RISK ASSESSMENT

ACTIVITIES: (What will you be doing and with whom?)	Activities Impacted by the CORONAVIRUS PANDEMIC			
DATE OF RISK ASSESSMENT:	**Date completed/last reviewed:**	1st September 2020	**Date to be reviewed:** (Max timeframe 1 year)	31st October 2020 or when guidance or circumstances change, if earlier.
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	Owned by the Director of Finance & Operations consulting with Trust Executive and staff representatives			
OVERALL RISK SCORES: (For the highest risk hazard)	**Untreated score:**	3 x 3 = 9	**Treated score:**	2 x 2 = 4

What are the hazards? (List only actual hazards/issues related to planned activities)	Who might be harmed and how? (Staff, students, visitors, include vulnerable groups etc.)	What are you already doing to control/treat the risks? (Eliminate, substitute, engineering controls, administrative controls, PPE)	Treated Risk Score (Likelihood x Impact = Score, see table at end of doc)	What further action do you need to take to control/treat the risks? (Eliminate, substitute, engineering controls, administrative controls, PPE)	Who needs to carry out the action? (Staff member names or job roles)	When is the action needed by?
Alert level is 2 or local equivalent ("Tier 1") or implied by government guidance to schools (COVID-19 is present in the UK/local area, but the number of cases and transmission is low).	Students, staff and visitors may become infected which will normally result in mild symptoms but could result in severe illness or death.	• Keep schools open (at level 2 there will be no or minimal social-distancing measures – students are kept in year group 'bubbles', staff keep 2m distancing or 1m + another control measure). • Keep students, staff and visitors informed about the risk of infection and how to minimise it, through assemblies and notices/signage or online communication. • Inform students, parents and staff about when to stay at home and the latest rules on year group 'bubbles' and household-isolation and shielding of vulnerable people. • Support public health tracking measures (eg regarding regular	1 x 3 = 3			

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		testing, use of tracking apps, recording those who come into close contact as far as possible).
		 • Rules in place concerning use of face coverings in line with Government recommendations and local conditions.
		 • Permit home working for efficiency/convenience reasons where the job role allows it.
		 • Apply/dis-apply social distancing measures in school in accordance with the latest DfE guidance (year group 'bubbles' for students and continued 2m distancing for staff and visitors).
		     o Timetable adjusted to provide for staggered start and end of day, break times and lunch times
		     o Limit large gatherings to year group assembles.
		     o Singing not allowed.
		     o Classroom desks face forward where possible
		     o Changed circulation arrangements to minimise contact between different year groups and adult distancing.
		     o Separate playground areas or break times in classrooms				

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		o Lunchtime arrangements to support separation of year group 'bubbles' and distancing for adults. o Procedures in place regarding shared staff work spaces and equipment including cleaning between uses. • Operate arrangements for students taken ill at school including providing isolation rooms for those displaying coronavirus symptoms or symptoms of other serious infectious diseases. • Encourage and provide for regular handwashing or use of hand sanitisers. Inform staff and students about handwashing and avoiding touching your face. • Focus cleaning during the day and other hygiene measures – eg regular cleaning of high risk surfaces including table tops, door handles, keyboards, toilets and deep clean/disinfection of isolation rooms when required. Cleaning of classroom surfaces between lessons for different year groups. • Provide required protection/PPE for welfare staff and others at particular risk in the event that a case arises in				

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		school. Protection will probably not be required for reception staff. • Take the current level of risk and DfE/FCO/insurer advice into account when deciding whether to undertake/cancel school trips. UK non-residential trips should be OK. • Arrangements in place to deal with an outbreak in a year group requiring temporary move to partial closure/remote learning model for that group if required by public health authorities.				
Alert level is 3 or local equivalent ("Tier 2") or implied by government guidance to schools (A COVID-19 epidemic is in general circulation but transmission is not high/rising).	Students, staff and visitors may become infected which will normally result in mild symptoms but could result in severe illness or death.	• Keep schools substantially open, or implement partial/phased re-opening/closure (such as 2 weeks on/2 weeks off), following the latest DfE guidance, subject to staff attendance permitting safe staffing levels. The curriculum continues to be supported by resources accessible remotely. • Site-level risk assessments and re-opening plans and arrangements covering the controls listed below in place. • Keep students, staff and visitors informed about the risk of infection and how to minimise it using assemblies (if possible) and	1 x 3 = 3	•		

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		notices/signage or online communication and local arrangements. • Inform students, parents and staff about when to stay at home and the latest rules on household isolation and shielding of vulnerable people. Support public health tracking measures (eg regarding regular testing, use of the tracking app and recording those who come into close contact as far as possible).). • Operate a temperature testing regime/spot checks or everyone entering the site, requiring those who fail the test to go home and take advice from NHS111. • Rules in place concerning use of face coverings in line with Government recommendations and local conditions. • Balance on-site working with home working depending on current circumstances and the the type of role (ie some office staff and teaching staff not required in school/supporting online learning). For staff needed in school, limit numbers in offices/mixing using shifts/ prioritise those reliant on public transport for working from home.				

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		• Apply social distancing measures and implement changes to support this, in accordance with the latest DfE guidance. Changes apply to: ○ Timetabling/setting – smaller classes, staggered periods, rotating year groups, shorter or no break times ○ Eliminate or limit mixing of staff and students outside a group of up to 15 at break time or through setting. ○ Changed entry, exit, circulation, queuing and lining up arrangements including fire assembly to maintain distancing. Limit congestion in toilet areas. ○ Advice on travel to/from school and drop-off and collection arrangements. Encourage walking/cycling. Pass on guidance on use of public transport. Minimise mixing (bottlenecking and queuing) at entrances by opening all available gates and staggering start/end times. ○ Alter dining arrangements to eliminate mixing and maintain social distancing.				

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		o Limit gatherings, assemblies, meetings, events: deliver online where possible. o Online learning: provide an online curriculum for students not attending school, blended learning for those with reduced timetables and a taught curriculum with supporting online resources for those on a full timetable. Help students with home technology where this is a significant barrier and funding/equipment is available. o Limit access for visitors and contractors and require social distancing while on site. o Procedures in place regarding shared staff work spaces and equipment including cleaning between uses. • Operate arrangements for students taken ill at school including providing isolation rooms for those displaying coronavirus symptoms. • Require/timetable and provide for regular handwashing or use of hand sanitisers. Inform staff and students about handwashing, avoiding touching your face and surfaces and the need				

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		to catching coughs and sneezes in tissues. • Daily cleaning of all spaces in use, increased focus cleaning and other hygiene measures – eg regular cleaning of high risk surfaces, door handles, keyboards, toilets during the day and deep clean/disinfection of isolation rooms etc. Disposal of waste which may be infected (including single use PPE) in accordance with government guidelines. • Hold classes out of doors where practical and is compatible with no mixing and keep rooms well ventilated by opening windows. • Provide appropriate protection/PPE/physical barriers for welfare staff and others at particular risk because they are vulnerable (eg pregnant) or unable to keep 2m social distance (eg those at the gate taking temperatures/reception staff/staff supporting children with particular special needs). • Take the current level of risk and DfE/FCO/insurer advice into account when deciding whether to undertake/cancel school trips. A limited number of UK trips may be				

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		possible and will be risk assessed as per existing procedures. • Arrangements in place to deal with an outbreak in a year group requiring temporary move to partial closure/remote learning model for that group if required by public health authorities.				
Alert level is 4 or 5 or local equivalent or implied by government guidance to schools (A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially/there is a risk of the health service being overwhelmed)	Students, staff and visitors may become infected which will normally result in mild symptoms but could result in severe illness or death.	• Implement substantial closure of schools on government advice or due to staff shortages, limiting provision to care for qualifying key worker/high needs children or limited numbers of priority year groups (25% of year 10/12) in accordance with government guidance during the peak of the pandemic or and make appropriate staffing arrangements. Keep in touch with staff and students about their circumstances including staff availability for work (onsite or remote). • In the event of closure, implement the business continuity plan including expanded arrangements for remote working and full-scale online learning. • Implement the measures described above for Alert level 3 for those staff and pupils still coming into school. Social distancing measures should be	1 x 3 = 3	•		

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		applied as appropriate to the number of staff and pupils coming into school.				
Anxiety due to fear of infection	Staff and students could suffer mental ill health.	• Clear communication of assessment of risks and mitigation arrangements, consulting staff and parents as appropriate. • Adjust absence protocols to recognise the risks faced by different individuals. • Make counselling and pastoral support available.	2 x 2 = 4	Monitor staff and student absence patterns and adjust communications as appropriate.	Trust Executive	Ongoing

Responsible person name:	Richard Lane	**Signature:**		**Date:**	1st September 2020
SLT name:	Richard Lane	**Signature:**		**Date:**	1st September 2020

For each hazard please rate the **Risk Impact** and the **Risk Likelihood** using the below table remaining after control measures currently in place are taken into account. Calculate **overall risk scores** based on an assessment of the treated/untreated scores for the highest risk hazard.

	Risk Likelihood		
Total Risk calculation table	**1: Unlikely**	**2: Neither Likely nor Unlikely**	**3: Likely**
1: No injury/no or minor property damage	1	2	3
2: Minor injuries/major property damage	2	4	6
3: Major injuries/fatality	3	6	9

(Risk Impact labels shown along the left column)

Likelihood and Impact are multiplied to form the risk score with control measures in place.

Risk Likelihood

Unlikely means once in more than 100 years or less often

Neither Likely nor unlikely means less often than once in 10 years but more often than once in 100 years.

Likely means once in 10 years or more often

Risk Rating Calculation: Total Risk = **Remaining Risk Impact X Remaining Risk Likelihood**

A **Total Risk** score of **1-2** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **3-4** should mean you proceed with caution, reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **6-9** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SLT/line management as appropriate.