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 January 2021	Date to be reviewed: (Max timeframe 1 year)	31st March 2021 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?
Low risk of Covid-19 infection (not in a national intervention area)	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. - 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, 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 testing, use of tracking apps, recording those who come into close contact as far as possible).	1 x 3 = 3			

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		- Rules in place concerning use of face coverings in line with Government recommendations and local conditions. If the risk level is at the higher end of this range then face coverings may be mandatory for adults and pupils in common internal areas except for those who are exempt. If the risk level is at the lower end then use of face coverings may be optional. Medical face masks are made available for staff. - Permit home working for efficiency/convenience reasons where the job role allows it or work space constraints do not allow social distancing. The Home Working Policy to has been implemented to ensure safe and effective home working. - Apply/dis-apply social distancing measures in school in accordance with the latest DfE guidance (probably year group 'bubbles' for students and 2m distancing or 1m + face covering for staff and visitors). - Timetable may be adjusted to provide for movement of teachers instead of classes, staggered start and end of day, break times and lunch times, balanced with resulting disruption. - Limit large gatherings to year group assembles. - Restrictions on singing (3m/small groups).				

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		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 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 logging use and 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. • Limit gatherings, assemblies, meetings, events: deliver online where possible. • Focus cleaning during the day and other hygiene measures – likely to include regular cleaning of high risk surfaces including table tops, door handles, keyboards, toilets and deep clean/disinfection of isolation rooms when				

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		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 school. PPE 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 a case or an outbreak with advice from public health authorities ranging from self-isolating of close contacts to temporary move to partial closure/remote/blended learning model for that bubble or larger group or serial testing.				
Medium to very high risk of Covid-19 infection (Tier 1 to 4 of Local Restrictions or National Lockdown applies with schools remaining open).	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, following public health advice on requiring some groups to stay at home in response to a case or outbreak, delivering the curriculum through a blended (on-site/remote) model where required (see the bottom bullet point). • 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 notices/signage or online communication and local arrangements.	1 x 3 = 3			

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		• Inform students, parents and staff about when to stay at home and the latest rules on household isolation and shielding of vulnerable people. • Support/participate in public health tracking measures as required (eg regarding regular testing, use of the tracking app and recording those who come into close contact as far as possible). • Temperature testing regime/spot checks or everyone entering the site may be applied to raise confidence, requiring those who fail the test to go home and take advice from NHS111/119. • Face coverings are mandatory for adults and pupils in common internal areas except for those who are exempt. Medical face masks are made available for staff. • Balance on-site working with home working depending on current circumstances and 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. The Home Working Policy to has been implemented to ensure safe and effective home working. • Apply social distancing measures and implement changes to support this, in accordance with the latest DfE guidance (year group 'bubbles' for				

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		students and 2m distancing or 1m + face covering for staff and visitors). o Timetabling/setting options – rota model (2 weeks on, 2 weeks off), smaller classes, movement of teachers instead of classes, staggered periods, rotating year groups, shorter or no break times – where possible. o Changed entry, exit, circulation, queuing and lining up arrangements including fire assembly to maintain distancing. Limit congestion in toilet areas. o 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. o Alter dining arrangements to eliminate mixing and maintain social distancing. o Very limited large gatherings, assemblies, meetings, events: deliver them with strict social distancing or online. 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				

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		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 to catching coughs and sneezes in tissues. • Daily cleaning of all spaces in use, increased focus cleaning and other hygiene measures – likely to include 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 it 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				

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		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 non-residential UK trips may be possible and will be risk assessed as per existing procedures. • Arrangements in place to deal with a case or an outbreak with advice from public health authorities ranging from self-isolating of close contacts to larger groups requiring further moves to partial closure/remote/blended learning model for that bubble or larger group or serial testing.				
Very high risk of Covid-19 infection with further local or national restrictions	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 and vulnerable children or all or a proportion of priority year groups in accordance with government guidance during the peak of the pandemic and make appropriate staffing arrangements. Provide remote education to those not attending school and keep in touch with staff and students about their circumstances including staff availability for work (onsite or remote).	1 x 3 = 3	•		

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		• Implement the measures described above for Medium to Very High Risk/Tier 1-4 for those staff and pupils still coming into school. Social distancing and other mitigation measures should be 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
Impact on wellbeing due to disrupted education/work and long periods inside.	Students and staff could suffer mental or physical ill health.	• The Trust is seeking to maintain educational provision as much as possible in school or using technology to support remote learning. • Home Working Policy adopted to help reduce risks to staff.	2 x 2 = 4			
Hazards associated with mitigation measures such as a skin reaction from hand washing and use of sanitiser, use of cleaning products or use of PPE	Students and staff could suffer skin damage	• Alcohol and non-alcohol sanitiser available/provided. • Non-latex PPE provided. • Staff and students informed about the risks, procedures and availability of alternaive products.	2 x 1 = 2			

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Hazards associated with administering tests	Students and staff could contract the covid 19 infection	• Testing procedures are in place (provided by the government). • Ensure all staff involved in administering tests are appropriately trained in procedures • Ensure appropriate facilities, equipment and PPE are provided for testing.	2 x 2 = 4			

Responsible person name:	Richard Lane	**Signature:**			**Date:**	1st January 2021
SLT name:	Richard Lane	**Signature:**			**Date:**	1st January 2021

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: Low: Unlikely**	**2: Medium: Neither Likely nor Unlikely**	**3: High: 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 the rows)

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

Risk Likelihood

Low: Unlikely means once in more than 100 years or less often

Medium: Neither Likely nor unlikely means less often than once in 10 years but more often than once in 100 years.
High: 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 <mark>3-4</mark> 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.