

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 open fully to all pupils in all year groups in line with current DfE Guidance	High	See Key Risk assessments below	Low	Staff Training on 16 th July and 1 st September. Leaflet for visitors to be created around our practice for COVID-19	SPS Mgmt 16/07/2020

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	Low	
2. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	
3. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	Low	
4. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	Low	
5. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	Low	
6. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
7. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
8. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	
9. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	

Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance	High	<p>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;</p> <p>Visitors are not permitted to enter the school site unless prior appointment has been arranged;</p> <p>Parents have been advised to telephone or email office with messages and are not permitted in the school building;</p> <p>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 and indicate they have read and understood documentation;</p> <p>External professionals to work with children (speech and language, ed psych, counsellors</p>	Low	<p>Staff Training – 16th July and 1st September</p> <p>Letter to parents by August 2020</p> <p>Posters displayed for staff to follow procedures by 1st September</p> <p>Ready Reckoners shared with all staff</p>

		etc) permitted on school site with prior arrangement and provided with COVID-19 visitor information leaflet to read and indicate they have read and understood.		
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. 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 (meeting room), where they can be isolated behind a closed	Low	Children taught through ongoing curriculum about hygiene and staying well.

		<p>door and window opened for ventilation;</p> <p>PPE to be worn by staff caring for child while awaiting collection if a distance of 2m cannot be maintained;</p> <p>If child needs bathroom while waiting to be collected, they should use Staff One Toilet – bathroom will be cleaned and disinfected before being used by anyone else;</p> <p>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;</p> <p>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;</p> <p>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;</p>		
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		<p>If someone tests positive the school takes swift action and inform person that they follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection' and must continue to self-isolate for at least 7 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. Local health protection team is informed and advice followed.</p>		
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Key risk 2: 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; 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) which are stored out of reach of children. Caretaker is responsible for ensuring that all cleaning products/hand washing products are replenished daily if necessary. Office staff maintain stock checks of products and order when necessary. Weekly checks made by caretaker on levels of stock.	Low	Parents asked to supply children with individual hand sanitisers
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 staff INSET;	Low	

		<p>Parents informed of procedures following published guidance;</p> <p>All rooms to have access to hand sanitiser and wash stations (sinks with soap, paper towels and bins);</p> <p>Planned cleaning routines built into school culture through ongoing staff training, hygiene curriculum, clear procedures to follow displayed in classrooms, supported by behaviour expectations and ensuring younger children and those with complex needs understand the need to follow them;</p> <p>Planned teaching of importance of handwashing in lessons.</p>		
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Key risk 3: 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>Following DFE Guidance;</p> <p>Informed staff of procedures;</p> <p>Parents informed of procedures and published guidance:</p> <p>Tissues and lidded bins available in each room;</p> <p>Building these routines into school culture established in planned teaching timetable.</p>	Low	Check supply of tissues and bins – caretaker by 31 st Aug 2020
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<p>Following DFE Guidance;</p> <p>Informed staff of procedures at staff INSET;</p>	Low	

		<p>Parents informed of procedures and published guidance;</p> <p>All rooms to have access to tissues, lidded bins, hand sanitiser and wash stations (sinks with soap, paper towels and bins);</p> <p>Planned cleaning routines built into school culture, through ongoing staff training, hygiene curriculum, clear procedures to follow displayed in classrooms, supported by behaviour expectations and ensuring younger children and those with complex needs understand the need to follow them;</p> <p>Planned teaching of importance of good respiratory hygiene in lessons;</p> <p>All visitors on site provided with COVID-19 visitor information leaflet to read prior to entering the school site and must indicate they have read and understood.</p>		
Face coverings are not removed and stored safely when entering school.	High	<p>Following DFE Guidance;</p> <p>Informed staff of procedures at staff INSET;</p> <p>Parents informed of procedures regarding removal of face coverings and published guidance;</p>	Low	

		<p>Pupils instructed not to touch the front of their face covering when removing them;</p> <p>Children to wash hands or use sanitiser immediately on arrival;</p> <p>Disposal of face coverings in a bin bag, or reusable covering in a plastic bag, and then wash hands or use sanitiser again before entering classroom.</p>		
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Key risk 4: 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 cleared of equipment 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 and replenished daily if necessary by caretaker.	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	Caretaker has prepared and published cleaning schedule and is in place; Regular cleaning of toilets; Public Health Guidance published and shared with staff at INSET.	Low	
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 guidance; Lunch time tables cleaned down thoroughly before next sitting; Climbing frames and play equipment to be cleaned after use; Sports, art and science equipment cleaned regularly and between bubble use or	Low	

		quarantined for 48 hours in isolation room (72 hours if plastic); Children and staff have own stationery packs to limit sharing equipment.		
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Key risk 5: 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 of 60 in (Rec and Y1) and 30+ (Y2-Y5) with desks in rows – children sat side by side and facing forward; EYFS guidance applies to Rec and Y1. Staggered drop offs and pick up times; Staggered play and lunch times; KS1 and KS2 children separate zones for playtime and lunchtime play; Corridors are cleared for passing spaces; Each year group have own toilets to use. Urinals out of use; Individual stationery packs for each child; PE will remain as non-contact sports and timetabled to ensure distance learning and delivered by Onside Coaching; Children to come into school dressed in PE kit on their PE days to eliminate changing space.	Low	Classrooms organised and prepared – Monday 20 th July 2020
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 of 60 in (Rec and Y1)	Low	

		<p>and 30+ (Y2-Y5) with desks in rows – children sat side by side and facing forward; EYFS and Y1 following EYFS guidance and maintaining learning stations which children rotate round and wash/clean hands in between sections.</p> <p>Staggered drop offs and pick up times reviewed weekly;</p> <p>Staggered play and lunch times;</p> <p>KS1 and KS2 children separate zones for playtime and lunchtime play; Reception use outdoor learning area.</p> <p>Corridors are cleared for passing spaces;</p> <p>Toilets – each year group have own toilets.</p> <p>Urinals out of use;</p> <p>Children to come to school dressed in PE kit on their PE days to eliminate changing and bringing in additional bags;</p> <p>Live marking at the point of teaching to continue to ensure reduced distancing;</p> <p>Movement is restricted around the school – children will not move around the school freely;</p> <p>Class assemblies will operate in place of whole school assemblies or Microsoft Teams will be utilised to allow whole</p>		
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		school interactions through video conferencing; Cloakrooms and lockers are out of use (apart from cloakrooms for Reception and Year 1 children).		
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; Extra curricula sporting events and school choir not taking place in Autumn term; Rock Steady (risk assessment received) to teach in small mixed groups, back to back, in a ventilated room; Instrument tuition to operate on 1:1 basis and risk assessments and health and safety leaflets shared with tutors.	Low	
Where teachers and other staff, including supply and contractors, are required to move between groups they are less than 2 metres apart from pupils or other adults, where this is not necessary	High	Where possible, all teachers to teach from the front of the class and to indicate a zone where children do not enter; Peripatetic teachers informed of school risk assessment and submitted own risk assessments prior to entering the school site and must indicate they have read and understood the school's;	Low	

		Volunteers permitted to support in school but mixing of volunteers across groups will be kept to a minimum and will remain 2 metres from pupils and staff where possible; External professionals (Ed Psych, Speech and Language etc) to be provided with COVID-19 Information leaflet prior to entering school site and must indicate they have read and understood.		
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	
Adults come within 2 metres of each other, where this is not necessary	High	Staff room limited to 8 people at any one time; 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	

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; Toilets are allocated to year group bubbles Urinals out of use; Children sat next to each other, facing the front of the classroom.	Low	
Classroom set up involves pupils facing each other, where this is not necessary	High	Classrooms are set up to accommodate year group bubbles of 30+ with desks in rows – children sat side by side and facing forward; EYFS classes and Year One where they follow EYFS procedures will use EYFS DfE guidance and ensure that children work in small groups and follow strict hand –washing procedures before changing areas.	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	School Positive Behaviour Policy has been updated and published in accordance with Government guidance.	Low	

Checklist	Plan or Risk Assessment in place
The following activities should be considered, where applicable, in school and covered by plans or risk assessments in line with the principles above to ensure the risk of contact between individuals or groups is minimised as far as practicable . This list is not exhaustive:	Yes or N/A

Start of day arrival at school	Yes
End of day departure from school	Yes
Travel to and from school	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
Assemblies and other large gatherings	Yes
Operation of extra curricula activities	Yes
Operation of before and after school childcare	Yes (Cygnets)
Operation of wraparound nursery childcare	Yes (Cygnets)
Working with SEND children where the child's behaviours may pose an additional risk	Yes
Recruitment	Yes
Visitors to school	Yes
Supply and peripatetic staff operating in school	Yes (Rock Steady – risk assessment)
Trainee teachers and apprentices in school	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 6: 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 guidance; Named medical room (meeting room) for any child displaying symptoms of Covid-19 with PPE available for member of staff. Staff trained in putting on of PPE Swift action is taken by school to arrange testing and inform local public health	Low	
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	1 pupil receives intimate care and has 1:1 support – PPE is available for intimate care to be administered.	Low	

Key risk 7: 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	Following DfE Guidance; Informed staff of NHS Test and Trace procedures at whole school INSET; Parents informed of procedures and published guidance; Staff MUST book a test if they are displaying symptoms.	Low	
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 guidance; 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 guidance; Staff MUST 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 guidance; 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	
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 guidance; 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 guidance; 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	
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 guidance;	Low	

		School is in contact with the local health protection team and follows their advice.		
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).	Low	
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	Following DFE Guidance; Office staff and SLT keep 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	
Key risk 8: 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	Long Term Planning submitted and approved by SLT (July 2020) for delivery 2020-2021; National curriculum is fully taught and in place Recovery Curriculum training delivered at INSET; Recovery Curriculum acknowledged/ planned for in LTPs; Pupils baseline assessed in September to inform planning of targeted intervention;	Low	

		Individual targeted interventions in place to ensure full National curriculum coverage can be taught; Year group bubble trips to be booked and carried out according to DFE guidance; Teachers to immediately offer access to remote education (via Microsoft Teams) if a pupil is unable to attend school or a localised Lockdown occurs.		
Government funded intervention and catch up program is not effective	High	Catch up funding, as well as existing pastoral and support services, to put measures in place for families requiring additional support to secure regular pupil attendance; Baseline assessment of pupils in September 2020 to inform targeted intervention; Use of TA deployment to lead groups as part of catch-up provision and targeted interventions, under the direction of the class teacher.	Low	
Appropriate integrated remote learning package is not immediately in place for individuals, groups or whole school in the event of education not being able to be provided physically.	High	All year group learning to be uploaded on to Microsoft Teams in preparation for remote learning; All teachers to plan and provide coherent sequences of learning following The National curriculum that are of equivalent length to the core	Low	

		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.		
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Key risk 9: 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 on June 1 st ; EHT offers weekly surgeries for staff to attend; All staff are aware of, and have access to mental health support offered within the Trust; Employees who are clinically extremely vulnerable to return to work from 1 August as long as they maintain social distancing; Pregnant women are advised to follow relevant guidance for clinically-vulnerable people; Staff are aware of, and have access to The Education Support Partnership for mental health and well-being.	Low	

Employees are anxious about coming to work due to covid-19	Medium	EHT carried out remote staff meeting and offers staff surgeries weekly for discussion and reassurances.	Low	
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.	Low	
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.	Low	
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; Live marking introduced and implemented on INSET (September); Staff meetings – fortnightly with alternating subject leadership time.	Low	

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