


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 does not comply with the DfE's "Schools covid-19 operational guidance" from 19 July 2021	Medium	See Key Risk assessments below	High/ Medium/ Low		 19 July 2021

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 individuals in school do not practice good respiratory hygiene	Medium	Must	See Individual risk assessments below	LOW	
2. Risk that the cleaning regime in school is not in line with DfE guidance	Medium	Must	See Individual risk assessments below	LOW	
3. Risk that occupied spaces are not kept well ventilated	Medium	Must	See Individual risk assessments below	LOW	
4. Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Medium	Must	See Individual risk assessments below	LOW	
5. Risk that school does not have an Outbreak Management Plan that complies with public health guidelines and the contingency framework	High	Should	See Individual risk assessments below	LOW	

Key risk 1: Risk that individuals in school do not practice good respiratory hygiene including handwashing				
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"> <li>- All classrooms have a lidded bin</li> <li>- Bins are to be emptied regularly (at least once a day)</li> <li>- Tissues are to be available in all classrooms</li> <li>- Monitor stock control to ensure there are enough tissues in school</li> <li>- Catch it, bin it, kill it messages are displayed around schools on the screens and on posters in classrooms</li> <li>- Children are to be taught about respiratory hygiene when they return in March and regular reminders given to children</li> </ul>		
Facilities for handwashing/sanitising are not in place	Medium	<ul style="list-style-type: none"> <li>- Handwashing is timetabled for children throughout the day (on entry, before play, after play, before eating, after eating and before going home)</li> <li>- Handwashing facilities are available in the classroom except for Badger and Otter who will use the sink in the shared area</li> <li>- Adequate stock of handwashing materials are held in school and orders are in place for continued supply</li> <li>- Hand sanitiser is available at stations throughout school for use by adults and children</li> <li>- Posters around school are to display handwashing messages</li> <li>- Correct method of handwashing to be taught to children on their return to school</li> <li>- Posters to reinforce the handwashing to be displayed at sinks</li> </ul>		
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> <li>- Signs and posters to remind people of the need to follow guidance</li> <li>- Remind people of the 'Catch it, bin it, kill it' mantra if they are seen not following guidance</li> <li>- Conversations and explanations to be used with people who persist</li> <li>- Parents to be contacted if children are deliberately not following the guidance as per updated behaviour policy</li> </ul>		

Key risk 2: 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 in line with <u>PHE guidance</u> is not in place	Medium	<ul style="list-style-type: none"> <li>- Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly</li> <li>- Unnecessary clutter is removed from classrooms to minimise the amount of cleaning that needs to be completed so key areas can be focused on</li> <li>- Touchpoints are to be cleaned during the day (Chartwells)</li> <li>- 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)</li> <li>- High traffic touchpoints (phone, photocopier and signing in system) to have their own wipes for adults to use</li> <li>- Adults have been issued with touchscreen pens to minimise the use of touchscreens in school</li> <li>- Toilets are to be cleaned daily as per the school contract</li> <li>- Additional cleaning of toilets at lunchtimes with Chartwells (as per the current cleaning arrangement)</li> <li>- Ensure children wash their hands thoroughly after using the toilets</li> </ul>		

Key risk 3: 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 <a href="#">HSE guidance</a> .	Medium	<ul style="list-style-type: none"> <li>- Windows and doors in classrooms are opened fully before school and during break times and lunchtimes to ensure room is well-ventilated</li> <li>- During class time, windows are kept open enough to allow a flow of air through the classrooms</li> <li>- Where possible, high windows are opened to minimise the chance of a draught</li> <li>- Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught</li> <li>- Information shared with parents and staff about the ventilation measures in place</li> <li>- 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.</li> <li>- When weather is extremely cold, monitor temperatures in the classroom to ensure they are not too cold.</li> <li>- Heating to be adjusted to maintain comfortable temperatures where this is possible.</li> </ul>		

Key risk 4: Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.				
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"> <li>- Visitors are to be pre-booked where possible</li> <li>- Pre-booking MS Form to be sent to share school policy, obtain details and enable pre-booking</li> <li>- Guidance shared with parents about keeping children at home if unwell</li> <li>- Regular reminders on social media</li> <li>- Poster outlining to staff what to do if they suspect Covid</li> <li>- Reminders about procedures provided for ALL staff about what to do if they suspect Covid.</li> <li>- 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.</li> <li>- Be vigilant to signs/ symptoms and send people home if necessary</li> </ul>		
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"> <li>- Staff are to be vigilant about children complaining of feeling unwell</li> <li>- Children are to be sent to the Covid sick bay in line with procedures already established</li> <li>- Allocate the room and toilet for isolating the child (sick bay)</li> <li>- Make it clear to parents that they will be asked to collect immediately for the safety of all</li> <li>- Prepare packs of PPE so they are ready to be used</li> <li>- Once aware, all staff dealing with the child to wear PPE</li> <li>- All suspected cases to be reported to SLT immediately</li> <li>- Posters to be displayed about what to do</li> <li>- Regular reminders in staff meeting about the protocol</li> </ul>		
Staff and secondary pupils do not continue to carry out voluntary term-time twice weekly lateral flow device tests and report results.	Medium	<ul style="list-style-type: none"> <li>- Maintain the current schedule of testing twice a week (Mon &amp; Thurs)</li> <li>- Remind staff to complete their test and upload results to NHS and school</li> </ul>		

		<ul style="list-style-type: none"> <li>- Ensure adequate stock of tests is kept in school for staff not to run out</li> <li>- Remind staff of the importance of testing even if double vaccinated – to identify asymptomatic cases in school</li> <li>- Inform parents regularly that an LFT does not replace a PCR IF a child is symptomatic. They are not advised for primary age children.</li> </ul>		
Staff or pupils with a positive lateral flow device test result do not self-isolate and follow up with a confirmatory PCR test.	Medium	<ul style="list-style-type: none"> <li>- Make the procedure clear for all staff in September if they have a positive LFT</li> <li>- Have the instructions on what to do in terms of school policy on the MS form for reporting results to school</li> <li>- Check the information that is uploaded to school for positive cases and advise the staff member if they haven't already contacted SLT</li> </ul>		
Staff, parents or carers do not inform the school if they or household member has a positive test for Covid-19 requiring them to self-isolate	High	<ul style="list-style-type: none"> <li>- Share information via newsletter, social media, texts, etc to remind parents of the procedure.</li> <li>- Email a copy of the Poster 'Feeling Unwell' to all families in September</li> <li>- Phone and check outcomes of test, if parents are not forthcoming, when we know testing has occurred.</li> </ul>		

Key risk 5: Risk that school does not have an Outbreak Management Plan that complies with public health guidelines				
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
Outbreak Management Plan in line with <u>contingency framework</u> is not in place for occasions where school has several confirmed cases within a 14 day period	High	<ul style="list-style-type: none"> <li>- Number of cases to be tracked so 2 cases over a 14 day period are easily identified.</li> <li>- Liaise with PHE Warwickshire</li> <li>- Call the DFE helpline <b>0800 046 8687</b> and select option 1</li> <li>- Follow all advice offered in relation to the number of people identified as needing to isolate.</li> <li>- Outbreak management plan is in place from September 1 2021 and all communicated to all staff</li> </ul>		
Outbreak Management Plan does not include possibility of re-introducing “bubbles”	Medium	<ul style="list-style-type: none"> <li>- A contingency plan is in place that enables rapid change to a bubble model in school with no contact between bubbles in school</li> <li>- A list of vulnerable children and critical worker children for each bubble will be compiled (Sept 2021) in event of attendance restrictions so outbreak management plan can be put into place immediately</li> </ul>		
Outbreak Management Plan does not include possibility of re-introducing the safe wearing of facemasks	Medium	<ul style="list-style-type: none"> <li>- Face coverings are to be worn by adults in corridors and communal areas</li> <li>- Staff can wear face coverings in classrooms if they choose.</li> <li>- All adults choosing to do so must read the government guidance on the correct removal and storage of the mask when not in use.</li> <li><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> <li>- Advice on face coverings to be displayed on the covid board in the staffroom and on the website.</li> </ul>		

## Resources

### Government guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.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