of air through the classrooms. - If main windows are causing too much draught, then high windows are opened at all times - Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught 	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"> - Information shared with parents and staff about the ventilation measures in place - All stakeholders advised that the measures will remain in place over the colder months and therefore to wear layers to ensure the chances of being cold are minimised. - When weather is extremely cold, monitor temperatures in the bubble spaces 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	<ul style="list-style-type: none"> - Display the Test and Trace procedures in the staffroom - Include Test and Trace in the training in January - If staff call in sick OR are sent home from work, remind them to book a test and inform school of results - Staff signposted to the LFT hubs 	Low	
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	<ul style="list-style-type: none"> - Inform staff in training that they should comply with Test and Trace - Remind staff to inform Test and Trace of close contacts - Make it clear what is classed as a close contact 	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	<ul style="list-style-type: none"> - 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 - 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. Procedure to be shared in training in January. 	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"> - Display the Test and Trace procedures in main school reception area and at 'drop-off' points - Signpost parents to it through social media - All COVID related absences, then parents must report via the COVID email address COVID2060@welearn365.com - If any child/parent books a test then all COVID results must also be sent via the email address above - 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"> - When discussing absence or isolation with parents, school office to remind them to engage with Test and Trace 	Low	

		<ul style="list-style-type: none"> - Remind parents 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) 		
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"> - 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) - Parents MUST inform school on first day of absence if they are absent due to isolation. They are to report symptomatic and positive results to COVID2060@welearn365.com 	Low	
Staff, parents and carers do not inform the school if they or household member has a positive test for COVID-19	High	<ul style="list-style-type: none"> - Share information via newsletter, social media, texts, etc to remind parents of the procedure. - Email a copy of the Poster 'Feeling Unwell' to all families - Phone and check outcomes of test, if parents 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	<ul style="list-style-type: none"> - School to contact local public health team Telephone 0344 225 3560 (option 2) Out of hours advice 01384 679 031 in the event of a confirmed case of COVID 19 and DFE helpline 0800 0486 8687 (option 1) - All SLT to be made aware of the process to follow in case of staff absence or not being available using the flowchart - Display numbers in the office - SLT to have numbers stored in their phones - 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	<ul style="list-style-type: none"> - Lists of children and staff in bubbles to be kept in the office - 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	<ul style="list-style-type: none"> - Pupils will continue to access a broad, planned and sequenced curriculum using Maths Mastery, Power of Reading and Cornerstones. - All subjects will be offered but the curriculum will be adapted to limitations of remote education ensuring parity across children both in and out of school -SLT to monitor weekly planning to ensure a broad and ambitious curriculum is in place -Staff meetings adjusted to support the provision of a high quality remote learning curriculum 	Low	
Government funded intervention and catch up program is not effective	High	-Intervention/Booster teacher to be providing bespoke support to identified pupils each week. The child will receive a 1:1 session followed by a pack of additional work. Teacher to contact parents to explain the additional support on offer.	Low	
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	<ul style="list-style-type: none"> -Curriculum is to move online using Microsoft Teams learning platform - The work that would have been set in school is to be set online equating to 3 hours a day in KS1 and 4 hours a day in KS2. - Staff are to provide written feedback on submitted tasks within - A mixture of both live and pre-recorded videos are used to demonstrate the key learning aspects of maths and English lessons. - Daily Teams sessions are used to check in with pupils, provide verbal feedback, address misconceptions and set expectations for the next learning. 	Low	

		- Where pupils do not have access to a device, paper copies of work set will be provided weekly. Parents can collect and return packs and will receive feedback on work completed.		
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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	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"> - Risk assessments to be completed for all pregnant staff - Staff in their third trimester of pregnancy are working from home - Staff to be advised to be stringent in their social distancing and call for support if needed - Visors are to be worn in communal areas and corridors and can be worn in bubbles - Staff identified as Clinically Extremely Vulnerable are to work from home as per the Trust guidance - Ready reckoners are used to support the identification of staff and different scenarios 	Low	
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 on Teams - 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. - Education support service www.educationsupport.org.uk 08000 562 561 – Helpline number - Visors to be worn in communal areas and corridors and can be worn in bubbles 	Low	
Employees are not fully trained on the school opening plan	Medium	<ul style="list-style-type: none"> - Staff to have regular email updates on changes to practice in school - Staff meeting to be used if significant change in the risk assessment is necessary 	Low	

		<ul style="list-style-type: none"> - All paperwork to be made readily available to staff via email - COVID updates are to be emailed to staff and added to weekly email updates 		
Employees are not fully consulted on the school opening plan	High	<ul style="list-style-type: none"> -Feedback is sought from staff often and suggestions are considered and implemented if appropriate - Key aspects of the lockdown arrangements remain unchanged from reopening in terms of bubble mixing and social distance 	Low	
Workload once open is not achievable	High	<ul style="list-style-type: none"> - Staff are to share good practice about planning the remote learning curriculum to ensure staff are working as effectively as possible - Non-essential tasks to be considered and removed if possible - School opening time restrictions to be maintained (8am – 4:00pm) - Staff meeting to move to TEAMS and only used where necessary - Staff rota means all staff have time where they are not covering the critical worker/vulnerable children provision 		

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