


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 operate during lockdown in line with current DfE Guidance	High	See Key Risk assessments below	Low	Staff Training on 16 th July and 1 st September-complete. Leaflet for visitors to be created around our practice for COVID-19 – completed 1 st /9/20 Review playground groupings and risk of more than one year group mixing – November 2020 Review remote learning curriculum, groupings of keyworkers and vulnerable children attending school during lockdown, routines and procedures – January 2021	18/01/21 

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	Low	
2. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	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	Low	
4. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	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	Low	
6. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	Low	
7. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
8. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	Low	*NEW
9. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
10. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	
11. 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	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 10 days, and ensuring anyone developing those symptoms during the school day is sent home; Send updated guidance from public health regularly to support families with self-isolation. Visitors are not permitted to	Low	Staff Training – 16 th July and 1 st September - completed Letter to parents by August 2020 - completed Posters displayed for staff to follow procedures by 1 st September -completed Ready Reckoners shared with all staff – completed. Updated ones shared 1 st Nov 2020. Send updated guidance from public health regularly with regards self-isolation and testing. Staff ready reckoners shared January 2021

		<p>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;</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 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.</p>		
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	<p>Following DfE Guidance;</p> <p>Informed staff of procedures;</p> <p>Parents informed of procedures and published;</p> <p>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 the isolation room and sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-</p>	Low	<p>Children taught through ongoing curriculum about hygiene and staying well.</p> <p>All staff receive regular updates on how to follow DfE guidance</p> <p>Action plan for school is updated with new information when required by SLT</p> <p>Emergency staff phone line updated so positive cases can be shared quickly and rapid lateral flow tests arranged.</p>

		<p>19) infection and must self- isolate for at least 10 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 (meeting room), where they can be isolated behind a closed 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 Disabled Toilet in KS2 – 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</p>		<p>Following a positive case, COVID tool-kit was adhered to;</p> <p>Systems are in place if SLT is not on site – a nominated person in charge has been identified.</p>
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		<p>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</p> <p>who have developed symptoms at school; When a positive case is identified, following Public Health England advice, staff and children who have been in close contact will need to self-isolate for 10 days from the test date and return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. All other members of staff should have a rapid lateral flow test and only return to work if they have a negative reading. Positive case should have a further test before returning to determine if virus is still prevalent.</p>		
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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	High		N/a	

individuals who are unable to wear a face covering.				
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	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;</p> <p>Pupils instructed not to touch the front of their facecovering when removing them;</p> <p>Children to wash hands immediately on arrival;</p> <p>Disposal of face coverings in a bin bag, or reusable covering in a plastic bag, and then wash hands again before entering classroom.</p>	Low	

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, hand sanitiser is available; 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; Parents informed of procedures following published guidance; All rooms to have access to hand sanitiser and wash stations (sinks with soap, paper towels and bins);	Low	

		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; Planned teaching of importance of handwashing in lessons.		
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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	Following DfE Guidance; Informed staff of procedures; Parents informed of procedures and published guidance: Tissues and lidded bins available in each room; Building these routines into school culture established in planned teaching timetable.	Low	Check supply of tissues and bins – caretaker by 31 st Aug 2020 Continued checking of supply throughout term – caretaker.
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 and in weekly staff briefings; Parents informed of procedures and published guidance; All rooms to have access to tissues, lidded bins, hand sanitiser and wash stations (sinks with soap, paper towels and bins); Planned cleaning routines built into school culture, through ongoing staff training, hygiene curriculum,	Low	Weekly staff briefing highlights and recaps DfE guidance and updates; Regular reminders in school newsletter and letters for parents/carers; Staff procedures and exceptions to be clearly signposted around school and in the staff room.

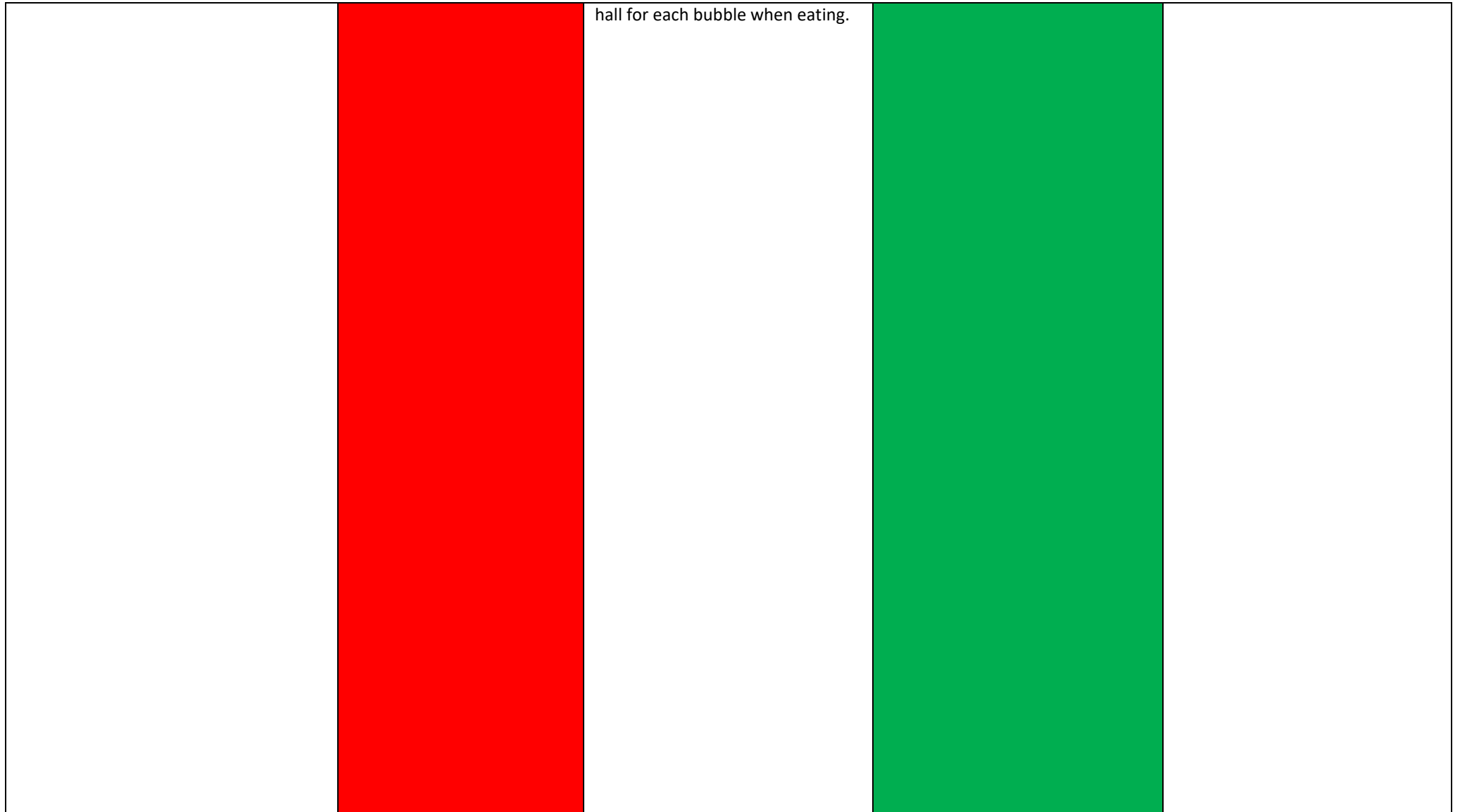
		<p>clear procedures to follow displayed in classrooms, supported by behaviour expectations and ensuring younger children and those with complex needs understand the need to follow them;</p> <p>Planned teaching of importance of good respiratory hygiene in lessons; All visitors on site provided with COVID-19 visitor information leaflet to read prior to entering the school site and must indicate they have read and understood.</p> <p>All classrooms and corridors are well-ventilated by ensuring windows remain open and where it is safe to do so doors to outside areas.</p> <p>To prevent risk of other respiratory illnesses children can bring a blanket or wear a coat to keep warm so long as they do not share with others.</p>		
Face coverings are not removed and stored safely when entering school areas where they are not required.	High	<p>Following DFE Guidance; Informed staff of procedures at staff INSET; Parents informed of procedures regarding removal of face coverings and published guidance;</p> <p>Pupils instructed not to touch the front of their face covering when removing them; Children to wash hands or use sanitiser immediately on arrival;</p>	Low	

		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.		
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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 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	Cleaning packs in each classroom and replenished daily if necessary by caretaker.
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; Climbing frames and play equipment to be cleaned where necessary after use or children informed to wash hands after use; Sports, art and science equipment cleaned regularly and between bubble use or quarantined for 48 hours in isolation room (72 hours if plastic); Children and staff have own	Low	Playground areas and lunch hall are zoned off – there is no cross contamination. KS bubbles have their own playtime equipment boxes. All equipment is regularly cleaned during play to avoid cross contamination between children. Children reminded of washing hands regularly.

		stationery packs to limit sharing equipment. Children can bring own pencil cases but are reminded regularly that they are not to share equipment and it remains in their tray or bag between uses.		
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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	<p>Keyworker children and vulnerable children are set up to accommodate Key Stage bubbles – three bubbles, Reception, KS1 and KS2 with numbers of maximum 20. If more children join a new bubble is created.</p> <p>– children sat side by side and facing forward; EYFS guidance applies to Rec and Y1. Staggered drop offs and pick up times; following observations a 20 minute window (8.40 – 9am) for morning drop off to prevent those with siblings and avoiding queues and increased parking. One parent only to drop off. End of day – 3pm to 3.20pm one parent to collect from hall door. Parents requested to wear face masks and stand at least 2m apart. Parents to follow one-way system through the school gates. Children to be sent to parents. Staff always on duty during this period. In line with government campaign – hands, face, space – parents given choice to wear mask when entering school grounds unless medically exempt. Play and lunch times; Rec, KS1 and KS2 children separate zones for playtimes and lunchtime play, zoned areas in the</p>	Low	<p>Keyworker children and vulnerable children put into bubbles. Classrooms organised and prepared – Tuesday 5th January 2021</p> <p>Staff rota has been developed to ensure KS bubbles are sufficiently staffed. One adult per 20 children. For EYFS there will always be 2 adults as per EYFS requirements.</p> <p>Caretaker and staff member to wear appropriate PPE and to stand at least 2m from all parents and to be positioned near school gates and on one-way system to control flow of parents. Staff members remind parents and children of 2m social distance and request wearing of a face mask (where there is no medical exempt)</p>



		<p>Children to be reminded regularly about not touching each other, to be taught non-contact playground games. Children to wash hands after playing different games and also limit times with each other if in a different year group to no more than 10 minutes when playing outside.</p> <p>Corridors are cleared for passing spaces;</p> <p>Each KS bubble have their own toilets to use.</p> <p>Individual stationary packs for each child if they require it otherwise children can bring own pencil cases but are responsible for them and do not share.</p> <p>PE will remain as non-contact sports and timetables to ensure distance learning and delivered by Onside Coaching; Children to come to school dressed in PE kit on their PE day to eliminate changing space.</p>		
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	<p>Keyworker children and vulnerable children are set up to accommodate Key Stage bubbles – three bubbles, Reception, KS1 and KS2 with maximum number of 20 children (if more children join then new bubble created) – 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>	Low	Bubbles are kept 2 metres apart at all times.

		<p>following observations a 20 minute window (8.40 – 9am) for morning drop off to prevent those with siblings waiting and avoiding queues and increased parking. One parent only to drop at the hall door. Parents requested to wear face masks and stand at least 2m apart. Parents to follow one-way system through the school gates.. Children to be sent to parents. Staff always on duty during this period . In line with government campaign – hands, face, space – parents given choice to wear mask when entering school grounds –unless medically exempt. play and lunch times; Rec, KS1 and KS2 children separate zones for playtime and lunchtime play; separate zones in the hall for lunch time. Children to be reminded regularly about not touching each other, to be taught non-contact playground games. Children to wash hands after playing different games and also limit times with each other if in a different year group to no more than 10 minutes when playing outside. Corridors are cleared for passing spaces;</p> <p>Toilets – each KS bubble group have own toilets. Children to come to school dressed in PE kit on their PE days to eliminate changing and</p>		
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		<p>bringing in additional bags; Live marking at the point of teaching to continue to ensure reduced distancing; Staff permitted to wear protective visors and masks in school for teaching if necessary – personal preference although if moving around or in communal areas mask to be worn. Staff to wear a protective visor or mask when speaking to parents and should only talk to them if parent also wearing a mask. Two metre distance maintained and limit time for discussion to less than 5 minutes. Movement is restricted around the school – children will not move around the school freely; Class assemblies will 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 bubble has own areas to use.</p>		
Groups are mixed for specialist teaching, where this is not necessary	High	<p>Interventions (phonics and reading) to be delivered in KS 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 or Spring term;</p>	Low	Music teacher to arrange lessons over teams – Friday 8 th January

		Instrument tuition to be taught 1:1 remotely. Children to have their own instrument to use.		
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 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; Volunteers are not permitted on school site during this lockdown period 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. Staff permitted to wear protective visors or masks in school for teaching if necessary – personal preference. Staff to wear a protective visor or mask when speaking to parents, maintain 2 metre distance and limit conversation to no more than 5 minutes. Parents must also wear a mask.	Low	
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; Those working in small groups or 1:1 where social distancing is not	Low	

		possible given choice to wear clear face visor.		
Adults come within 2 metres of each other, where this is not necessary	High	Staff room limited to 2 people from the same KS bubble at any one time to access food and drinks and to maintain at least 2m+ from each other. Staff room limited to 2 people from separate bubbles. If this is not possible then to remove themselves from staff room. A second area is set up in KS2 building for staff recreation. Only 1 member of staff using the photocopier area and must wear a mask as this is a communal area. Staff should be aware and move to allow access through the corridor whilst keeping a 2m distance and wearing a mask in communal areas. Staff have a responsibility to remind each other to maintain a 2m distance and of wearing masks in communal areas. Clean hands thoroughly more often than usual; Clean hands before and after entering the staff room and before and after eating food; Staff to wipe down equipment after use such as the photocopier, microwave, fridge. Adults to ensure social distancing on the playground; Adults to display social distancing on and off school premises. Staff meetings to be held remotely over Teams	Low	Staff to be informed on staff room capacity and new expectations. Posters to be placed in key areas to remind staff about distancing and wearing of masks Weekly reminders in staff meetings and briefing. Staff rota has been developed to limit number of staff on school site. Staff to leave promptly at the end of the school day.
Older children do not keep apart from each other, where this is possible	High	KS2 children working in KS group bubbles; Older children (KS2) to	Low	Classrooms set up and organised to allow for social distancing,

		maintain distancing within their wider group bubbles on the playground; Toilets are allocated to KS group bubbles Children sat next to each other, facing the front of the classroom. Through the curriculum and class routines, children are regularly reminded of maintaining a social distance and good hygiene.		stationary packs created – January 2021. Staff to build in times during the day to remind children regularly on maintaining a social distance, washing hands and ‘catch-it, bin-it, kill-it’
Classroom set up involves pupils facing each other, where this is not necessary	High	Classrooms are set up to accommodate KS group bubbles maximum size 20 (more children join then a new bubble is created) 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	Classrooms set up and organised to allow for social distancing, stationary packs created – January 2021.
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 (Onside)
Delivery of curriculum Music				Yes (individual lessons remotely)




Delivery of curriculum Design & Technology	Yes	
Delivery of curriculum Art	Yes	
Delivery of practical Science	Yes	
Delivery of practical Drama	Yes	
Assemblies and other large gatherings	Yes	
Operation of extra curricula activities	N/a	
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	Yes	
Recruitment	Yes	
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	Following DFE Guidance; Informed staff of procedures at school INSET; Parents informed of procedures and published guidance; Named medical room (in Holly classroom) 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	Checked PPE supply in the Head's office and PPE pack is set up in the new Holly classroom (medical room)
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	During national lockdown, pupil is not attending school.

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 classrooms to keep open at all times windows and doors (where safe to do so), ensuring air flow throughout the school;	Low	Weekly briefing and monitoring to remind staff to keep classrooms well ventilated. Visitor information sheet to inform visitors working in rooms to keep them well ventilated.
Adults and pupils are not able to wear additional indoor clothing to maintain a	Medium	Children are able to wear additional	Low	Class teachers to remind children and parents about additional clothing in school.

comfortable working temperature.		coats/fleece/jumpers to keep warm in the classrooms.		
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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	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 and self-isolate until results of test are known. If test positive to follow public health guidance and self-isolate for 10 days from point of symptoms starting. Staff must inform EHT (or the deputy in the absence of the EHT) immediately on result of test.	Low	Staff informed of Lateral Testing facilities in Warwickshire and encouraged to arrange weekly testing.
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	Low	

		someone who tests positive for coronavirus (COVID-19)		
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	 New guidance from public health or government shared with parents and staff through newsletters, parent letters, school website and briefings.
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	 New guidance from public health or government shared with parents and staff through newsletters, parent letters, school website and briefings.
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	 New guidance from public health or government shared with parents and staff through newsletters, parent letters, school website and briefings.
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; School is in contact with the local health protection team and follows their advice.	Low	New guidance from public health or government shared with parents and staff through newsletters, parent letters, school website and briefings.

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). School has clear action plan in place to ensure that the school community is protected and follows all guidance.	Low	Following positive cases at school, school action plan was followed and further testing, as advised by Public Health England, were carried out. Systems put in place if EHT or DHT are not on site – nominated SLT 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; Office staff and SLT keep a record of pupils and staff in each KS group bubble; Template letter from health protection team is available to send to parents and staff if needed.	Low	EHT/DHT and Office staff have remote access to information required.
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	All teachers to plan and provide coherent sequences of learning following the National Curriculum that are of equivalent length to the core teaching pupils would receive in school. Teachers to immediately offer access to remote education (via Tapestry, E-schools or Teams) for all children during lockdown which aligns closely and is in line with broad curriculum developed by school and is high quality and safe. Weekly registers and welfare checks are made to ensure children are accessing the curriculum. Recovery curriculum	Low	All MTPs to SLT by 15 th January and uploaded onto website. SLT to monitor quality of education offered through remote learning. Weekly Teams staff meetings and Teams chat to be used for staff to share and showcase good practise

		acknowledged and still planned for in LTP/MTP Pupils baseline assessed in September and reviewed in December identified individuals needing targeted interventions, remote learning to support these gaps and interventions were able to.		
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. Catch up part time teacher employed to begin January 2021 and will work with targeted children beginning in Year 5. SLT will monitor the effectiveness of this.	Low	Member of staff employed to deliver catch-up interventions, attending Thur/Fri during lockdown to support key children in school. Small group work and 1:1 sessions taking place remotely. Small group and 1:1 sessions taking place in school for keyworker and vulnerable children.
Appropriate integrated remote learning package is not immediately in place for individuals, groups or wholeschool in the event of education not being able to be provided physically.	High	All year group learning to be uploaded onto Tapestry, E-schools or Teams for parents to access. Registers of contact to be updated and submitted weekly, with daily/weekly home communication. Printed resources and learning packs to be provided for pupils	Low	SLT to monitor quality of education offered through remote learning and that it is of high quality and aligns with broad curriculum offered by the school. Loan sheets to used by SLT to issue out I pads or laptops where needed.

		who do not have suitable online access. Devices such as Ipads and laptops to be made available for disadvantaged children.		Paper packs are provided for children who are unable to access remote learning
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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	EHT audited staff for returning to work on June 1 st . This to be continuous. EHT/DHT 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 remain at home during current lockdown and work according to requirements. Any local/national lockdowns guidance will be followed. Where a Pregnant woman is also clinically vulnerable or is over 28 weeks gestation a meeting will be held with EHT/DHT to review risk assessments and working from home arrangements. Pregnant women less than 28 weeks gestation and with no vulnerabilities are advised to follow the relevant guidance for clinically-vulnerable people; Staff are aware of, and have access to The Education	Low	

		Support Partnership for mental health and well-being.		
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. Rota system set up to reduce time spent on school site. Staff can contact the Trust's Health Assured wellbeing team for further support.	low	Rota system updated weekly. Monthly Health Assured newsletter shared with the staff.
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. Regular updates to take place through weekly briefings.	low	Updates are shared with staff regularly. Staff meeting held January 2021 to ensure all staff understand and have read risk assessment and school plan and have been consulted on changes and updates.
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. Staff meeting (Jan 2021) on new expectations/risk assessment and guidance of second lockdown. Staff to acknowledge receipt and understanding and that they have been consulted on changes and updates. Regular updates to take place through weekly briefings.	low	Share regular updates, plans and risk assessments with staff.
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	low	

		scheduled; Live marking introduced and implemented on INSET (September); Remote Staff meetings – fortnightly with alternating subject leadership time.		
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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