

RISK ASSESSMENT FORM

Assessors name: F Bates	Date of Assessment: 7 th June 2021	Activity/Task: Summer term considering Covid-19 and the impact of all variants of the virus
Directorate: Education	Service: Schools Group:	Head of School: F Bates

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom by 11 th April 2021	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. Transmission of the virus	<p>SLT to check latest Government guidance on a daily basis.</p> <p>National vaccine programme being rolled out for staff.</p> <p>All staff reminded of the importance of maintaining distance from pupils and other adults at all times even within the bubble they are in.</p> <p>All new staff must sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.</p> <p>Staff should only travel in a small vehicle with another member of staff if there is no alternative. Staff should wear a face covering, windows should be open.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			All staff led by SLT	Y
Shortage of staff	Pupils & Staff Inaccessibility to the curriculum, class cover Transmission of the virus	<p>If supply staff are used, the Trust covid induction protocol for supply staff must be followed. We are not using supply staff and there is no plan to do so during the summer term.</p> <p>Lateral Flow Test to be administered on entry to the building and supply staff to remain in isolation in the Conference Room until negative result is evidenced.</p> <p>Staff may only transfer from one bubble to another as a 'one off' transfer and only if absolutely necessary.</p>	<p>Likelihood: 1</p> <p>Consequence: 3</p> <p>Risk Level: 3</p>			Admin staff, all staff	Y

		<p>Consider the health risks of anyone in the bubble or their households who have any underlying health conditions, which put them at especial risk.</p> <p>If the staff member tests positive for Covid-19 within 48 hours of transferring then both bubbles will be required to isolate.</p>					
Virus entering premises	<p>Staff, Pupils & Contractors and their families.</p> <p>Transmission of virus</p>	<p>Parents/Carers and staff issued with guidance on daily checks to undertake before attending school</p> <p>All adults must wear a face covering whilst on school grounds, unless they are exempt. The school will ensure they have face coverings available on reception.</p> <p>Visitors should not be permitted into school unless in an emergency. Professionals undertaking support through external agencies such as Social Care may visit as required.</p> <p>Visitors to provide the school with their risk assessment in relation to Covid19; these will be checked by the relevant staff.</p> <p>Staff to be self-responsible regarding their own health.</p> <p>Hand sanitiser to be used by all who enter the building.</p> <p>Where possible, summer term visits should remain virtual. Trust Central Staff, Trustees and all non school-based LGB members should carry out a risk assessment prior to visiting schools if the visit cannot be done remotely. Where visits are taking place, LF tests should be taken in advance of the visit.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			<p>All staff and visitors to the school</p>	<p>Y</p>
Reception/ Office Area	<p>Staff, Pupils, parents, contractors & visitors</p> <p>Transmission of virus</p>	<p>Communicate electronically rather than face to face</p> <p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception is screened-off and the office staff socially distanced.</p> <p>Entrance to the reception is restricted to emergency only to enable social distancing</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			<p>Reception staff</p>	<p>Y</p>

		<p>Reception staff to remain behind the glass screen whilst Year 3 enter/leave the building at the start/finish of the school day</p> <p>Where possible late pupils should be admitted into the school without parents/carers entering site.</p> <p>Signage is up showing where deliveries and “forgotten” items (e.g.packed lunch or PE kit) brought in by parents/carers can be left for pupil to collect.</p> <p>All non school-based staff are to be signed in on Inventory by the office staff.</p> <p>See also contractors section</p> <p>See also airborne transfer section</p>					
Arrival & Departure	<p>Staff/Pupils/parents/carers</p> <p>Transmission of the virus</p>	<p>Year groups to arrive/depart at designated gates at staggered set time.</p> <p>2m social distancing to be enforced for parents/carers and where possible, for pupils in year groups (markings on ground to show pupils where to stand and wait.)</p> <p>Only one parent/carer per family will be allowed on school site whilst dropping or collecting their child in KS1 and EYFS. Children in KS2 will be expected to enter the school site without their parent/carer. The parent/carer must leave the site immediately following their child going into class.</p> <p>The taxi will drop the children at the turning point on the driveway to the school, the children will be met and escorted into the school through the main entrance. List of taxi groups kept for identification of close contacts. Annexe taxi drops to the front of the Annexe.</p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>				<p>All staff led by SLT</p> <p>Y</p>
KS1 & 2 Classrooms	<p>Staff/Pupils</p> <p>Transmission of the virus</p>	<p>Classroom staff are to wear visors when teaching at the front of the classroom. If moving around the classroom or</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>				<p>Classroom staff</p> <p>Y</p>

		<p>working closely with a pupil, a mask/face covering should also be worn.</p> <p>KS2 classes are set up with all pupil desks facing the front. Two children sit at each desk facing the front. Teachers should avoid rows of desks to enable just two children to sit next to each other wherever possible.</p> <p>KS1 may adopt an early years approach depending on the needs of the pupils, or groups working together around a table.</p> <p>Basic individual resources (pens, pencils, etc.) must not be shared.</p> <p>Shared equipment needs to be suitable for disinfection between users and groups.</p> <p>Ipads are used by a bubble and stored for 48 hours before being used by the next bubble.</p> <p>Windows and doors (where appropriate) to be opened and kept open to maximise ventilation.</p> <p>If marking is required where possible encourage independent marking by pupils. Where staff do mark, they should use PPE and sanitise hands in between books. Physical peer marking must not take place.</p> <p>Pupils are only allowed to bring in packed lunches & PE kits.</p> <p>Reading books used by pupils must be placed in quarantine for 48 hours before being returned for use by another pupil. (e.g. put books into a box and store securely for 48 hours).</p> <p>Classroom staff are responsible for wiping high use areas throughout the day.</p> <p>Classroom and lunchtime protocols must be followed at all times, including use of toilet facilities. Formal plans shared with staff</p>					
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		<p>Pupils are NOT permitted to move around the school without adult supervision.</p> <p>Children's phones should be stored in a separate, named zipped wallet in the class teacher's desk. A member of staff will hold open the plastic wallet and the child should place the phone in the wallet, at the end of the day the staff member will hold open the wallet and the child will collect their phone.</p>						
Early Years (Reception, Year 1, Year 2)	Staff/Pupils Transmission of the virus	Equipment is capable of being quickly disinfected all fabrics have been removed, or sanitised daily with Dettol All in One disinfectant Spray (SDS to be followed and	<p>Likelihood: 1</p> <p>Consequence: 3</p> <p>Risk Level: 3</p>				EYFS staff	Y

COSHH risk assessment to be in place) and recorded to evidence this has taken place.

Disinfection of all surfaces & equipment is undertaken during the daily cleansing regime.

All EYFS staff have been provided with a visor that should be worn throughout the day.

Hands must be washed immediately after contact with a child. Staff are encourage to apply moisturiser to hands.

Outdoor play to be encouraged.

Water play equipment – chlorinated water to be used. Water to be discarded after each session.

Sand play – general
Pupils to wash hands before and immediately after sand play
Tools should be disinfected between group use.
Sand should be replaced as per manufacturers' instructions.

Outdoor Sand play pits –
Need to be located so they are exposed to sunlight (UV light disinfection)
Sand should be raked on a daily basis.
The outer surround and frame should be disinfected at least twice per day.
Sand should be disinfected on a weekly basis. See guidance on disinfecting sand pits.

Indoor sand trays
Group sand trays not to be used indoors.
Individual sensory sand trays can continue to be used indoors.

Playdough – If playdough is being used it should be issued individually and not shared.

Lego – Quarantine the Lego after group use for 72 hours before next use. (eg. Divide the stock of Lego into 1/3 and use a separate stock each day).
Lego tables should be disinfected daily.

		<p>Home Corner – to be disinfected during lunch break and end of day. Items must capable of being disinfected.</p> <p>Pupils to be encouraged to wash hands regularly</p> <p>Government guidance on definition of close contact to be followed. Staff to follow school expectations of social distancing at all times.</p>					
Transmission between groups	<p>Everyone</p> <p>Transmission of the virus</p>	<p>Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use.</p> <p>Teachers will remain with their class where possible, with PPA cover being allocated to specific year groups to ensure that they remain with a bubble</p> <p>Lunches to be eaten in the classroom to avoid contact with other classes where possible.</p> <p>Classroom tables to be thoroughly cleaned after lunches have been eaten.</p> <p>Playground to be sectioned for each year group or bubble</p> <p>Anti-bac wipes to be restocked daily in the staff room and any other communal area Staff to wipe down any surface or equipment they use in the staffroom with an anti-bac wipe. No assemblies or gatherings of more than one bubble at any time</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			All staff	Y
Transmission between pupils through shared use of musical instruments or singing	<p>Pupils, staff</p> <p>Transmission of the virus</p>	<p>Music classes and singing should only take place in a well ventilated room or outdoors.</p> <p>Music, dance and drama lessons should be planned following government guidance and a local risk assessment carried out for the activity. Limit group activity to an absolute minimum. Background music should be kept to a minimum to ensure voices do not need to be raised. Singers should be spaced apart by 2m in all directions. Indoor music lessons should limit the number of children participating to a maximum of ten and use a large room with high ceilings.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			All teaching staff	Y

Transmission between staff in the communal areas	Staff Transmission of Covid19	<p>Staggered break and lunch times to ensure staff have adequate space for lunch and breaks.</p> <p>Main Staffroom will be restricted in number allowed and this should be displayed.</p> <p>Additional staff room areas have been established for each bubble and these are signposted across the school Seating should be removed to ensure the 2m distance is adhered to at all times</p> <p>Markings on the floor should indicate where the seat MUST be placed.</p> <p>Ventilation MUST be adequate with windows, external doors (if in place) that open or mechanical ventilation</p> <p>Soft furnishings MUST be disinfected with Dettol All in One disinfectant Spray (SDS to be followed and COSHH risk assessment to be in place) after each session, break or lunchtime if used by multiple bubbles during the day or daily if used by only one bubble. This should be completed by the staff in the individual bubbles following use.</p> <p>Photocopiers and other shared devices to have sanitiser dispensers in close proximity to be used prior and following use. Staff should sanitise their hands before and after use.</p> <p>IT equipment should not be sprayed or wiped with antibac wipes at any point as it will void the insurance.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>			All staff	Y
Staff /Pupil Competence in avoiding infection transmission	<p>Anyone in building</p> <p>Positive cases of Covid19 in school</p>	<p>Staff have received refresher briefing and recomplete hand washing e-learning for the summer term</p> <p>Pupils to receive briefing and watch handwashing e-learning.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			All staff	Y
Competence of staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in the section above, staff to re-complete for the summer term:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning • Putting on and taking off PPE e-learning • Competence quiz <p>Staff to achieve 80% pass rate in the quiz to undertake work using PPE. One re-sit is allowed before all training must be repeated.</p> <p>Any staff who administer personal care to a pupil must don full PPE, including mask, gloves and apron. This should be donned and doffed following the PHE</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			All staff	Y

		guidance. If PPE is disposable and has not been contaminated with COVID-19, then it should be double-bagged and put into general waste after use.					
Play/Sport/Exercise	Staff/Pupils Transmission of Covid19 through lack of social distancing	Social distancing must be maintained during all play/sport/exercise sessions. Year groups will be rostered so access to outside areas is restricted to one bubble at a time using a given area. As per government guidance , any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session. Staff must remain at least a 2m distance from pupils.	Likelihood: 2 Consequence: 3 Risk Level: 6	PE staff to carry out individual risk assessment for lessons if indoors and for indoor competitions against other schools. All guidance updates must be addressed immediately and the risk assessment updated			All teaching staff Y
Lunch	Staff/Pupils/ Catering Staff Transmission of the virus	Pupils to wash hands before eating. Lunches to be staggered to include inside/outside time Catering to provide hot or cold service to classroom in disposable packaging Lunch to be eaten in classroom or outside if weather is suitable Pupils with allergies to be considered including menu options. Advice to be given to parents/carers on allergies	Likelihood: 2 Consequence: 3 Risk Level: 6				All staff Y
Emergency evacuation	Staff/Pupils/ contractors Transmission of the virus	Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation. PEEPS have been reviewed and amended accordingly.	Likelihood: 2 Consequence: 4 Risk Level: 8				All staff /contractors Y
First Aid & administration of medicines	Staff/Pupils Transmission of the virus	Each bubble will have a designated first aid area identified by signage. Pupils to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If the person is displaying Covid19 symptoms, the first aider must wear a surgical face mask, an apron, and gloves. All PPE following the first aid should be disposed of by double bagging and putting in the bin provided. PPE must be readily available to all staff administering first aid, this should be easily accessible to all staff without questions.	Likelihood: 2 Consequence: 3 Risk Level: 6				All staff Y

		<p>All current First Aiders have read and signed to say they have read and understood the addendum to the First Aid policy. All newly qualified first aiders MUST do the same.</p> <p>If PPE is disposable and has not been contaminated with COVID-19, it should double bagged and put into general waste.</p>					
Pupils' Behaviour	<p>Anyone in building</p> <p>Social distance not adhered to by pupils toward staff</p> <p>Transmission of the virus</p>	<p>Behaviour Policy addendum has been updated to evidence the expectations and consequences of behaviour considering high risk to other pupils and staff for summer term two</p> <p>Any pupils with known patterns of challenging behaviour which involve not following instructions should have an individual risk assessment carried out which is shared and discussed with them and their parent/carer to ensure full understanding of the new protocols for safe behaviours in school.</p> <p>Positive Handling should be only used in an emergency to prevent harm to a person or persons. In the event, a side to side two person restraint should be used rather than face to face with the pupil</p> <p>In the event of a pupil deliberately coughing or spitting on a member of staff a test will be facilitated via NHS if requested.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>				<p>Anyone in building</p> <p>Y</p>
Internal movement around the school	<p>Staff/pupils/Contractors</p> <p>Potential transmission of Covid19</p>	<p>Access & egress through common areas to be kept to minimum. External routes to be used whenever practicable. Where two-way movement cannot be avoided or segregated, then measures must be implemented to control the flow. Where a corridor is less than 2m wide at its narrowest point this should be one way only.</p> <p>Markings at 2m intervals in corridors & key areas (e.g. toilets, assembly points, fire & meet & greet).</p> <p>Class Group members to walk at 2m distancing. Bubbles only to move around the school under supervision of their teacher or LSA</p> <p>Classes will be allocated a time to move around the school, avoiding other bubbles.</p> <p>No messages to be taken around the school by pupils</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>				<p>All staff, pupils and visitors to the school</p> <p>Y</p>

		All messages from the office will be via email or telephone; staff are responsible for checking their emails daily.					
Surface transfer	Staff, Pupils & Contractors Potential transmission of Covid19	Regular cleaning schedule in place. Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas. Method statements to be used for each item of equipment. This includes: <ul style="list-style-type: none"> Product to be used Method of application including dwell time Cleaning order Disposal of product PPE 	Likelihood: 2 Consequence: 3 Risk Level: 6			All staff, pupils and visitors to the school	Y
Contractors working on site (including Catering provider, Cleaning companies, building and maintenance contractors)	Staff, pupils & Contractors Potential transmission of Covid19	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken. Contractors to work out of school hours where possible. These areas should be cleaned thoroughly following the completion of the work. Cleaners will start after all pupils have left the building. Contractors not to work in classrooms when occupied by bubble Contractors to provide the school with their risk assessment in relation to Covid19, these will be checked by the Site Manager. Contractors MUST wear a mask as a minimum whilst in the school. Updated versions of risk assessments to be requested for all regular contractors.	Likelihood: 2 Consequence: 3 Risk Level: 6			Contractors as visits occur	N
Transfer of virus onto/off PPE/face coverings	Staff and potential onwards transfer	Wash hands before handling PPE Don & remove PPE in specified order After use, double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements Re-usable PPE (eg rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of process	Likelihood: 2 Consequence: 3 Risk Level: 6			All staff	Y
Toilets	Staff/pupils/Contractors	Children will be escorted to the toilet when external to the classroom. Bubbles to be allocated a set of toilets for their sole use.	Likelihood: 2 Consequence: 3			Staff and site team	Y

	Potential transmission of Covid19	<p>Allocate staggered timings wherever possible and control access to ensure distancing between groups.</p> <p>All hand-dryers to be disabled and liquid anti-bacterial soap and paper towels to be used.</p> <p>Everyone to wash hands upon return to classroom.</p> <p>Increased cleaning throughout the day with regular checks on supplies of soap and hand towels. Site team to document cleaning schedule</p>	Risk Level: 6				
Hand to mucous membrane transfer (eyes, nose, mouth)	<p>Staff, Pupils & Contractors</p> <p>Potential transmission of Covid19</p>	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and hand dryers in each toilet Additional hand sanitizer around the school</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>			Staff, pupils, visitors to the site (inc. contractors)	Y
Suspected case of COVID-19 in School	<p>School Staff/Teachers/ Parents/Visitors to School</p> <p>Potential transmission of Covid19</p>	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss or change in their normal sense of taste or smell) then they should go home and follow the Government guidance for NHS test and trace.</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area that is well ventilated identified for this use and then escorted out of the building to their parent/carer by a member of staff in full PPE. Parents will be encouraged to arrange a covid test for their child.</p> <p>If an adult presents with Covid19 symptoms they should take a LFD test. If the result is positive they should self-isolate and arrange to take a PCR test within 48 hours.</p> <p>If the PCR test is negative, this overrides the LFD result and the pupil or staff member may return to school.</p>	<p>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>			Head of school, SLT, reception staff	Y
Confirmed case of COVID-19 in School	<p>School Staff/Teachers/ Parents/Visitors to School</p> <p>Potential transmission of Covid19</p>	<p>The parent/carer or staff member must notify the school immediately following a positive PCR test and the Head of School will liaise with the local public health team. The staff member or pupil will self-isolate for 10 days and the bubble will close</p>	<p>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>			All staff, Head of school, SLT, reception staff	Y

Those with specified health conditions	Staff/Pupils Transmission of the virus	Those with specified medical conditions which make them more vulnerable to Covid-19 should follow government advice. Individual risk assessments will be carried out and appropriate controls introduced. Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance. Pregnancy risk assessments are reviewed in each trimester and must be robust. Government guidance on pregnancy during Covid-19 must be followed	Likelihood: 2 Consequence: 4 Risk Level: 8			Head of School, vulnerable staff and pupils	Y
Communal areas e.g. halls, staff areas, reprographics	Staff/Pupils/Visitors Transmission of the virus	Minimise the use of communal areas Separate risk assessment/protocol to be carried out for these areas covering how the transmission risk will be managed and ventilation maximized. Face coverings are to be worn by adults in communal areas if other adults could be/or are present. Protocols should be displayed for use of area.	Likelihood: 3 Consequence: 3 Risk Level: 9			All staff	Y
Lettings on school grounds and the spread of virus	Staff/pupils/hire rs and general public Transmission of the virus	12 th April indoor lettings for children's activities and sports 17 th May 2021 indoor lettings for adult sports Separate risk assessment to be carried out by the school covering how the transmission risk will be managed and ventilation maximized. The risk assessment provided by hirers must reflect the expected standard of the sporting body. Hirers to provide the school/Trust with their risk assessment in relation to Covid19, these will be checked by the Site Manager and monitored by the Trust. All adults to wear a face mask as a minimum whilst indoors on school premises, unless exempt. All areas to be cleaned following use. Any positive cases of Covid 19 should be immediately reported to the school.	Likelihood: 3 Consequence: 3 Risk Level: 9			Trust, Head of School, Hirers, general public	Y
The use of volunteers and the spread of virus	Staff/Pupils/Volunteers Transmission of the virus	The use of volunteers is restricted to essential needs. They stay with the group they have been allocated. A health check should be completed for the volunteer. Volunteers will complete the same training as staff Volunteers must remain at a 2 metre social distance and activities should be modified eg both child and volunteer to have a copy of the same book to read	Likelihood: 2 Consequence: 3 Risk Level: 9			Volunteers, Reception staff	Y
Educational Visits	Staff/Pupils/Volunteers/ Members of the Public	Daily educational visits may take place, a robust risk assessment must be carried out.	Likelihood: 3 Consequence: 3			Head of School, Visit Lead staff	N-not yet in place

	Transmission of the virus	Lead staff to carry out individual risk assessment for visits. All guidance updates must be addressed immediately and the risk assessment updated	Risk Level: 9				
Airborne Transmission through use of poorly ventilated rooms	Staff, pupils, Trust staff, visitors to school Transmission of the virus through lack of adherence to the risk assessment	Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input, not recirculating Fire exit doors can only be left open where it does not excessively compromise security Internal rooms without access to fresh air or mechanical ventilation should not be used by more than one person (DHT office, AHT offices, Parent room, Safeguarding office, Aspire Base)	Likelihood: 2 Consequence: 3 Risk Level: 6			All staff	Y
Drinking water sources	Pupils Potential transmission of Covid-19 through shared use	Water fountains to be closed and water supply turned off. Site Manager to check and review the correct signage is present at all water sources. Pupils to fill own water bottles from classroom supply where this water is identified as drinking water, pupils should be reminded not to touch the top of their bottle to the tap. Anti-bac wipes to be available at sink area Water jugs to be supplied for classes where drinking water is unavailable	Likelihood: 2 Consequence: 3 Risk Level: 6			Site Manager, pupils	Y
Lack of access to learning through school closure	Staff /pupils Access to curriculum	All classroom based staff are trained in delivering lessons via the various platforms used by the school. Devices have been provided for home use by pupils and staff where required.	Likelihood: 3 Consequence: 3 Risk Level: 9			Teaching staff	Y
Access to remote learning	Staff /pupils When remote learning is required staff unable to deliver and pupils unable to access learning to ensure	The Head of School works with the Network Manager to ensure enough ICT devices, e.g. computers and laptops, are available to all identified vulnerable or disadvantaged pupils The Head of School and SLT work with teaching staff to ensure a plan is in place to provide adequate learning material during a local lockdown or to enable teaching to continue in classrooms with no teacher due to staff self-isolation.	Likelihood: 2 Consequence: 3 Risk Level: 6			Head of School, SLT, Teaching staff	Y

	continued provision of education	<p>CPD is in place to ensure ALL staff are able to deliver daily lessons, interact with pupils and provide feedback to aid progression.</p> <p>Risk assessments for all pupils with an EHCP are in place Staff have access to IT kit that enables them to continue supporting learning.</p> <p>Additional chrome books purchased to enable remote learning.</p> <p>All devices from the DfE MUST be processed using the Trust IT protocol for processing, asset tagging and security measures</p> <p>Google Classrooms continues to be maintained.</p> <p>Acceptable Use Policies for staff and pupils have been reviewed to take account of Covid-19 and remote learning /working.</p>						
Covid transmission facilitated through access to After-School Clubs	Staff /pupils	A risk assessment will need to be completed for each club identifying the relevant hazards and implementing suitable control measures.	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>				Club staff	Y
Covid transmission facilitated through social events on school grounds	Staff/ visitors	School will not organise group events for staff on site or at a venue until government guidelines change and an updated risk assessment will be provided. For the foreseeable future the drinking of alcohol on site during a social event, is also not permitted.	Risk removed				Head of School, All staff	Y

Review date: as new Government guidance is released or as required due to changing needs of the school

Date communicated to staff: 7th June 2021

Is a safe system of work required **Yes / No**

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very Likely	
			LIKELIHOOD					