

Woodlands Community Primary School

JANUARY Risk Assessment

| Over-arching Risk | Assessed risk if no actions taken | Controls in place | Considering controls in place, current risk level assessed by HT | Further key actions to be taken and by when | Assessment agreed by trust ELT and date |
|--|-----------------------------------|--------------------------------|--|---|--|
| Risk that Woodlands school cannot open fully to pupils of keyworker families in line with current DfE guidance . | High | See Key Risk assessments below | High/ Medium/ Low | | 14/01/21d  |

| 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 | Reminder sent to parents and all staff via email and meetings |
| 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 | |
| 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 | |
| 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 | All staff visitors and families informed and reminded NOT to attend school if showing symptoms Up to date information on the school website | Low | |
| Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance | Medium | All staff and families are made aware of protocol if potential case identified- see plan | Low | |

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 individuals who are unable to wear a face covering. | High | All adults are required to wear masks when less than 2 metres from other pupils and adults All LTS wear masks when working with children at all time | NA | All visitors where masks before entering the building |

| | | | | |
|---|------|---|-----|--|
| Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely. | High | All staff have been informed via email Posters around school inform all adults of expectations | Low | All LTS reminded of face covering regulations- paper copies distributed All staff are reminded weekly in briefing minutes |
|---|------|---|-----|--|

| 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 | Additional soap and hand towels are provided in classrooms and the toilets Each class and key entry points have 'sanitation stations' Children are monitored in use of toilets to ensure minimal mixing Children wash their hands on each entry to building Children sanitise on each entry to the classroom Staff are required to wash hands on each entry to the building and sanitise on each entry of a teaching area | Low | |
| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance | High | All staff visitors and families informed and regularly reminded of the need for handwashing and sanitising- by posters, SM, minutes and regular conversations with pupils Sanitising stations located around school | Low | |

| 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 | All rooms have specific lidded pedal tissue bin and follow guidelines- see plan | Low | |
| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance | High | All staff visitors and families informed and regularly reminded of the need for handwashing and sanitising Sanitising stations located around school Also reminded of the use of separate bins for tissues | Low | |
| Face coverings are not removed and stored safely when entering school areas where they are not required. | High | All staff reminded of mask protocol Families informed in advance of expectation for those travelling in a mask. Office staff will remind visitors of the mask policy and how to store when not in use | Low | |

| 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 | <p>External provider of cleaning for daily clean</p> <p>Plentiful supply of anti bac cleaning wipes and products available in each teaching area to be used after each use</p> <p>Staff informed and regularly reminded</p> <p>There is a bulk stock of additional wipes and spray kept in staffroom cupboard</p> <p>All sanitiser containers are checked regularly and refilled as needed.</p> <p>Where needed all products have been added to the COSHH register and staff reminded to only use 'regulated' resources including personal hand gel</p> <p>Cleaning company expectations and RA in Corona file and shared with staff</p> | Low | |
| Regular cleaning of toilets in line with PHE guidance is not in place | High | <p>External provider of cleaning for daily clean.</p> <p>Staff clean touchpoints between each bubble use</p> <p>Cleaning company expectations and RA in Corona file and shared with staff</p> | Low | |
| Regular cleaning of equipment, both indoor and outdoor is not in place | High | External provider of cleaning for daily clean | Low | |

| | | | | |
|--|--|--|--|--|
| | | <p>Plentiful supply of anti bac cleaning wipes and products available in each teaching area to be used after each use Staff informed and regularly reminded</p> <p>Cleaning company expectations and RA in Corona file and shared with staff</p> | | |
|--|--|--|--|--|

| 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 | Bubbles have been set as 15 in each class 7 bubbles are in school- 1 x EY 2 x yr 1 and 2 2 x yr 3 and 4 2 x yr 5 and 6 Capacity 105 children Each has a gate allocation, play allocation and lunch allocation | Low | |
| The size of groups or “bubbles” does not minimise the opportunities for interaction in this school. | High | The 15 bubble enables mixing with peers. The size and number of the bubbles permits space between each bubble at all times Staggered entry and breaks | Low | This is reviewed daily to meet the needs of the keyworker vulnerable children |
| Groups are mixed for specialist teaching, where this is not necessary | High | Bubbles do not mix and support staff have been redeployed to eliminate mixing Staggered starts through different gates Staggered play with designated play zones and staggered lunchtimes. EY provision has a group who need to mix. Children will be in smaller | Low | |

| | | | | |
|---|------|---|-----|---|
| | | groups and will move between learning stations and activities. | | |
| 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 | <p>TA rotas have been set to eliminate transition between bubbles Where movement is needed staff are reminded to keep separate from other adults and pupils</p> <p>Pupil seating has been arranged to maintain appropriate distancing where possible</p> <p>All staff have been reminded of 2m distancing and the use of multiple staffrooms to minimise contact.</p> <p>All adults are required to wear masks when less than 2 metres from other pupils and adults</p> | Low | Weekly reminders through meetings and briefings |
| Adults come within 2 metres of pupils in the classroom, where this is not necessary | High | <p>Space at the front of the classroom is provided for the teacher. Due to lower numbers in school- the first row of every class is kept empty</p> <p>Teachers are not to work within 2m of children- teachers reminded weekly in briefing minutes and staff meeting [EY exceptions] All staff informed and regularly reminded not to enter classrooms unless necessary 'Virtual' assemblies and behaviour policy implemented Teachers reminded to keep their distance from pupils where possible LTS wear masks in assisting children with lunches</p> | Low | |

| | | | | |
|--|--------|---|-----|---|
| Adults come within 2 metres of each other, where this is not necessary | High | Staff are reminded to adhere to social distancing guidelines- more than one staff room is in operation to reduce need to visit one room. Seating in staff room has been spaced. Meetings have been amended to accommodate 2m rule if essential to be held in person. Non face to face essential meetings are held virtually Any essential face to face meetings are held in Sycamore to enable 2m spacing and ventilation. | Low | |
| Older children do not keep apart from each other, where this is possible | High | Children are reminded by staff of the importance of keeping a safe distance where possible. Amendments to the Behaviour Policy include breaches of social distancing | Low | |
| Classroom set up involves pupils facing each other, where this is not necessary | High | Each class in kS1 and KS 2 has been set up with children facing forward Face to face activities have been removed from the timetable EY children will not be able to sit forward facing due to spacing and activities. | Low | |
| School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals | Medium | School behaviour policy is adapted to include 'virtual' sections and amended guidelines in accordance with government and CAT Staff have been trained in use of PPE when required | 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 | Y |
| End of day departure from school | Y |
| Travel to and from school | Y |
| Lunchtimes | Y |
| Breaktimes | Y |
| Movement of pupils between different school teaching spaces | Y |
| Movement of staff between different school teaching spaces | Y |
| Delivery of curriculum PE | Y |
| Delivery of curriculum Music | Y |
| Delivery of curriculum Design & Technology | Y |
| Delivery of curriculum Art | Y |
| Delivery of practical Science | Y |
| Delivery of practical Drama | Y |
| Assemblies and other large gatherings | Y |
| Operation of extra curricula activities | Y |
| Operation of before and after school childcare | Y |
| Operation of wraparound nursery childcare | NA |
| Working with SEND children where the child's behaviours may pose an additional risk | Y |
| Recruitment | Y |
| Visitors to school | Y |
| Supply and peripatetic staff operating in school | Y |
| Trainee teachers and apprentices in school | Y |
| Gatherings of staff, eg: staffroom, meetings or training. | Y |
| Delivery of catering | Y |
| Contractors working on site | Y |
| Educational visits | Y |
| One to one and catch up support | Y |
| Use of classroom resources | Y |
| Marking and review of pupil work | Y |

| Key risk 7: Risk that 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 | Appropriate PPE equipment is correctly stored and staff are aware of when and how to use. All staff have been trained in the location and use of PPE equipment | Low | |
| Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn. | Low | Appropriate PPE equipment is correctly stored and staff are aware of when and how to use | Low | |

| 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 doors are propped open for ventilations All rooms have windows open for ventilation [not fully due to temperature] All staff and parents are aware of the need Children have been informed to dress appropriately | Low | |
| Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature. | Medium | All staff and parents are aware of the need Children have been informed to dress appropriately | Low | |

| 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 | Staff have been made aware of the process and the expectations in staff updates INSET day and explanatory emails | Low | |
| Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace. | Medium | Staff have been made aware of the process and the expectations in staff updates INSET day and explanatory emails | 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 | Staff are aware of the process and the expectations in staff updates INSET day and explanatory emails | 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 | Parents are aware and guidance on the website helps inform parents of next steps | 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 | Parents are aware and guidance on the website helps inform parents of next steps | 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 | Parents are aware and guidance on the website helps inform parents of next steps | Low | |
| Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19 | High | Parents are aware and guidance on the website helps inform parents of next steps | Low | Sent communications in August via website and FAQ sheet Newsletters in September to remind |
| In the event of a positive Covid-19 case in school, school does not contact local | Low | SLT are aware of expectation and the contacts needed | Low | |

| | | | | |
|--|--|---|---|---|
| health protection team and comply fully with their advice. | | All aware of the first step to call PHE England and seek guidance. | | |
| In the event of a positive Covid-19 case, school does not have records of close contacts made in school | High | School has updated the class lists and contact details Office staff are aware of the need to keep updated Timetable of staffing and groups to be created to monitor pupil mixing | Low | |
| Key risk 10: Risk that the educational provision for pupils does not return to normal-REMOTE LEARNING TO BRIDGE THE GAP | | | | |
| 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 | A full broad and ambitious curriculum is in place both in school and immediately available remotely | Low | |
| Government funded intervention and catch up program is not effective | High | On hold during the January Lockdown | 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 | Each class has immediate daily access to learning through the eschool platform with learning activities, online tutorials, video links, oak academy white rose and Woodlands. Each child is in contact regularly with a teacher to answer any questions. Teachers are available daily to answer welfare, learning or technology questions. Teacher feedback is given to work each day- the curriculum is amended in response to assessment feedback School is allocating electronic devices to those families without access where possible | Low | This is reviewed weekly using welfare call information and engagement ratios information Regular questionnaires will be sent to check parental understanding Daily assessments and feedback are checked to amend the curriculum |

| | | | | |
|--|--|--|--|--|
| | | <p>Further devices have been ordered from the DFE</p> <p>School is providing paper packs weekly that are assessed for those families that struggle with accessing technology</p> <p>School is monitoring engagement daily and ensuring ALL pupils have ready access to the curriculum.</p> | | |
|--|--|--|--|--|

| 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 | Ready reckoners from CAT have been shared with all staff All staff have reported their status | Low | |
| Employees are anxious about coming to work due to covid-19 | Medium | Regular conversations are being had with staff and all questions answered | Low | |
| Employees are not fully trained on the school opening plan | Medium | All staff have a copy of the plan and time is given to address any questions Time is taken to ensure understanding and the need for compliance | Low | |
| Employees are not fully consulted on the school opening plan | High | All staff have a copy of the RA and time is given to address any questions. | Low | |
| Workload once open is not achievable | High | SLT will monitor continually and workload is an item on Staff meeting agenda | 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 |