


| 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 WOOD END PRIMARY school cannot fully re-open from 8 th March 2021 in line with revised DfE Guidance | High | See Key Risk assessments below | Low | | 24/02/21  |

| 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 | |
| 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 occupied spaces are not kept well ventilated | High | Must | See Individual risk assessments below | Low | |
| 8. Risk that PPE equipment is not worn where necessary | Medium | Must | See Individual risk assessments below | Low | |
| 9. Risk that the school does not promote and engage in asymptomatic testing, where available. | High | Must | See Individual risk assessments below | Low | |
| 10. Risk that school response to infection is not in line with the DfE guidance | Medium | Must | See Individual risk assessments below | Low | |

| Key Risks | Assessed risk if no actions taken | Requirement | Controls in place | Considering controls in place, current risk level assessed by Headteacher | Further key actions to be taken and by when |
|---|-----------------------------------|-------------------|---------------------------------------|---|---|
| 11. Risk that the educational provision for pupils is not in line with statutory requirements | Medium | Must | See Individual risk assessments below | Low | |
| 12. 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 | <ul style="list-style-type: none"> - Visitors are to be pre-booked where possible - Pre-booking MS Form to be sent to share school policy, obtain details and enable pre-booking - Poster to be displayed on the front door outlining guidance for ad-hoc visitors (of which there should be few) - Guidance shared with parents about keeping children at home if unwell - Regular reminders on social media - Poster outlining to staff what to do if they suspect Covid - Reminders about procedures provided for ALL staff about what to do if they suspect Covid. - Keep a record in the office of start date of isolation periods if they occur and the 10 day period end date. No-one allowed in school prior to that date. - Be vigilant to signs/ symptoms and send people home if necessary | Low | |
| Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance | Medium | <ul style="list-style-type: none"> - Staff are to be vigilant about children complaining of feeling unwell - Children are to be sent to the Covid sick bay in line with procedures already established - Allocate the room and toilet for isolating the child (sick bay) - Make it clear to parents that they will be asked to collect immediately for the safety of all - Prepare packs of PPE so they are ready to be used - Once aware, all staff dealing with the child to wear PPE - All suspected cases to be reported to SLT immediately - Posters to be displayed about what to do - Regular reminders in staff meeting about the protocol | Low | |

| Key risk 2: Risk that face-coverings are not worn in line with the recommendations | | | | |
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| 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 primary schools only, face coverings are not worn by adults in situations where social distancing between adults is not possible. | High | <ul style="list-style-type: none"> - all visitors to school are asked to wear a face covering for the duration, this includes adults bringing and collecting children on the playground - staff are to wear face coverings in communal areas such as corridors and the staffroom and in the classroom should they choose too. - Face shields can be worn by staff working on a 1:1 basis to prevent droplet spread but to be effective against aerosol transmission this needs to be paired with a face covering. It is the choice of the staff member and the needs of the child. - Communicate with staff the clarification in advice about the wearing of face shields. | Low | |
| Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely. | High | <ul style="list-style-type: none"> - Posters have been displayed about the safe removal and storage of face coverings - the guidance on this has been distributed to all staff https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education | Low | |

| Key risk 3: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance. | | | | |
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| 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 | <ul style="list-style-type: none"> - Handwashing is timetabled for children throughout the day (on entry, before play, after play, before eating, after eating and before going home) - Handwashing facilities are available in the classroom except for Badger and Otter who will use the sink in the shared area - Adequate stock of handwashing materials are held in school and orders are in place for continued supply - Hand sanitiser is available at stations throughout school for use by adults and children - Posters around school are to display handwashing messages - Correct method of handwashing to be taught to children on their return to school - Posters to reinforce the handwashing to be displayed at sinks | Low | |
| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance | High | <ul style="list-style-type: none"> - Children are to be supervised when washing hands to ensure appropriate levels of hand hygiene - Staff are to model handwashing at the times allocated to the children - Staff are to be encouraged to remind each other about good hand hygiene - Visitors are to be asked to wash their hands on arrival. - Messages about handwashing are to be shared when booking a visitor in and in the pre-booking information | Low | |

| Key risk 4: Risk that individuals in school do not practice good respiratory hygiene | | | | |
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| 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 | <ul style="list-style-type: none"> - All classrooms have a lidded bin - Bins are to be emptied regularly (at least once a day) - Tissues are to be available in all classrooms - Monitor stock control to ensure there are enough tissues in school - Catch it, bin it, kill it messages are displayed around schools on the screens and on posters in classrooms - Children are to be taught about respiratory hygiene when they return in September and regular reminders given to children | Low | |
| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance | High | <ul style="list-style-type: none"> - Remind people of the 'Catch it, bin it, kill it' mantra if they are seen not following guidance - Conversations and explanations to be used with people who persist - Parents to be contacted if children are deliberately not following the guidance as per updated behaviour policy | Low | |
| Face coverings are not removed and stored safely when entering school areas where they are not required. | High | <ul style="list-style-type: none"> - Face coverings are to be worn by adults in corridors and communal areas and in classrooms if they choose. - All adults choosing to do so must read the government guidance on the correct removal and storage of the mask when not in use. https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education - Advice on face coverings to be displayed on the covid board in the staffroom and on the website. | Low | |

| Key risk 5: Risk that the cleaning regime in school is not in line with DfE guidance | | | | |
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| 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 | <ul style="list-style-type: none"> - Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly - Unnecessary surfaces are removed from classrooms to minimise the amount of cleaning that needs to be completed so key areas can be focused on - Site manager to alter shift pattern to enable additional cleaning duties throughout the school day - Touchpoints are to be cleaned during the day (Chartwells) - Surfaces are to be cleaned at the end of the morning session by the staff in each area using materials provided by Chartwells (appropriate data sheets on site and stored in line with COSHH) - High traffic touchpoints (phone, photocopier and signing in system) to have their own wipes for adults to use - Adults have been issued with touchscreen pens to minimise the use of touchscreens in school | Low | |
| Regular cleaning of toilets in line with PHE guidance is not in place | High | <ul style="list-style-type: none"> - Toilets are to be cleaned daily as per the school contract - Additional cleaning of toilets at lunchtimes with Chartwells (as per the current cleaning arrangement) - Ensure children wash their hands thoroughly after using the toilets | Low | |
| Regular cleaning of equipment, both indoor and outdoor is not in place | High | <ul style="list-style-type: none"> - Ensure staff understand that any equipment used by their class needs to be cleaned thoroughly after use if it is to be used by a different class (e.g. paintbrushes, PE equipment, ipads etc) - Resources can be rotated out of use for 72 hours between uses by different class groups to minimise cross-contamination. - Books in the library and home readers once returned will be left for 72 hours before being returned to circulation. - The person returning resources washes their hands before and after doing so. - Outdoor gym equipment to be wiped down every evening after school (children will wash hands after use) | Low | |

| Key risk 6: Risk that contact between individuals is not minimised and social distancing maintained where possible. | | | | |
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| 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 a “bubble” is not small enough to allow children and adults to maintain 2 metre social distance from each other (while accepting that the youngest children will not be able to maintain social distance). | High | <ul style="list-style-type: none"> - School is to operate ‘double bubbles’ of 65 max across school for children - Staff will work within ‘Double Bubbles’ no more than 2 class bubbles to enable PPA, flexibility of staffing and support of pupils. | Low | |
| Each “bubble” is not able to keep at a 2 metre distance from all other “bubbles” at all times. | High | <ul style="list-style-type: none"> - The children within class bubbles will not mix with children in any other class bubble. - The majority of children will only encounter children within their own class bubble. - Lunchtime will have 2 class bubbles in the hall, maintaining 2m at least buffer between the bubbles. They will enter through different doors and there will be no mixing. - Class bubbles are only to work in their classroom space or outside. The use of shared areas is not permitted. - Corridors are to remain marked to encourage pupils to pass at a distance and not risk bumping into anyone - There will be no large gatherings including assemblies – these will be conducted online via TEAMS once a week as a school due to timetable. Collective worship will be completed daily in class with a strong focus on PSHE themes. | Low | |
| Where teachers and other staff, including supply and contractors, are required to move between bubbles they are less than 2 metres apart from pupils or other adults, where this is not necessary when working with the youngest children who cannot social distance | High | <ul style="list-style-type: none"> - All adults are to be strongly advised to maintain 2m distance from children and other adults where they can - Any intervention space is set up to support social distance with no face to face arrangements - Perspex screens must be used as well as 2m maintained if a member of staff is working with a child 1:1 i.e. speech and language | Low | |

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| Adults come within 2 metres of pupils in the classroom, where this is not necessary when working with the youngest children who cannot social distance | High | <ul style="list-style-type: none"> - Each classroom is to have a teaching zone at the front of the classroom marked with tape to remind them to keep their distance from the pupils - Where this is not possible, the reduction in distance must be kept to a minimum and should not be face to face - Adults within a class space should support and remind each other to maintain distance - Leadership team is to maintain visibility in school but should stay at the classroom door when walking the school | Low | |
| Adults come within 2 metres of each other at any point. | High | <p>Session on 23.2.21 and for all newly appointed staff therein is to include clear expectations that staff should maintain 2m from each other where this is possible.</p> <ul style="list-style-type: none"> - Regular reminders to be given in briefings and at the start of each new half term - Teacher and TA zones in the classroom are at least 2m apart (no sharing of a teacher's desk) - The staffroom is to have rota for staff to use it - Staff are to maintain maximum distance when in the staffroom - Offices are to be arranged so staff working in them are not in close proximity and distance can be maintained whilst in their work bases. | Low | |
| Classroom set up involves pupils facing each other. | High | <ul style="list-style-type: none"> - All classrooms are to be set up with children facing the front of the classroom with the exception of EYFS - Teacher/ TA zone is to be clearly defined and pupils told not to enter unless they have permission. - Intervention spaces (only 3 potentially in school) will be set up to facilitate social distance and not be face to face | Low | |
| School behaviour policy does not take into account the requirement to eliminate mixing of groups or minimise mixing of individuals | Medium | <ul style="list-style-type: none"> - Children are to be reminded about social distance on their return to school on March 8. Staff are to explain that children should distance if they can - Reinforce the idea of a personal bubble that will pop if you are too close to someone else (image has been used throughout lockdown and reopening) | Low | |

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| | | <ul style="list-style-type: none"> - teach pupils playground games that support the idea of social distancing - Children are to move around school with distance in their line - Reminders to be given to pupils to maintain distance, if staff feel this is reasonable(dependant on age/ circumstance) | | |
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| Checklist | Plan or Risk Assessment in place |
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| 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 (PR) |
| Breaktimes | YES (PR) |
| Movement of pupils between different school teaching spaces | YES |
| Movement of staff between different school teaching spaces | YES |
| Delivery of curriculum PE | YES (SRA) |
| Delivery of curriculum Music | YES (SRA) |
| Delivery of curriculum Design & Technology | YES (SRA) |
| Delivery of curriculum Art | YES (SRA) |
| Delivery of practical Science | N/A |
| Delivery of practical Drama | N/A |
| Assemblies and other large gatherings | YES |
| Operation of extra curricula activities | YES (OM) |
| Operation of before and after school childcare | YES |
| Operation of wraparound nursery childcare | YES |
| Working with SEND children where the child's behaviours may pose an additional risk | YES (SRA) |
| Recruitment | YES (SRA) |
| Visitors to school | YES (SRA) |
| Supply and peripatetic staff operating in school | YES (OM) |
| Trainee teachers and apprentices in school | YES (OM) |
| Gatherings of staff, eg: staffroom, meetings or training. | YES |
| Delivery of catering | YES (PR) |
| Contractors working on site | YES (SRA) |
| 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 occupied spaces are not kept well ventilated | | | | |
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| 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 | <ul style="list-style-type: none"> - Windows and doors in classrooms are opened fully before school and during break times and lunchtimes to ensure room is well-ventilated - During class time, windows are kept open enough to allow a flow of air through the classrooms - Where possible, high windows are opened to minimise the chance of a draught - Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught | Low | |
| Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature. | Medium | <ul style="list-style-type: none"> - Information shared with parents and staff about the ventilation measures in place - All stakeholders advised that the measures will remain in place over the colder months and therefore to wear layers to ensure the chances of being cold are minimised. - When weather is extremely cold, monitor temperatures in the classroom to ensure they are not too cold. - Heating to be adjusted to maintain comfortable temperatures where this is possible. | Low | |

| Key risk 8: Risk that PPE equipment is not worn where appropriate | | | | |
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| 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 | <ul style="list-style-type: none"> - Check stock levels of gloves, aprons, face shields and face masks for this eventuality – arrange order if stock is low - Staff aware of where this is kept and circumstances in which it must be used - Display posters on how to correctly wear face masks and PPE - All used PPE is disposed of correctly (staff to be reminded of this process in September training) - Posters advise staff of how to dispose of PPE in the Covid bay and in the staffroom. | Low | |
| Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn. | Low | <ul style="list-style-type: none"> - Gloves and aprons to be worn if dealing with accidents in school as per standard procedure in school - Training in September to cover the difference between routine needs and suspected COVID case. | Low | |

| 9. Risk that the school does not promote and engage in asymptomatic testing, where available. | | | | |
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| 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 |
| Adults working in school are not enthusiastically offered the opportunity to self-test at home twice a week. | Medium | <ul style="list-style-type: none"> - Staff all invited to an information sharing session on 21.1.21 about lateral flow testing - Benefits of the testing programme were shared - Process was modelled (video) - Process for distribution of packs and reporting was shared - Current uptake of staff testing is 90%. | Low | |

| Key risk 10: Risk that school response to a confirmed infection is not in line with the DfE guidance | | | | |
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| 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 | <ul style="list-style-type: none"> - Display the Test and Trace procedures in the staffroom - Include Test and Trace in the training in September - If staff call in sick OR are sent home from work, remind them to book a test and inform school of results | Low | |
| Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace. | Medium | <ul style="list-style-type: none"> - Inform staff in training that they should comply with Test and Trace - Remind staff to inform Test and Trace of close contacts - Make it clear what is classed as a close contact | 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 | <ul style="list-style-type: none"> - Display poster on what to do if Covid is confirmed - Keep a record of dates to ensure no staff member returns before isolation period is ended - On confirmation of test result confirm with the staff member the date of return to work (the end of isolation) - Staff MUST inform school on first day of absence if they are absent due to isolation. | 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 | <ul style="list-style-type: none"> - Display the Test and Trace procedures on the website and signpost parents to it through social media - If a parent reports and absence due to Covid OR a child is sent home from work, remind them to book a test and inform school of results using coronavirus2063@welearn365.com - School to issue tests to families if there are genuine concerns about them being able to access the test any other way | 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 | <ul style="list-style-type: none"> - When discussing absence or isolation with parents, school office to remind them to engage with Test and Trace - Remind staff to inform Test and Trace of close contacts - Make it clear what is classed as a close contact (someone with direct touch, within 1m for more than 1 minute, within 2m for more than 15 mins) | 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 | <ul style="list-style-type: none"> - Display poster on what to do if Covid is confirmed - Keep a record of dates to ensure no child returns before isolation period is ended | Low | |

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| | | <ul style="list-style-type: none"> - On confirmation of test result confirm with the parent the date of return to school (the end of isolation) - Parents MUST inform school on first day of absence if they are absent due to isolation. They are to report symptomatic and positive results to coronavirus2063@welearn365.com | | |
| Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19 | High | <ul style="list-style-type: none"> - Share information via newsletter, social media, texts, etc to remind parents of the procedure. - Email a copy of the Poster 'Feeling Unwell' to all families - Phone and check outcomes of test, if parents are not forthcoming, when we know testing has occurred. | Low | |
| In the event of a positive Covid-19 case in school, school does not manage the case in line with PHE guidance. | Medium | <ul style="list-style-type: none"> - School to contact local public health team Telephone 0344 225 3560 (option 2) Out of hours advice 013 84 679 031 in the event of a confirmed case of Covid 19 and DfE helpline 0800 046 8687 - All SLT to be made aware of the process to follow in case of staff absence or not being available using the flowchart - Display numbers in the office - SLT to have numbers stored in their phones - All advice from PHE to be followed - Inform CAT of actions to be taken | Low | |
| In the event of a positive Covid-19 case, school does not have records of close contacts made in school. | High | <ul style="list-style-type: none"> - Lists of children and staff in each 'Double Bubble' to be kept in the office - Visitors list is maintained (including which children they have worked with if any) so in the event of positive case anyone with close contact can be notified | Low | |
| In the event of an outbreak (2 or more cases within 14 days), school does not call the DfE helpline and follow their advice. | Medium | <ul style="list-style-type: none"> - Number of cases to be tracked so 2 cases over a 14 day period are easily identified. - Call the DfE helpline 0800 046 8687 and select option 1 - Follow all advice offered in relation to the number of people identified as needing to isolate. | Low | |

| Key risk 11: Risk that the educational provision for pupils does not meet statutory requirements | | | | |
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| 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 for all pupils | Low | <ul style="list-style-type: none"> - On their return, pupils will access a broad curriculum through Cornerstones. This will be monitored using the new Maestro facility - All subjects will be offered but the curriculum will be adapted to accommodate subject specific risk assessments and measures recommended | Low | |
| Remote education is not provided in line with DfE guidance and the legally binding <u>continuity direction</u> . | High | <ul style="list-style-type: none"> - There is a staged approach to providing remote education. <p>With individual cases:</p> <ul style="list-style-type: none"> - Pupils will be directed to Oak Academy and they can upload their work to Eschools for the teacher to monitor and provide feedback. - Teachers will select the Oak Academy units that most closely match the work that is being planned in class to ensure continuity across the curriculum. <p>With whole bubble closure:</p> <ul style="list-style-type: none"> - The planned curriculum will move online with all lessons being made available on Eschools. - Zoom will be used to provide sessions during the day to provide feedback and further demonstrate teaching points. - Videos of key teaching points will be available to support online learning. - Teachers will provide feedback through the Eschools platform when it is uploaded. Key misconceptions will also be addressed in the Zoom sessions. | Low | |

| Key risk 12: Risk that the trust is not a good employer | | | | |
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| 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 | <ul style="list-style-type: none"> - Risk assessments to be completed for all pregnant staff and those who have previously been shielding - Staff to be advised to be stringent in their social distancing and call for support if needed - Face coverings can be worn in communal areas and corridors if an adult chooses to do so. - Staff identified as Clinically Extremely Vulnerable are to work from home as per the Trust guidance - Ready reckoners are used to support the identification of staff and different scenarios - Pregnant staff in their third trimester are to work from home. | Low | |
| Employees are anxious about coming to work due to covid-19 | High | <ul style="list-style-type: none"> - Keep staff up to date with the changes to working practice and the measures we are taking via email or staff training on Teams - Share the plan and all risk assessments with staff - Reassure staff that everyone has worries about the situation and this is normal - Highlight support services available to staff to support them emotionally. <p>Education support service www.educationsupport.org.uk 08000 562 561 – Helpline number</p> <ul style="list-style-type: none"> - Face coverings are to be worn in communal areas and corridors and in classrooms if an adult chooses to do so. | Low | |
| Employees are not fully trained on the school reopening plan | High | <ul style="list-style-type: none"> - Staff to have staff meeting 23.2.21 about changes to make them aware of the changes to procedures and protocol - All paperwork to be made readily available to staff via email and also on the shared area. - Covid updates are to be added to the staffroom notice board and there will be an expectation for staff to read this regularly | Low | |

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| | | - Covid updates to be added to the staff meeting/ briefing agenda for Spring 2 and the Summer Term to keep up to date with changes to guidance/ protocol | | |
| Employees are not fully consulted on the school reopening plan | High | <ul style="list-style-type: none"> -Feedback has been sought from staff on procedures and protocols throughout the Autumn Term and relevant changes were made to existing practice - Share detailed plan and supporting documents prior to finishing for the summer so staff have time to read, understand and seek clarity on the new structures. - Ask for questions and invite staff to share any concerns and questions so they can be addressed through the plan or amend the plan to accommodate their thinking | Low | |
| Workload during reopening is not achievable | High | <ul style="list-style-type: none"> - Introduction of Cornerstones Curriculum Maestro for planning the curriculum –reducing planning commitment - Non-essential tasks to be considered and removed if possible - School opening time restrictions to be maintained (7.45 – 5:00) - Staff meeting to move to TEAMS to remove travelling time and reduce risk - Marking is to be reduced significantly with a strong focus on verbal feedback. Teachers are to use their professional judgement - PPA is to be taken at home due to the lack of space to work in | Low | |

Resources

Government guidance:

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

Risk matrix:

| | | LIKELIHOOD | | | | |
|----------|-------------|---------------|----------|--------|-------------|----------------|
| | | VERY UNLIKELY | UNLIKELY | LIKELY | HIGH LIKELY | ALMOST CERTAIN |
| SEVERITY | NEGLIGIBLE | LOW | LOW | LOW | LOW | LOW |
| | MINOR | LOW | LOW | LOW | MEDIUM | MEDIUM |
| | SERIOUS | LOW | MEDIUM | MEDIUM | MEDIUM | HIGH |
| | SEVERE | LOW | MEDIUM | MEDIUM | HIGH | HIGH |
| | VERY SEVERE | MEDIUM | MEDIUM | HIGH | HIGH | HIGH |