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 cannot fully re-open from 8th March 2021 in line with revised DfE Guidance (May 2021)	High	See Key Risk assessments below	Low	Staff meeting, Dfe guidance update and risk assessment shared on 22nd Feb and 2nd March Leaflet for visitors to be updated around our practice for COVID-19; Updated signage for children, staff and permitted visitors.	 13/05/21

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	High/ Medium/ Low	
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	

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
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	See Individual risk assessments below	High/ Medium/ Low	
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	

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	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, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home; Visitors are not permitted to enter the school site unless prior appointment has been arranged; Parents have been advised to telephone or email office with messages and are not permitted in the school building; 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 (speech and language, Ed psych, counsellors etc) permitted on school site with prior arrangement and	Low	Signage checked around the school for children, parents, staff and visitors – Site Manager, February 2021

		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	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 sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate for at least 7 days and should arrange to have a test; COVID action plan/ tool kit to be followed; Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms; Children awaiting collection, to be moved to sign posted medical/ isolation room (Holly), where they can be isolated behind a closed door and window opened for ventilation; PPE to be worn by staff caring for child while awaiting	Low	Children taught through ongoing curriculum about hygiene and staying well. All staff receive regular updates on how to follow DfE guidance Action plan for school is updated with new information when required by SLT

		collection if a distance of 2m cannot be maintained; 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 or they have been requested to do so by NHS Test and Trace; 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; Home testing kits given directly to parents/ carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school; If someone tests positive they follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection' and must		

		continue to self-isolate for at least 10 days from the onset of symptoms and return to school only if they do now have symptoms other than cough or loss of sense of smell/taste; other members of their household should continue to self-isolate for the full 14 days. COVID Coordinator has been nominated for the school; All staff have opted in to Lateral Flow testing; All staff testing 2x per week and submitting 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; Results are checked prior to staff attending school.		

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, including in classrooms where social distancing cannot be	High	N/A	N/A	N/A

maintained. Excludes individuals who are unable to wear a face covering.				
For primary schools only, face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).	High	Following DFE Guidance; Informed staff of procedures at staff INSET; Parents informed of procedures regarding removal of face coverings and published; Disposal of face coverings in a bin bag, or reusable covering in a plastic bag, and then wash hands again before entering classroom; All staff must continue to wear face coverings in communal areas as 2m social distancing cannot be maintained easily e.g. corridors and staff rooms at all times. All staff no longer have to wear face coverings in the classroom unless working 1:1 or with groups where 2m social distancing cannot be maintained. It is advised that clear face shields are worn to allow children to see lip movement.		Staff to be informed through staff meeting on 22nd Feb and 2nd March of expectations and regular email reminders. Posters displayed.

Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	Following DFE Guidance; Informed staff of procedures at staff INSET in January 2021; Parents informed of procedures regarding removal of face coverings and published; Pupils instructed not to touch the front of their face covering when removing them; Children to wash hands immediately on arrival; Disposal of face coverings in a bin bag, or reusable covering in a plastic bag, and then wash hands again before entering classroom; All staff must continue to wear face coverings in communal areas as 2m social distancing cannot be maintained easily e.g. corridors and staff rooms at all times. All staff no longer have to wear face coverings in the classroom unless working 1:1 or with groups where 2m social distancing cannot be maintained. It is advised that clear face shields are worn to allow children to see lip movement.		

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	On entry, staff to give children hand sanitiser or remind them to use it; 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; Nominated washing zones in toilets/ classrooms for year group bubbles; All classrooms have cleaning packs including hand soap, hand sanitiser, paper towels and bins (with bin bags). Site Manager monitors level of stock.	Low	Parents asked to supply children with hand sanitiser.
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Following DFE Guidance; School visitor guidance provided for all onsite visitors; Reminded staff of procedures at staff INSET – January 2021; Parents informed of procedures and published; All rooms to have access to hand sanitiser and wash	Low	

		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 handwashing in lessons.		

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	Following DFE Guidance; Informed staff of procedures; Parents informed of procedures and published: Tissues and bins available in each room; Building these routines into school culture established in planned teaching timetable.	Low	Check supply of tissues and bins – Site Manager by 1ST March 2020; Site Manager audit weekly to check supplies.
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Following DFE Guidance; Informed staff of procedures at	Low	Staff meeting and briefing each week highlights and recaps DfE guidance and updates;

		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-19 visitor information leaflet to read prior to entering the school site.		Regular reminders on school newsletter for parents/carers; Deputy Head re-evaluated and displayed signage around school for children, staff and permitted visitors.
Face coverings are not removed and stored safely when entering school areas where they are not required.	High	Following DFE Guidance; Informed staff of procedures at staff INSET; Parents informed of procedures regarding removal of face coverings and published; Pupils instructed not to touch the front of their face covering when removing them; Children to wash hands immediately on arrival; Disposal of face coverings in a bin bag, or reusable covering in a plastic bag, and then wash	Low	

		hands again before entering classroom.		

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	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.		Cleaning packs are replenished weekly for classrooms. Site manager ensures that all staff have access to pen to complete and checks at key points in the day that this is being completed.
Regular cleaning of toilets in line with PHE guidance is not in place	High	Site Manager has prepared and published cleaning schedule and is in place; Regular cleaning of toilets; Public Health Guidance published and shared with staff at INSET.		Site manager ensures that all staff have access to pen to complete and checks at key points in the day that this is being completed.
Regular cleaning of equipment, both indoor and outdoor is not in place	High	Following DFE Guidance; Informed staff of procedures at staff INSET; Parents informed of procedures and published; Climbing frames and play equipment to be cleaned after use; Sports, art and science equipment cleaned regularly and between bubble use or quarantined for 48 hours (72 hours if plastic); Children and staff have own stationery packs/ pencil cases to limit sharing equipment and		Playgrounds are rotated between groups– there is no cross contamination.

		are regularly reminded to not share equipment or if sharing has to take place to wash hands thoroughly in between.		

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	Classrooms are set up to accommodate year group bubbles with desks in rows – children sat at single desk, parallel to each other and facing forward, achieving 2m distance where possible; EYFS guidance applies to Rec and Y1. Socially distanced drop off times in the mornings; 30 minute collection window for pick up in the afternoon (3:00-3:20pm); Separate collection and drop off for EYFS, KS1 and KS2 pupils; Separate collection and drop off for wrap around care (Polka dot); Staggered play and lunch times; Bubbles use zoned playgrounds for playtime and lunchtime play; Older children (KS2) to maintain distancing within their Key Stage bubbles on the playground; Corridors are cleared for passing spaces; Toilets are allocated to Year group bubbles	Low	Classrooms organised and prepared – Friday 4th March 2021, with forward facing desks and fresh stationery packs; Staggered breaktimes and lunchtimes to ensure 2m distancing; Reminder to parents re. separate drop off and pick up points. Staff to make sure parents do not linger in groups or spend more time than is necessary on site. They are to tell parents and carers to leave politely. Parents and carers are to wear masks unless medically exempt It is the responsibility of all staff to ensure they are wearing a mask at all times when 2m can be safely maintained.

		Individual stationery packs for each child; PE will remain as non-contact sports and timetabled to ensure distance learning and delivered by Onside coaching who have shared own risk assessment; Children to come into school dressed in PE kit on their PE days and Forest School days to eliminate changing space; All staff to remain 2 metres distance at all times; . All staff must continue to wear face coverings in communal areas as 2m social distancing cannot be maintained easily e.g. corridors and staff rooms at all times . All staff no longer have to wear face coverings in the classroom unless working 1:1 or in with groups where 2m social distancing cannot be maintained. It is advised that clear face shields are worn to allow children to see lip movement. Singing to take place outdoors where possible.		

The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	Classrooms are set up to accommodate year group bubbles with desks in rows – children sat side by side and facing forward; EYFS guidance applies to YR and Y1 Socially distanced drop off times in the mornings; 30 minute collection window for pick up in the afternoon (3:00-3:20pm); Separate collection and drop off for wrap around care (Polka dot); Staggered play and lunch times; KS1 and KS2 children separate zones for playtime and lunchtime play; Older children (KS2) to maintain distancing within their	Low	

		wider group bubbles on the playground Corridors are cleared for passing spaces; Toilets are allocated to year group bubbles); Children to come to school dressed in PE kit on their PE days to eliminate changing and bringing in additional bags; Live marking at the point of teaching to continue to ensure reduced distancing; All staff must continue to wear face coverings in communal areas as 2m social distancing cannot be maintained easily e.g. corridors and staff rooms at all times . All staff no longer have to wear face coverings in the classroom unless working 1:1 or in with groups where 2m social distancing cannot be maintained. It is advised that clear face shields are worn to allow children to see lip movement. Movement is restricted around the school – children will not move around the school freely; Class assemblies will continue to operate in place of whole school assemblies or Microsoft Teams will be utilised to allow whole school interactions through video conferencing. Cloakrooms and lockers are in		

		use as each class has own area. Inductions for new Reception children to take place in late June 2021 following Covid 19 guidance and ensuring that groups are limited to avoid spread of infection		
Groups are mixed for specialist teaching, **where this is not necessary**	High	Interventions (phonics and reading) to be delivered in year group bubbles to avoid mixing; Class assemblies in place of whole school assemblies;	Low	

		Instrument tuition now takes place face to face following Warwickshire music service risk assessment and school's own. Team sports between schools will take place outside following robust risk assessments and the grassroots sports guidance.		
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	All teachers must teach from the front of the class and behind line, unless pupil requires medical attention, supervision, assistance in which case PPE will be worn. Volunteers are permittedto support in school at this time following Covid risk assessment and training; External professionals (Ed Psych, Speech and Language etc) to meet remotely where possible during the Spring Term and on reopening, be provided with COVID-19 Information leaflet prior to entering school site; All staff must continue to wear face coverings in communal areas as 2m social distancing cannot be maintained easily e.g. corridors and staff rooms at all times . All staff no longer have to wear face coverings in the classroom unless working 1:1 or in with groups where 2m social distancing cannot be	Low	It is the teacher's responsibility to remind teaching assistants and other staff in their class to wear a mask or shield.

		maintained. It is advised that clear face shields are worn to allow children to see lip movement.		
Adults come within 2 metres of pupils in the classroom, **where this is not necessary**	High	Pupils with complex needs to continue to receive individualised care, according to their IEP; SENDCO to support setting up of social stories/ nurture provision.	Low	All adults work within set bubbles to avoid cross contamination; Adults not to mix with staff from different bubbles off site at lunchtimes unless they can maintain the 2 metre distance at all times; Pupils to remain seated at their tables, set up in rows, facing

				the front to enable teachers to teach from the front; All staff must continue to wear face coverings in communal areas as 2m social distancing cannot be maintained easily e.g. corridors and staff rooms at all times. All staff no longer have to wear face coverings in the classroom unless working 1:1 or in with groups where 2m social distancing cannot be maintained. It is advised that clear face shields are worn to allow children to see lip movement.;Nurture unit is now open and available for children with complex needs, enabling suitable distancing, in a nurture bubble during the day and including lunch times.
Adults come within 2 metres of each other, **where this is not necessary**	High	Staff rooms limited to 6 peopleat any one time; Staff to eat lunch in classrooms or off site; Clean hands thoroughly more often than usual; Clean hands before and after entering the staff room and before and after eating food; Adults to ensure social distancing on the playground; Adults to display social distancing on and off school premises.	Low	Weekly reminders in staff meeting/ staff briefing re. social distancing, risk assessment etc; Staff empowered to remind each other daily if they feel that they are not socially distancing. EHT reminds staff regularly through emails and online meetings with regards wearing of masks, 2 metre distancing, washing of hands and reporting of illness.

		Staff meetings to take place remotely on teams		
Older children do not keep apart from each other, **where this is possible**	High	KS2 children working in year group bubbles; Older children (KS2) to maintain distancing within their wider group bubbles on the playground; Children are regularly reminded of maintaining social distancing on the playground by staff; Toilets are allocated to year group bubbles;	Low	
		Children sat on a separate desk, parallel to one another, facing the front of the classroom.		

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	Y
End of day departure from school	Y
Travel to and from school	Y

Lunchtimes	Y
Breaktimes	Y
Movement of pupils between different school teaching spaces	Y
Movement of staff between different school teaching spaces	Y
Delivery of curriculum PE	Y
Delivery of curriculum Music	Y
Delivery of curriculum Design & Technology	Y
Delivery of curriculum Art	Y
Delivery of practical Science	Y
Delivery of practical Drama	Y
Assemblies and other large gatherings	Y
Operation of extra curricula activities	Y
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	Y
Recruitment	Y
Visitors to school	Y
Supply and peripatetic staff operating in school	Y
Trainee teachers and apprentices in school	Y
Gatherings of staff, eg: staffroom, meetings or training.	Y
Delivery of catering	Y
Contractors working on site	Y
Educational visits	Y
One to one and catch up support	Y
Use of classroom resources	Y
Marking and review of pupil work	Y

Key risk 7: 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 classrooms have open windows and doors, ensuring air flow throughout the school;		
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	Children are able to wear additional coats/ fleece to keep warm in the classrooms.		Regular reminders on weekly newsletter and messages on eSchools to parents about additional clothing in school (base layers, fleeces, coats)

Key risk 8: 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	Following DFE Guidance; Informed staff of procedures at school INSET; Parents informed of procedures and published; Named medical room (Holly) for any child displaying symptoms of Covid-19 with PPE available for member of staff. Staff trained in putting on of PPE	Low	Checked PPE supply in office and a PPE pack is set up in the Holly classroom (medical room); Nominated person for checking and replenishing PPE supply weekly.
Appropriate PPE is not worn when a child has routine	Low	1 pupil receives intimate care when in school (	Low	
intimate care needs where PPE would normally be worn.		DD) and has 1:1 support – PPE is available in the Holly Room for intimate care to be administered.		

9. Risk that the school does not promote and engage in asymptomatic testing, where available.				
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, pupils are not enthusiastically offered supervised asymptomatic tests during the first 2 weeks of the return to school.	N/A	N/A	N/A	
For secondary schools only, pupils are not enthusiastically offered the opportunity to self test/ be tested at home twice a week following their return to school.	N/A	N/A	N/A	
Adults working in school are not enthusiastically offered the opportunity to self-test at home twice a week.	High	COVID Coordinator has been nominated for the school; All staff have opted in to Lateral Flow testing; All staff testing 2x per week and submitting 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; Results are checked prior to staff attending school.	Low	

Key risk 10: Risk that school response to a confirmed infection is not in line with the 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**
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	Following DFE Guidance; Informed staff of NHS Test and Trace procedures at whole school INSET; Parents informed of procedures and published; Staff advised to book a test if they are displaying symptoms;	Low	COVID Coordinator nominated and staff informed of Lateral Testing facility in Warwickshire – suggested weekly tests. Staff have access to lateral flow testing to be done twice a week.
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	Following DFE Guidance; Informed staff of NHS Test and Trace procedures at whole school INSET; Parents informed of procedures and published; Staff informed to provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.	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	Following DFE Guidance; Informed staff of self-isolation procedures at whole school INSET; Parents informed of procedures and published; Staff advised to self-isolate if they have been in close contact with someone who develops Coronavirus symptoms or someone who tests positive for coronavirus (COVID-19)	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	Following DFE Guidance; Parents informed of NHS Test and Trace procedures and published; Home testing kits given directly to parents/ carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school.	Low	Regular reminders on weekly school newsletter in bold and in all written communication.
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	Following DFE Guidance; Informed parents of NHS Test and Trace procedures and published; Parents informed to provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.	Low	
Parents and carers are unaware that their child must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	Following DFE Guidance; Informed parents and carers of self-isolation procedures and published; Parents advised to self-isolate if they have been in close contact with someone who develops Coronavirus symptoms or someone who tests positive for coronavirus (COVID-19)	Low	Regular reminders on weekly school newsletter in bold and in all written communication.
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	Following DFE Guidance; Informed staff, parents and carers of procedures; Parents informed of procedures and published;	Low	

		School is in contact with the local health protection team.		
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	Following DFE Guidance; School will immediately contact local health protection team if they become aware that someone who has attended school has tested positive for coronavirus (COVID-19); COVID tool-kit to be followed.	Low	Following a positive case, COVID tool-kit was adhered to; Systems put in place if SLT is not on site – a nominated person in charge has been identified.
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	Following DFE Guidance; School keeps a record of pupils and staff in each year group bubble; Template letter from health protection team is available to send to parents and staff if needed.	Low	
In the event of an outbreak (2 or more cases within 14 days), school does not call the DfE helpline and follow their advice.	Medium	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 sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate for at least 7 days and should arrange to have a test;	Low	

		COVID action plan/ tool kit to be followed; All staff taking part in Lateral Flow tests 2x weekly; Public Health to be notified of a single positive test result; Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms; Children awaiting collection, to be moved to sign posted medical/ isolation room (Holly), where they can be isolated behind a closed door and window opened for ventilation; PPE to be worn by staff caring for child while awaiting collection if a distance of 2m cannot be maintained; 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 or		

			they have been requested to do so by NHS Test and Trace; 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; Home testing kits given directly to parents/ carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school; If someone tests positive they follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection' and must continue to self-isolate for at least 10 days from the onset of symptoms and return to school only if they do now have symptoms other than cough or loss of sense of smell/taste; other members of their household should continue to self-isolate for the full 14 days.		
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	Low		Long Term Planning originally submitted and approved by SLT (July 2020) for delivery 2020-2021;	Low	All Spring term 2nd half MTPs to SLT by 25th February 2021 to demonstrate blended curriculum; All summer MTPs by 30th April 2021.

		Half termly medium term plans submitted to SLT; Weekly plans uploaded to Teams to show broad curriculum offer; Recovery Curriculum training delivered at INSET; Pupils baseline assessed in September to inform planning of targeted intervention; Individual targeted interventions in place to ensure full curriculum coverage can be taught; Indoor and outdoor PE to take place ensuring maximising natural ventilation (windows and doors open) and distancing between pupils; Teachers planning and class work (blended learning) is uploaded to eSchools or Tapestry if a pupil is unable to attend school/ self-isolating; Subject monitoring has taken place in Spring 1st half – sequences of learning; work scrutinies; live lesson observations. Remote learning survey completed by parents and carers – Spring term 1st half.). Educational day visits to take place in line with relevant COVID-secure guidelines and regulations;		SLT to continue to monitor eSchools remote learning offer as part of the monitoring and evaluation timetable (pupil voice questionnaires, LIP) Website updated with Spring term 2nd half MTPs by 1st March 2021. Summer term by 3rd May 2021 All teaching staff to ensure that remote learning is available and paper packs weekly to support those pupils who are self-isolating or elective home schooling due to travel restrictions.

Remote education is not provided in line with DfE guidance and the legally binding continuity direction.	High	All year group learning is uploaded on to eSchools or Tapestry in preparation for daily remote learning; Live lessons/ Recorded lessons and paper packs available each day; All teachers to plan and provide a blended curriculum of	Low	SLT to continue to monitor remote learning offer as part of monitoring and evaluation timetable; Paper packs are provided for children who are unable to access remote learning.
		learning that are of equivalent length to the core teaching pupils would receive in school; Registers of contact to be updated and submitted weekly, with daily/ weekly home communication; Staff training received at INSET; Printed resources and learning packs to be provided for pupils who do not have suitable online access; Technology (IPADs or laptops) provided for pupils who require online learning access (DFE laptops and local offer technology		

Key risk 12: 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	EHT audited staff for returning to work in January; All staff are aware of, and have access to mental health support offered within the Trust; Surgery times offered by EHT weekly to provide support. Employees who are clinically extremely vulnerable to remain working from home; Pregnant women are advised to follow relevant guidance for clinically-vulnerable people; Staff are aware of, and have access to The Education		EHT informed all staff about expectations for returning to school setting on 8th March and supporting those who cannot due to clinically extremely vulnerable – followed up with emails and team calls.
		Support Partnership for mental health and well-being.		
Employees are anxious about coming to work due to covid-19	Medium	DHT to carry out remote staff meetings and email out staff briefings; Rota system set up to limit time on site.		Opportunities to return to work before 8th March supported by SLT and risk assessments shared.
Employees are not fully trained on the school opening plan	Medium	Staff meeting (July 2020) to go through new Government Guidance on full reopening; INSET day (September 2020) for whole school training; risk assessment; school plan and Safeguarding; Weekly staff briefings to recap Government Guidance and systems in place – January 2021		Staff meetings on re-opening 22nd February and 2nd March 2021

Employees are not fully consulted on the school opening plan	High	Staff meeting (July 2020) to go through new Government Guidance on full reopening; INSET day (September 2020) for whole school training; risk assessment; school plan and Safeguarding; Weekly staff briefings to recap Government Guidance and systems in place – January 2021		Email staff initially with pre-reading of plan and risk assessment before staff meeting.
Workload once open is not achievable	High	DFE support for both pupils and staff for mental health and wellbeing is available to access; PPA timetable scheduled through rota system; Live marking introduced and implemented on INSET (September);		
		Staff meetings – weekly for 30 mins only allowing subject leadership time; Staff briefings carried out remotely once a week.		

Resources

Government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.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