

## Woodloes Primary School Covid-19 Risk Assessment Updated March 2021

Signed on behalf of Woodloes by: Andy Mitchell - Head

Signed on behalf of the Trust by: Philip Hamilton - CEO

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 Woodloes Primary School cannot fully re-open from 8 <sup>th</sup> March 2021 in line with revised DfE Guidance.	High	See Key Risk assessments below	High/ Medium/ <mark>Low</mark>		PCy: Lall 02 03 2021

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	High/ Medium/ <mark>Low</mark>	
2. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	High/ Medium/ 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	High/ Medium/ Low	
4. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	High/ Medium/ Low	

5. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	High/ Medium/ Low
6.Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	High/ Medium/ Low
7. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	High/ Medium/ Low
8. Risk that PPE equipment is not worn where necessary	Medium	Must	See Individual risk assessments below	High/ Medium/ Low
9. Risk that the school does not promote and engage in asymptomatic testing, where available	High	Must		
10. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	High/ Medium/ Low
11. Risk that the educational provision for pupils is not in line with statutory requirements	Medium	Must	See Individual risk assessments below	High/ Medium/ Low
12. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	High/ Medium/ Low

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> <li>School will be explicit in comms with parents and staff that anyone presenting symptoms should not attend school.</li> <li>Checklists, flowcharts and other information from PHE regarding symptoms and how to respond will be provided to the school community in a dedicated section of the website</li> <li>Any pupils or staff who attend school who present symptoms will be sent home.</li> <li>Any children who are symptomatic during the day will be isolated in the Rainbow room, supervised by a member of SLT wearing appropriate PPE consistent with DfE guidance.</li> </ul>	Low	SLT will continue supervision before and afte school to support the school community with strict adherence to Covid-19 guidelines

		These staff and pupils will then be directed to present for a C-19 test and the results should be shared with school before returning. If the test is positive, school will follow DfE guidelines.		
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	All staff will be reminded (and new staff trained) in the school plan to ensure that any potential cases are managed in line with DfE guidelines. SLT and Admin team have received training and are familiar with WCC/PHE guidance and toolkits for managing potential cases. Any potential cases should be reported to a member of SLT immediately, to ensure correct procedures are followed. All cases will be reported to WCC / PHE and the school will strictly adhere to the advice received, using PHE toolkits.	Low	SLT continue to attend WCC/PHE training and updates. Information will be disseminated accordingly.

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			
For primary schools only, face coverings are not worn by adults in situations where social distancing between adults is not possible	High	All school staff will continue to maintain 2M distance at all times School operations will be planned and managed to ensure that there are no scenarios that require for adults to be less than 2M of each other.	Low	Reminders to all staff and parents regarding guidance around face coverings. All staff remain vigilant. SLT to monitor.
Adults and pupils do not comply with guidance on	High	School staff to wear face masks at drop off and collection times or maintain 2M distancing if outside withy children and parents All parents are currently expected to wear face	Low	SLT continue to monitor and remain vigilant

wearing face coverings safely or disposing of them safely. coverings when they drop off and collect their children.

Staff are aware they can wear face coverings if they cannot avoid close contact with pupils but proximity is managed carefully to reduce the likelihood of this being required.

Instructions have been issued regarding the safe use and disposal of face coverings.

A supply of face masks will be kept in school if required.

Visiting staff from other agencies follow their own guidance and wear face coverings when working with pupils in some circumstances.

Guidelines have been uploaded to the school's website in the Covid section. SLT to wear face coverings when on duty during drop offs and pick-ups.

Staff are expected to remain a safe distance from pupils and each other at all times but will be allowed to continue to wear visors in school to support personal preference.

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	Soap and water is available and is regularly replenished.	Low	Consumption and cost of soaps and sanitizers is significant. Continue to
		All children and school staff are in established routines		monitor.
		regarding hand hygiene.		Maintain robust procedure for pupils and staff on site.
		Additional hand sanitizers are available around school and are available for each specific bubble.		
		Incidental, additional hand sanitizing takes place during the day.		
Pupils, staff and visitors do not make use of provided facilities in line with DfE	High	Robust protocols are already well established.	Low	Visitors are briefed about protocols or arrival.
guidance		Children are instructed to wash their hands, on entry,		
		during the day and before they go home and this is monitored by staff.		
		Staff are well aware of procedures and are reminded to maintain		

	vigilance during staff meetings.	
	All visitors to school will receive a visitor's pack and be reminded of hygiene protocols on entry.	

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,	Medium	All pupils will be instructed	Low	Monitoring of stock levels.
kill it' such as supplies of		as a priority (with frequent		
tissues, bins and bags are		reminders) how to wash		Maintain good levels of
not in place		hands, catch it, kill it, bin it		vigilance as an ongoing
		etc		process.
		Posters are around school to draw attention to good respiratory hygiene		
		Good stocks of tissues are available in school and will be maintained.		
		New bins with lids have		
		been purchased for every		
		work area to ensure tissues		
		can be disposed of correctly.		
Pupils, staff and visitors do	High	Protocols are already robust	Low	
not make use of provided		and well established.		

facilities in line with DfE guidance		Any new pupils and staff (and visitors) will be trained and be clear of the details in the plan pertaining to cleanliness and hygiene in school with strict adherence to DfE guidelines.		Copies of the plans regarding health and hygiene will be part of the visitor pack and will be discussed on entry.
Face coverings are not removed and stored safely when entering school areas where they are not required.	High	Expectations are understood by all and monitored by SLT. Lidded bins exist in each teaching area should a face covering require disposal.	Low	Regular reminders. Information made available on website.

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	Surfaces in classrooms will be cleaned throughout the day. Teachers and support staff have been provided with class cleaning packs to maintain hygiene standards and reduce any cross- contamination during the day. Surfaces will be cleaned with cleaning packs located in work areas with explicit instructions to wipe down between use by different groups.	Low	Detailed cleaning schedules are in place and monitored by SLT. Existing plans and procedures will be checked against any new DfE/ PHE guidance received. The responsibilities of CEV cleaning staff will be covered by replacement staff.
Regular cleaning of toilets in line with PHE guidance is not in place	High	Cleaning staff will have specific responsibility for this and will adhere to PHE guidelines. Appropriate cleaning products will be used as per guidelines.	Low	Continue to monitor.

Regular cleaning of equipment, both indoor and	High	In addition to current procedures, staff understand	Low	Continue to monitor.
outdoor is not in place		the requirement to clean equipment at the end of a		Use bank staff if there are any staff shortages to
		session if it is to be used by another group.		<mark>maintain standards.</mark>
		Enhanced cleaning schedule in place and monitored by DHT.		
		Enhanced cleaning of designated zones every day to ensure each area has an enhanced clean on a weekly basis.		

Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk	Further key actions to be taken and by when
			level	
The size of a "bubble" is not	High	Class bubbles can be	Low	
small enough to allow children		managed optimally in school		
and adults to maintain 2 metre		demonstrating best		
social distance from each other		endeavours to maintain		
(while accepting that the		social distancing guidelines		
youngest children will not be		for schools		
able to maintain social distance).				
Each "bubble" is not able to keep	High	School plans demonstrate	Low	Staff continue to plan
at a 2 metre distance from all		how the management of		carefully to ensure safe
other "bubbles" at all times.		bubbles can be achieved in		separation of class bubbles
		line with the requirement to		
		deliver a broad, balanced		Operational issues to be
		and ambitious curriculum.		discussed with SLT if the
				planned curriculum
		Lunch service continues to		potentially contravenes this
		be delivered in class bases.		requirement.
Where teachers and other staff,	High	Social distancing is actively	Low	Continue to promote safe
including supply and contractors,		promoted.		levels of separation to avoid
are required to move between				increasing the risk of
bubbles they are less than 2		Where staff are required to		transmission and class
metres apart from pupils or		move between bubbles this		closure.
other adults, where this is not		will be a. kept to a minimum		
necessary when working with		wherever possible and b.		Continue to manage this to
the youngest children who		staff will be required to		ensure staff lower the risk of
cannot social distance		maintain 2M distance at all		becoming class contacts
		times.		leading to class closures.

		All staff, including visitors, supply and contractors (including peripatetic music teachers) should be able to maintain 2M distance and areas will be marked in teaching spaces to guide staff and pupils in this regard. Contractors will be encouraged to attend school when pupils are not present.		SLT positively promote the need for clear social distancing at least 2M+ wherever possible.
Adults come within 2 metres of pupils in the classroom, where this is not necessary when working with the youngest children who cannot social distance	High	The school plan identifies how teachers can deliver lessons whilst maintaining a safe distance from pupils. Taped areas in teaching spaces will clearly identify specified teaching zones.	Low	Regular updates and feedback to all adults and pupils in school regarding safe distancing and avoiding becoming close contacts. Regular messaging and updates in staff communications.
Adults come within 2 metres of each other at any point.	High	Staff will be required to maintain safe distancing at all times to limit the risk of transmission and reduce the number of staff required to be sent home in the event of a positive case.	Low	Monitor and provide reminders and updates. Clear signage and regular updates will be provided to ensure everyone remains vigilant at all times.

		The school will continue to operate a safe staffroom with seating and tables 2M apart. Perspex screens installed in the Admin office create safe levels of separation between staff working in restricted space. Additional ventilation plans have also been agreed.		
Classroom set up involves pupils facing each other.	High	All classes in KS1 and KS2 will set up their chairs and tables in rows. Children in EYFS will be managed in small groups within their class bubble reflecting their age and ability. Separation between groups will be maintained at all times. Independent activities will be managed on a schedule with cleaning of equipt between different groups.	Low	Continue to monitor.
School behaviour policy does not take into account the	Medium	The school has an addendum to the behaviour	Low	If any pupils cannot adhere to strict expectations

requirement to eliminate mixing of groups or minimise mixing of individuals		policy that outlines the need to manage groups appropriately to maintain a safe environment. It also details expectations around behaviour for pupils, staff and parents to ensure that appropriate actions are taken to address any behavioural issues and maintain the safety of all.		regarding behaviour and safe conduct in school then alternative plans will be developed to support their learning in a smaller group.
Checklist				Plan or Risk Assessment in place
The following activities should be of with the principles above to ensure 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	Yes			
Lunchtimes				Yes
Breaktimes				Yes
Movement of pupils between diffe	erent school teaching space	S		Yes

Movement of staff between different school teaching spaces	Yes
Delivery of curriculum PE	Yes
Delivery of curriculum Music	Yes
Delivery of curriculum Design & Technology	Yes
Delivery of curriculum Art	Yes
Delivery of practical Science	Yes
Delivery of practical Drama	N/A
Assemblies and other large gatherings	Yes
Operation of extra curricula activities	N/A
Operation of before and after school childcare	Yes
Working with SEND children where the child's behaviours may pose an additional risk	Yes
Recruitment	N/A
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	Yes
One to one and catch up support	Yes
Use of classroom resources	Yes
Marking and review of pupil work	Yes

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	All staff have been provided with guidance regarding the need for good ventilation. Doors and windows are opened between lessons to ventilate working spaces. Offices follow this protocol at agreed intervals (every 2 hours)	Low	Monitor during the colder months.
		Windows are left open (at a crack when cold) during lessons		
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	Additional clothing can be worn when required to ensure the comfort and safety of everyone.	Low	Monitor during the colder months. Write to parents and communicate with staff to ensure everyone wears appropriate clothing to maintain comfort.

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	Staff understand existing protocols regarding the use of PPE. The rainbow room is being used and will continue to be used as the isolation room and it already contains the necessary PPE to respond to a symptomatic scenario. Protocols are already in place.	Low	Reiterate protocols to staff and provide clarity for any new pupils, staff or visitors.
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	Protocols for routine use of PPE are already in place.	Low	Any new pupils joining the school will have their care needs assessed with plans developed if required.

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 enthusiastically offered the opportunity to self-test at home twice a week.	High	All staff received training and provided with support to engage in the home test programme.	Low	Continue to support staff and monitor stock of home test kits. Provide any support required to staff who have

All staff are engaged in the	any concerns or who test
programme and are testing	positive.
twice a week as per the	
guidelines.	

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	Employees are aware of the NHS Test and Trace process. The school plan contains details of this process should this be required.	Low	SLT continue to attend training and circulate updates to staff as required.
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	Employees understand the requirement to comply in full with NHS Test and Trace should this be required.	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	Staff are already aware of this expectation. All staff will adhere to the strict guidance that will be provided by PHE in the event of a positive test.	Low	Ensure everyone is aware of new guidance to reduce self-isolation period to 10 days.
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	Updates are provided for parents on a frequent basis and information is made available in written	Low	Continue to update as required.

		correspondence and on the website. Expectations regarding testing is explicit in the school plan and all parent comms on this issue.		
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	Included in the school plan with reminders in parent's comms.	Low	
Parents and carers are unaware that their child must self-isolate if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	Already understood. This is explicit within the school plan and parents receive regular updates in parent comms.	Low	Ensure everyone is aware of new guidance to reduce self-isolation period to 10 days.
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	The plan states clearly that all staff, parents and carers should inform the school without delay in the event of a positive test.	Low	Regular reminders in parent comms and a clear stipulation of this expectation in school documents. Continue to update
In the event of a positive Covid-19 case in school, school does not manage the case in line with PHE guidance.	Medium	Clear protocols for making contact are already in place and the school will comply fully with PHE advice.	Low	guidelines on the website.
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	The school maintains detailed accurate records of pupils, staff and their families.	Low	

		Clear protocols are in place regarding the management of groups to enable close contacts to be identified in the event of a positive case.		
<mark>In the event of an outbreak (2 or more</mark>	Medium	SLT attend weekly briefings	Low	
cases within 14 days), school does not		and training updates and are		
call the DfE helpline and follow their		familiar with protocols.		
advice.				

Key risk 11: Risk that the edu	Key risk 11: Risk that the educational provision for pupils does not meet statutory requirements						
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 for all pupils	Low	The school is developing curriculum re-entry plans to quickly settle the children back into school from March 8th. Gaps in pupil's knowledge and skills will be re-assessed and catch up programmes will be re-instated when the children return.	Low	Monitoring and evaluation of the planned provision with further developments planned to accelerate progress during the summer term.			
		Plans are in place to retain a broad, balanced and ambitious curriculum to					

		ensure pupils catch up quickly where required.	
Remote education is not	High	The school has established	Procedures have been
provided in line with DfE		very effective ways of	developed to sustainably
guidance and the legally		managing curriculum content	manage these expectations.
binding <u>continuity direction</u> .		and learning online.	
			Staff and pupils have the
		Teaching staff have	skill and confidence to use
		developed digital skills to	online platforms to safely
		enable them to manage a	deliver live lessons when
		blended learning strategy	appropriate.
		very effectively when	
		required.	DfE guidelines are being
			followed. 3 hours KS1 and 4
		Senior staff with suitable	hours KS2.
		expertise have been	
		identified to manage the	Clear, consistent
		school's response in this	expectations have been
		area.	communicated to staff and
			parents.
		The school has developed a	
		home license agreement to	
		allow families to use school-	
		owned Chromebooks and	
		laptops to increase home	
		access to IT.	
		Home learning packs are	
		made available where IT	
		capacity is an issue or where	
		a preference has been	
		expressed by parents.	

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	All staff are well aware of safe working protocols and are familiar with existing Covid-secure procedures. Any clinically vulnerable staff have discussed individual risk assessments with members of SLT to ensure risks and concerns are managed appropriately. CEV staff and children are working from home.	Low	CEV staff will work from home where possible and will continue to be paid. Any staff required to shield will be supported to work from home and will receive pay. CV staff and staff with CV household members are able to continue to work in school with additional care being taken to maintain safe working practices. Staff who are pregnant fall into the CV category and will be able to continue to work in school subject to an individual RA. Continue to keep in touch with staff and children working from home during lockdown.

				Monitor additional staffing costs accrued due to enforced absence.
Employees are anxious about coming to work due to covid-19	High	The majority of staff feel confident in the implementation of Covid-	Low	Continue to communicate with staff regularly.
		secure procedures. Good communication is in place to ensure everyone understands the context of		Meet regularly with all staff to discuss the evolving national, local and school circumstances.
		their work with opportunities for further reassurance when required.		Reassure any anxious staff about the measures that have been put in place with individual discussions and
		All vulnerable staff who have returned have been through an individual RA process so they can see safe practices in place and feel confident to return.		RAs if required. Regular staff meetings provide opportunities to discuss any concerns.
				Promote employee assistance programme (Health Assured) to provide additional health and wellbeing support.
Employees are not fully trained on the school re- opening plan	High	All staff have had access to updates guidelines and are familiar with operational plans.	Low	Weekly staff meetings to provide updates.
		Staff have been consulted during the development of		

		plans and have been briefed on the Government guidance.		
Employees are not fully consulted on the school re- opening plan	High	Staff have been fully consulted on the school re- opening plan	Low	Meeting online with all staff to discuss operational changes. Frequent written updates Ongoing discussions to keep staff informed and secure consensus.
Workload during re-opening is not achievable	High	This remains a very significant challenge for leadership teams. Time for strategic development has reduced reflecting the management and operational demands of the school during the Covid pandemic. This issue is also being reported locally and nationally. Accountability measures should be considered carefully to avoid this becoming an even higher risk. SLT have managed the school's operational response throughout and the LIP has been developed	Medium/high	School leaders will continue to give careful consideration to workload and wellbeing in order to support all staff, children and families. The same consideration is required on behalf of school leaders.

	to reflect the current context.	
	Careful consideration is taken to ensure expectations and procedures are achievable for all teaching and support staff and sustainable capacity is in place.	

## 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	
	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW	
≥	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM	
SEVERITY	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH	
S	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH	
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH	