


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 Heathcote Primary school does not comply with the DfE's "Schools covid-19 operational guidance" from 19 July 2021	Medium	See Key Risk assessments below	High/ Medium/ Low	Staff training – Thursday 2 nd September 2021	 30/08/21

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 individuals in school do not practice good respiratory hygiene	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
2. Risk that the cleaning regime in school is not in line with DfE guidance	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
3. Risk that occupied spaces are not kept well ventilated	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
4. Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Medium	Must	See Individual risk assessments below	High/ Medium/ Low	
5. Risk that school does not have an Outbreak Management Plan that complies with public health guidelines and the contingency framework	High	Should	See Individual risk assessments below	High/ Medium/ Low	

Key risk 1: Risk that individuals in school do not practice good respiratory hygiene including handwashing				
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"> Following DFE Guidance; Informed staff of procedures; Parents informed of procedures and published: Tissues and lidded bins available in each room; Building these routines into school culture established in planned teaching timetable. Posters displayed around school 	Low	First assembly of the year – children reminded of the importance of 'catch it, bin it, kill it.' – 6 th September 2021 Supplies checked monthly by caretaker and re-order takes place by office staff.
Facilities for handwashing/sanitising are not in place	Medium	<ul style="list-style-type: none"> On entry, staff to remind children to use hand sanitiser/wash hands; Children and staff to wash hands when in the building, when they return from breaks, when they change rooms and before and after eating; Hand sanitiser stations positioned around the school; All classrooms have cleaning packs including hand soap, hand sanitiser, paper 	Low	

		towels and bins (with bin bags). <ul style="list-style-type: none"> Cleaners regularly check the supply of handwash in toilets and sink areas. 		
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> Following DfE Guidance; Informed staff of procedures at staff INSET and each week at staff briefing; Parents informed of procedures and published; All rooms to have access to tissues, bins, hand sanitiser and wash stations (sinks with soap, paper towels and bins); Planned cleaning routines built into school culture, supported by behaviour expectations and ensuring younger children and those with complex needs understand the need to follow them; Planned teaching of importance of good respiratory hygiene in lessons; All visitors on site provided with COVID- 	Low	Staff meeting and briefing each week highlights and recaps DfE guidance and updates; Regular reminders on school newsletter for parents/carers; Caretaker re-evaluated and displayed signage around school for children, staff and permitted visitors.

		19 visitor information leaflet to read prior to entering the school site.		
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Key risk 2: 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 in line with PHE guidance is not in place	Medium	<ul style="list-style-type: none"> • Cleaning schedule is in place; All surfaces to be wiped down at the end of the day prior to cleaning team; • Frequently touched surfaces cleaned at the end of each lesson; • Cleaning packs in each classroom. • Staff informed of procedures through staff briefings and reminded regularly of regime. • Clutter on surfaces is minimised and staff are regularly reminded to keep surfaces clear so they can be cleaned effectively 	Low	Cleaning packs are replenished weekly

Key risk 3: 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 HSE guidance .	Medium	<ul style="list-style-type: none"> All classrooms have open windows and doors, ensuring air flow throughout the school; Staff room windows to remain open throughout the day to ensure adequate ventilation. 	Low	
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Key risk 4: Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.				
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"> Following DFE Guidance; Informed staff of procedures; Parents informed of procedures and published: Pupils, staff and other adults do not come into the school if they have coronavirus symptoms 	Low	Signage updated around site – September 6 th 2021 EHT to survey all staff for information for double vaccinations – 2 nd Sep 2021 Ready Reckoners shared with all staff – 2 nd Sept 2021

		<p>– a PCR test to be booked straight away</p> <ul style="list-style-type: none"> • If they have tested positive to remain in self-isolation following PHE advice. Anyone they have come into contact with must self isolate for 10 days unless they have been double vaccinated or under 18 years of age or cannot vaccinate due to medical reasons. • Anyone developing Covid 19 symptoms during the school day is sent home and advised to take PCR test and isolate until results are known. • Visitors are permitted to enter the school site but must follow school covid guidance; • Contractors to visit school site when children are not on site (at the end of the day or when contact can be avoided) and provided with COVID-19 visitor information leaflet to read; • External professionals to work with children 		
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		(speech and language, Ed psych, counsellors etc) permitted on school site with prior arrangement and provided with COVID-19 visitor information leaflet to read.		
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"> Following DfE Guidance; Informed staff of procedures; Parents informed of procedures and published; If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be isolated in school and sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate and arrange to have a PCR test; Outbreak plan to be followed if necessary and advised by PHE 	Low	

		<ul style="list-style-type: none"> • PPE to be worn by staff caring for child while awaiting • If child needs bathroom while waiting to be collected, they should use Disabled Toilet – bathroom will be cleaned and disinfected before being used by anyone else; • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic person subsequently tests positive. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell; • All staff have opted in to Lateral Flow testing and are encouraged to test 2x per week and 		
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		<p>submit results to School and NHS Test and Tracking website;</p> <ul style="list-style-type: none"> • New instruction booklet provided with each new testing kit; • All staff reminded weekly in staff briefing of regular testing, reporting and COVID flow chart; • Results are checked prior to staff attending school. 		
Staff or pupils with a positive lateral flow device test result do not self-isolate and follow up with a confirmatory PCR test.	Medium	<ul style="list-style-type: none"> • Following DFE Guidance; Informed staff of procedures; Parents informed of procedures and published; • All staff have opted in to Lateral Flow testing and are encouraged to test 2x per week and submit results to School and NHS Test and Tracking website; • New instruction booklet provided with each new testing kit; • All staff reminded weekly in staff briefing of regular testing, reporting and COVID flow chart; 	Low	

		<ul style="list-style-type: none"> • Results are checked prior to staff attending school. • Posters/leaflets shared with staff and families to ensure they understand what to do when faced with a positive lateral flow test • Office staff (first point of call) understand what they must tell parents who phone to inform of LFT and immediately advice PCR. Child or staff member not allowed to return to school until negative PCR test result viewed. 		
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Key risk 5: Risk that Risk that school does not have an Outbreak Management Plan that complies with public health 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

<p>Outbreak Management Plan in line with contingency framework is not in place for occasions where school has several confirmed cases within a 14 day period</p>	<p>High</p>	<ul style="list-style-type: none"> • School follow contingency framework and ensure that staff and parents are fully informed of framework and next steps • School immediately seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 • The DfE helpline (0800 046 8687, option 1), or other local arrangements is available to support. • Hospitalisation could indicate increased severity of illness or a new variant of concern so it is important that PHE advice is considered and acted upon. • Outbreak management plan is shared with staff and parents and published on website • All members of SLT familiarise themselves with plan to ensure that outbreaks are controlled effectively and communicated efficiently 	<p>Low</p>	<p>All staff to be trained in response to outbreak management and retrained in remote learning so they react immediately if necessary – September 2021</p>
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Outbreak Management Plan does not include possibility of re-introducing “bubbles”	Medium	<ul style="list-style-type: none"> • Outbreak management plan clearly states that class or year group bubbles will be re-introduced in accordance with PHE advice • Key Stage bubbles for breaks and lunchtimes will be re-instated if advised. • Collective worship will return to online assemblies to reduce risk of infections • All staff and parents will be informed through regular communication channels that this will be re-instated. 	Low	Rota for lunch and breaks to be maintained should the plan need to be actioned - HoS
Outbreak Management Plan does not include possibility of re-introducing the safe wearing of facemasks	Medium	<ul style="list-style-type: none"> • Outbreak management plan clearly states that facemasks will be re-introduced in accordance with PHE advice • All staff and parents will be informed of outbreak plan which will be on website www.heathcoteprimaryschool.co.uk 	Low	Stock of face masks maintained by school office for outbreaks.

Resources

Government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

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