

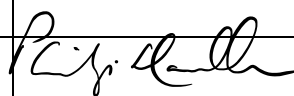


Woodloes Primary School Covid-19 Risk Assessment

September 2020/ Updated November 2020

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 school cannot open fully to all pupils in all year groups in line with current DfE Guidance	High	See Key Risk assessments below	High/ Medium/ Low		 13 Nov 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	High/ Medium/ Low	Clarify clear expectations and plans to all stakeholders at the end
2. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	High/ Medium/ Low	*NEW
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	*Small amendment
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	Awaiting further

					guidance from PHE. School to assess sustainable capacity given the vulnerability of some staff.
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 PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
8. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	High/ Medium/ Low	*NEW
9. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
10. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	High/ Medium/ Low	
11. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	High/ Medium/ 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	<p>School will be explicit in comms with parents and staff that anyone presenting symptoms should not attend school.</p> <p>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</p> <p>Any pupils or staff who attend school who present symptoms will be sent home.</p> <p>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.</p>	Low	SLT will continue supervision before and after 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	<p>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.</p> <p>SLT and Admin team have received training and are familiar with WCC/PHE guidance and toolkits for managing potential cases.</p> <p>Any potential cases should be reported to a member of SLT immediately, to ensure correct procedures are followed.</p> <p>All cases will be reported to WCC / PHE and the school will strictly adhere to the</p>	Low	<p>SLT continue to attend WCC/PHE training and updates.</p> <p>Information will be disseminated accordingly.</p>

		advice received, using PHE toolkits.		
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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			
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	<p>All parents are currently expected to wear face coverings when they drop off and collect their children.</p> <p>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.</p> <p>Instructions have been issued regarding the safe use</p>	Low	SLT continue to monitor and remain vigilant

		<p>and disposal of face coverings.</p> <p>Visiting staff from other agencies follow their own guidance and wear face coverings when working with pupils in some circumstances.</p> <p>Guidelines have been uploaded to the school's website in the Covid section.</p>		
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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	<p>Soap and water is available and is regularly replenished.</p> <p>All children and school staff are in established routines regarding hand hygiene.</p> <p>Additional hand sanitizers are available around school and are available for each specific bubble.</p> <p>Incidental, additional hand sanitizing takes place during the day.</p>	Low	Consumption and cost of soaps and sanitizers is significant. Continue to monitor.
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<p>Robust protocols are already well established.</p> <p>Children are instructed to wash their hands, on entry, during the day and before they go home and this is monitored by staff.</p> <p>Staff are well aware of procedures and are reminded to maintain</p>	Low	Visitors are briefed about protocols or arrival.

		<p>vigilance during staff meetings.</p> <p>All visitors to school will receive a visitor's pack and be reminded of hygiene protocols on entry.</p>		
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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	<p>All pupils will be instructed as a priority (with frequent reminders) how to wash hands, catch it, kill it, bin it etc...</p> <p>Posters are around school to draw attention to good respiratory hygiene</p> <p>Good stocks of tissues are available in school and will be maintained.</p> <p>New bins with lids have been purchased for every work area to ensure tissues can be disposed of correctly.</p>	Low	<p>Monitoring of stock levels.</p> <p>Maintain good levels of vigilance as an ongoing process.</p> <p>Continue safety messages in weekly assembly.</p>
Pupils, staff and visitors do not make use of provided	High	Protocols are already robust and well established.	Low	

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.

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	<p>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.</p> <p>Surfaces will be cleaned with cleaning packs located in work areas with explicit instructions to wipe down between use by different groups.</p>	Low	<p>Detailed cleaning schedules are in place and monitored by SLT.</p> <p>Existing plans and procedures will be checked against any new DfE/ PHE guidance received.</p>
Regular cleaning of toilets in line with PHE guidance is not in place	High	<p>Cleaning staff will have specific responsibility for this and will adhere to PHE guidelines.</p> <p>Appropriate cleaning products will be used as per guidelines.</p>	Low	Continue to monitor.

Regular cleaning of equipment, both indoor and outdoor is not in place	High	<p>In addition to current procedures, staff understand the requirement to clean equipment at the end of a session if it is to be used by another group.</p> <p>Enhanced cleaning schedule in place and monitored by DHT.</p> <p>Enhanced cleaning of designated zones every day to ensure each area has an enhanced clean on a weekly basis.</p>	Low	<p>Continue to monitor.</p> <p>Use bank staff if there are any staff shortages to maintain standards.</p>
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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	Class bubbles can be managed optimally in school demonstrating best endeavours to maintain social distancing guidelines for schools	Low	
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	School plans demonstrate how the management of bubbles can be achieved in line with the requirement to deliver a broad, balanced and ambitious curriculum.	Low	
Groups are mixed for specialist teaching, where this is not necessary	High	Subject specific and pastoral plans have been developed to ensure that there is no un-necessary mixing of groups.	Low	Continue to promote safe levels of separation to avoid increasing the risk of transmission and class closure.
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	This is actively promoted. 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	Low	Continue to manage this to ensure staff lower the risk of becoming class contacts leading to class closures.

		staff and pupils in this regard.		
Adults come within 2 metres of pupils in the classroom, where this is not necessary	High	<p>The school plan identifies how teachers can deliver lessons whilst maintaining a safe distance from pupils.</p> <p>Taped areas in teaching spaces will clearly identify specified teaching zones.</p> <p>Marking and feedback will be verbal negating the requirement for closer proximity to pupils.</p>	Low	Regular updates and feedback to all adults in school regarding safe distancing and avoiding becoming close contacts.
Adults come within 2 metres of each other, where this is not necessary	High	<p>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.</p> <p>Staff will limit the time spent in closer proximity to other staff to less than 15 minutes and should always try to maintain a safe distance.</p> <p>The school will continue to operate a safe staffroom</p>	Low	Monitor and provide reminders and updates.

		with seating and tables 2M apart.		
Older children do not keep apart from each other, where this is possible	High	Older children will be managed in their bubbles and will be expected to continue to maintain safe distances. This is consistent with current practice. Separate, staggered playtimes in place.	Low	
Classroom set up involves pupils facing each other, where this is not necessary	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 equipment between different groups.	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	The school has an addendum to the behaviour policy that outlines the need to manage groups	Low	

		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.		
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				Yes
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
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

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	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.

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	All staff have been provided with guidance regarding the need for good ventilation.	Low	Monitor during the colder months.

		<p>Doors and windows are opened between lessons to ventilate working spaces.</p> <p>Offices follow this protocol at agreed intervals (every 2 hours)</p> <p>Windows are left open (at a crack when cold) during lessons</p>		
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

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	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-isolated 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	
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 correspondence and on the website. Expectations regarding testing is explicit in the school plan and all parent comms on this issue.	Low	Continue to update as required.

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	
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 guidelines on the website.
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	Clear protocols for making contact are already in place and the school will comply fully with PHE advice.	Low	
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. Clear protocols are in place regarding the management of groups to enable close contacts to be identified in the event of a positive case.	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	<p>The school has implemented plans to quickly settle the children back into school.</p> <p>Gaps in pupil's knowledge and skills have been assessed and catch up programmes have been devised by core subject leaders.</p> <p>Plans are in place to retain a broad, balanced and ambitious curriculum to ensure pupils catch up quickly where required.</p>	Low	Monitoring and evaluation of the planned provision with further developments planned for the spring term.
Government funded intervention and catch up program is not effective	High	<p>School has plan in place following detailed assessments.</p> <p>Subject leaders and staff have identified gaps in knowledge and skills and are implement programmes of study to accelerate learning with reference to EEF recommendations.</p>	Low/Medium	Catch up plan is pragmatic and ambitious and is included within the LIP

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	<p>The school has established very effective ways of managing curriculum content and learning online.</p> <p>Teaching staff have also developed new digital skills to enable them to manage a blended learning strategy.</p> <p>Senior staff with suitable expertise have been identified to manage the school's response in this area.</p> <p>The school has developed a home license agreement to allow families to use school-owned Chromebooks, increasing home access to IT.</p> <p>Home learning packs can also be made available where IT capacity is an issue.</p>	Low/Medium	<p>Procedures to be developed further to sustainably manage these expectations.</p> <p>Staff and pupils are building confidence with the use of online platforms to safely deliver live lessons when appropriate.</p>
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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	<p>All staff are well aware of safe working protocols and are familiar with existing Covid-secure procedures.</p> <p>Any vulnerable staff have discussed individual risk assessments with members of SLT to ensure risks and concerns are managed appropriately.</p> <p>CEV staff and children are working from home</p>	Low	<p>Ensure all returning staff complete appropriate training before safely re-joining the school.</p> <p>Continue to keep in touch with staff and children working from home during lockdown.</p> <p>Monitor additional staffing costs accrued due to enforced absence.</p>
Employees are anxious about coming to work due to covid-19	Medium	<p>The majority of staff who have already returned feel confident in the implementation of Covid-secure procedures.</p> <p>Good communication is in place to ensure everyone understands the context of their work with opportunities for further reassurance when required.</p> <p>All vulnerable staff who have returned have been through</p>	Low	<p>Continue to communicate with staff regularly.</p> <p>Reassure any anxious staff about the measures that have been put in place.</p> <p>Regular staff meetings provide opportunities to discuss any concerns.</p>

		an individual RA process so they can see safe practices in place and feel confident to return.		
Employees are not fully trained on the school opening plan	Medium	<p>All staff have had access to school re-opening plans.</p> <p>Staff have been consulted during the development of plans and have been briefed on the Government guidance.</p>	Low	Provide updates as required.
Employees are not fully consulted on the school opening plan	High	Staff have been fully consulted on the school re-opening plan	Low	Provide updates as required.
Workload once open is not achievable	High	<p>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.</p> <p>SLT have managed the school's operational</p>	Medium/high	<p>School leaders will continue to give careful consideration to workload and wellbeing in order to support all staff, children and families.</p> <p>The same consideration is required on behalf of school leaders.</p>

		<p>response throughout and the LIP has been developed this term to reflect the current context.</p> <p>Careful consideration is taken to ensure expectations and procedures are achievable for all teaching and support staff and sustainable capacity is in place.</p>		
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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