SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

Warwickshire County Council

Introduction:



This Schools' Risk Assessment document is designed to allow you to review and track your individual readiness to reopen your setting in line with COVID-19 requirements
It has been revised in line with DfE guidance published on 2 July 2020.
It is split into the following sections (one per tab):

- **Social distancing practicalities**
- **Quality of education**
- **Safeguarding**
- **Pupils with SEND (including medical needs)**
- **Emotional and behaviour considerations**
- **Hygiene and cleanliness/health and safety**
- **Possible COVID-19 cases**
- **Transition**
- **Finance**
- **Building work and logistics**
- **Recruitment and staffing**
- **Miscellaneous**
- **Additional (left blank for you to fill in)**

Within each section some initial risks and some possible actions that could be taken to control or mitigate the risks have been pre-populated for you. However these are only **initial suggestions** and it is vital that you **tailor** this risk assessment by **amending / adding to these** as required to ensure you have captured all relevant risk information specific to your setting.

OVERALL RISK CATEGORISATION

Likelihood / Prevalence

WIDER GUIDANCE ON THE RISK ASSESSMENT PROCESS



SYSTEM OF CONTROLS



SUPPORTING GUIDANCE DOCUMENTS AND LINKS



SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

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Warwickshire County Council

1 - Social Distancing Practicalities

Note it is considered to be more challenging to ensure EY children comply with guidance in this section

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
6	13	0	6.53
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	17	0	6.21
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	6	13	0	0	0
Severity	1	0	1	17	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	15	2	0	0
Severity	0	0	17	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Maintaining year group bubbles	Pupils Staff	Risk of infection	Children eat in their class bubbles (classrooms) Children to either have packed lunches from home or hot/cold options available from school. Staggered breaks and lunches. Staggered start and end times of school day. No assemblies. Limit movement around school inside. Use external doors for classroom where possible.	2 - Low	4 - High	MEDIUM	Children to eat lunches in classrooms. Split lunchtime mean only one year group outside at a time. No assemblies. Limit movement around school inside. Use external doors for classroom where possible. Staff to use a designated space to prepare their lunch. Staff to eat in their own bubble space or in the hall using social distancing	3 - Medium	3 - Medium	MEDIUM	All staff	1st September	Amber	Staff training INSET day September 1st/2nd.	
Travel to and from school - Dedicated school transport	Pupils Staff Parents	Risk of infection	• Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (schools can only partially control this). Government guidance is that facemasks should be worn on public transport.	2 - Low	4 - High	MEDIUM	Those who do use public transport to use a face mask.	2 - Low	3 - Medium	MEDIUM	Parents Staff	1st September	Amber	Letter to parents re public transport.	
Travel to and from school - Public transport	Pupils Staff Parents	Risk of infection	• Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (schools can only partially control this). Government guidance is that facemasks should be worn on public transport.	2 - Low	4 - High	MEDIUM	Encourage parents/pupils/staff to walk or cycle where possible to reduce the risk. To wear face masks should they travel on public transport.	2 - Low	4 - High	MEDIUM	Parents Staff	1st September	Amber	Letter to parents re public transport.	
Beginning of school day	Pupils Staff Parents	Risk of infection	Staggered start times of the school day. One way system in and out of school. No parents on school site. High staffing supervision on the one way system. Parents to social distance in the queue and children social distancing when lining up in their bubble. Parents are advised to wear masks when in the drop off/pick up zone. Widen the queueing system to allow a filter lane for KS2 parents.	2 - Low	4 - High	MEDIUM	Parents to social distance on playground. Both external gates to be open to support movement around the playgrounds.	3 - Medium	3 - Medium	MEDIUM	Parents Staff	1st September	Amber	Letter to parents re drop off system	
Parents congregating at the gate (primary)	Pupils & parents	Potential for risk of spread of infection	Staggered drop-off and pick up times to limit numbers at the gate at any one-time. Keep the movement of the queue and prevent parents from starting new queues or waiting in the drop/off pick up zone. Parents asked to wear masks in the queue. Regular reminders to parents on expectations. Display posters reminding: wearing of mask, no stopping signs and social distancing signs.	2 - Low	4 - High	MEDIUM	• Be clear with parents about the government's message about social distancing • Set out clear expectations for drop off / pick up	2 - Low	3 - Medium	MEDIUM	Parents Staff	1st September	Amber	Letter to parents re drop off system	
Cloakroom facilities	Pupils	Potential for risk of spread of infection	Restrict/stagger the number of pupils accessing the cloakroom at a time. Children to bring minimum items from home. Lunch boxes to be kept in lockers.	1 - Very low	4 - High	LOW	Restrict/stagger the number of pupils accessing the cloakroom at a time. Children to bring minimum items from home. Children to come into school on PE days in PE kit.	2 - Low	3 - Medium	MEDIUM	Parents Staff	1st September	Amber	Letter to parents	
Assemblies	Pupils & Staff	Risk of infection	Assemblies to held via Teams/ class/year group only assemblies.	1 - Very low	4 - High	LOW	Assemblies to held via Teams/ class/year group only assemblies.	1 - Very low	3 - Medium	LOW	Staff Pupils	From 1st Sept	Amber		
Social distancing in classrooms	Pupils & Staff	Risk of infection	Maintain bubbles - staff and pupils stay together as much as possible and stick to DFE advice re seating arrangements, social distancing. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Classrooms set up to support distancing where possible, that will include seating pupils side by side and facing forwards and to remove unnecessary furniture.	2 - Low	4 - High	MEDIUM	Reminding staff regularly about social distancing when moving between bubbles.	2 - Low	3 - Medium	MEDIUM	Staff Pupils	From 1st Sept	Amber	Training update 1st September	
Lining-up	Pupils & staff	Potential for risk of infection spread	• Educate pupils about social distancing when lining-up • Limit the need for lining-up Use floor markers/cones where necessary.	2 - Low	4 - High	MEDIUM	• Educate pupils about social distancing when lining-up • Limit the need for lining-up	2 - Low	3 - Medium	MEDIUM	Staff Pupils	From 1st Sept	Amber	Training update 1st September	
Keeping pupils separate at lunchtime	Pupils & staff	Risk of infection	• Staggered lunchtimes/rotas to maintain 'bubbles' • social distancing guidance to be followed Rotation of outdoor spaces. Hideout/Den in use for certain children. Bubbles to be maintained.	2 - Low	4 - High	MEDIUM	• Staggered lunchtimes/rotas to maintain 'bubbles' • social distancing guidance to be followed Rotation of outdoor spaces. Hideout/Den in use for certain children. Bubbles to be maintained.	2 - Low	3 - Medium	MEDIUM	Staff Pupils	From 1st Sept	Amber	Training update 1st September	
Social distancing at break times	Pupils & staff	Risk of infection	Designated outdoor spaces. Staggered break times	2 - Low	4 - High	MEDIUM	•To continue staggered breaks for different year groups • Provide activities to ensure social distancing	2 - Low	3 - Medium	MEDIUM	Staff Pupils	From 1st Sept	Amber	Training update 1st September	
Social distancing - toilets	Pupils & staff	Risk of infection	Limiting the number of pupils going to the toilet at a time. Adult supervision to and from toilets. Designated facilities from certain	2 - Low	4 - High	MEDIUM	• To continue with one year group per time in the toilets.	2 - Low	3 - Medium	MEDIUM	Staff Pupils	From 1st Sept	Amber	Training update 1st September	

Staff safety - social distancing	Staff	Risk of infection	Ideally, adults should maintain 2 metre distance from each other, and from children. Use of staff rooms should be minimised. •Limit the number of staff accessing the staff room at the same time • Facilitate staff taking their breaks. • Face-to-face staff meetings will be socially distanced Hand sanitiser stations in classrooms and around school. PHE state masks are not necessary, however if staff choose to wear them, they can. • Regular briefings via e mail Increase the among of designated staff areas, PPA room is now a staffroom. Reduce seating in staff areas. Encourage staff to eat/sit with their bubble staff.	2 - Low	4 - High	MEDIUM	Ideally, adults should maintain 2 metre distance from each other, and from children. Use of staff rooms should be minimised. •Limit the number of staff accessing the staff room at the same time • Facilitate staff taking their breaks. • Face-to-face staff meetings will be socially distanced where possible. Larger staff meetings to be held via Teams. Hand sanitiser stations in classrooms and around school. PHE state masks are not necessary, however if staff choose to wear them, they can.	2 - Low	3 - Medium	MEDIUM	Staff Pupils	In place now	Green	Refresher update.	
End of day procedures	Staff pupils parents	risk of infection	Staggered end times of the school day. One way system in and out of school. No parents on school site. High staffing supervision on the one way system. Parents to social distance in the queue and children social distancing when lining up in their bubble.	2 - Low	4 - High	MEDIUM	• Parents to observe social distancing rules when waiting for their child • Parents to be punctual for their designated pick up time.	2 - Low	3 - Medium	MEDIUM	Staff pupils Parents	1st Sept	Amber	Letter to parents	
Social distancing - trips and events off site	Staff Pupils Parents	Risk of infection	All trips currently cancelled.	1 - Very low	1 - Very low	LOW	Risk assessments for visits must include COVID-19 requirements and explain how bubbles will be maintained. To begin considering trips for Janaury 2022.	1 - Very low	3 - Medium	LOW	Staff	on going	Green	No planned trips Autumn term - to be reviewed at Dec.	
Social distancing if parents are in school	Staff Pupils Parents	Risk of infection	If parents have to go beyond the school office they must wear a mask to move around school. All meetings to be conducted over the phone or on TEAMS, only in exceptional circumstances will on-site meetings be held.	1 - Very low	3 - Medium	LOW	• Arrange parent meetings via Teams. Review at regular intervals & in line with DfE guidelines. Parents can enter the school office area. Parents can attend pre-arranged meetings which should be socially distanced or outside if possible.	2 - Low	3 - Medium	MEDIUM	staff	September	Amber	Training update 1st September	
Close proximity of staff and pupils	Staff Pupils	Risk of infection	Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal". PPA cover/intervention leaders to be extra cautious when mixing across bubbles.	2 - Low	4 - High	MEDIUM	Social distancing is not required when working with your own class bubble. However, staff working with children outside of their bubble should apply social distancing. PPA cover/intervention leaders to be extra cautious when mixing across bubbles - use of mask if desired.	2 - Low	3 - Medium	MEDIUM	staff	September	Amber	training update 1st September	
Visitors to school	Staff pupils	Risk of infection	• Limit all but essential visitors to school and do not allow any visitors into school if they are displaying COVID symptoms • On signing in to school contractor and visits agree to beging COVID symptoms free and acknowledge they are aware of our Covid procedures. Clear guidance for any contractors if they have to make essential site visits. Essential maintenance should be accommodated wherever possible and where social distancing can be observed. See joint statement from WCC education and property services teams. See also 'Building work and logistics'.	1 - Very low	4 - High	LOW	• Limit all but essential visitors to school and do not allow any visitors into school if they are displaying COVID symptoms • Produce clear guidance for any contractors if they have to make essential site visits. Essential maintenance should be accommodated wherever possible and where social distancing can be observed. **See joint statement from WCC education and property services teams. See also 'Building work and logistics'**.	2 - Low	4 - High	MEDIUM	Office staff	September	Amber		
Pupils who attend more than one setting eg alternative provision	Staff Pupils	Risk of infection	Remind pupils of social distancing rules at our school. Encourage good hygiene practices.	1 - Very low	4 - High	LOW	Ensure outside providers are aware of our current covid restrictions.	2 - Low	3 - Medium	MEDIUM	Designated staff	September	Amber		
END OF TABLE - DO NOT ENTER INFO BELOW HERE																

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2 - Quality of Education

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	10	0	6.92
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	9	0	6.58
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	5	5	0	0
Severity	2	0	7	3	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	6	6	0	0
Severity	0	6	4	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
How do we compensate for the gaps in pupils' knowledge and skills that will have developed following their extended absence from school?	Pupils	Gaps in their learning. Fallen behind age related expectations	Support children in settling back into their classes.Reset expectations for the year. Ascertain how much home-schooling the children participated in. Use end of Autumn term data to bench mark the children. Prioritise vulnerable groups including pupil premium children. Intervention groups to take place to support daily teaching. Depending on need children may be targeted for before and after school interventions too. Liaise with parents to support a continuation of home learning through home work tasks. All children from y1 - y6 to continue with CPG books to support learning opportunities at home and to support those that are self-isolating.	3 - Medium	3 - Medium	MEDIUM	Upload work onto to assignments - TEAMS for chidlren to access for homelearning/home work. Arrange live lessons for those isolating when necessary. Tailoring the curriculum to ensure gaps that may have emerged from lockdown are narrowed. Use of formative assessment to ascertain gaps.	2 - Low	2 - Low	LOW	Class teachers, Phase leaders, SLT	On going from September	Amber	Training in September	
Covering the full range of subjects - staff moving from class to class, peripatetic teachers, supply staff	Staff Pupils	Risk of spreading infection	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Staff who visit more than one setting should ensure they are familiar with and abide by the social distancing and hygiene requirements in each individual setting. Schools should make their requirements available. Minimising the amount of bubbles PPA/cover teachers are working in.	2 - Low	4 - High	MEDIUM	All areas of the curriculum is being covered. Swimming and music is being taught by outside providers. Extra curricular activities are currently on hold. To be reviewed at October half term.	2 - Low	3 - Medium	MEDIUM	PPA/Cover teachers. Supply. Specialist teachers, visitors.	From September	Amber	Office staff to ensure that visitors to school are aware of social distancing expectations	
Preparations for the changes to SRE that come into effect in September 2020			Policy is currently being drafted and put out to relevant parties for consultation.	1 - Very low	1 - Very low	LOW	Relationships and health education (RHE) for primary aged pupil schools and relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the **start of the summer term 2021.**	2 - Low	2 - Low	LOW	Staff	Spring term	Red	Training in Spring term	
Online or home learning may need to continue for some pupils, running alongside return to school for other pupils. Plan this for contingency If a second wave or a local outbreak of COVID necessitates school closure.	Pupils Staff	Risk of missing out on education at school	All children have been provided with CPG books for core subjects. All children can confidently access their school emails and TEAMs for online learning. Staff can confidently provide online learning. There are parental guides on accessing home learning available when required.	2 - Low	4 - High	MEDIUM	Upload work onto to assignments - TEAMS for chidlren to access for homelearning/home work. Arrange live lessons for those isolating when necessary. Tailoring the curriculum to ensure gaps that may have emerged from lockdown are narrowed. Use of formative assessment to ascertain gaps.	3 - Medium	2 - Low	MEDIUM	Class teachers	From September	Amber	Training in September	
Curriculum adaptations	Pupils Staff	Risk of missing out of parts of the curriculum	Children are being taught an ambitious and broad curriculum in all subjects from the start of the autumn term, where necessary use existing flexibilities to create time to cover the most important missed content. Refine class timetables to utilize time more effectively e.g. no assemblies, short lunchtimes, no swimming, no trips etc. Continue with the school focus on reading, and thread through other subjects to ensure the breadth of the curriculum at the same time.	2 - Low	3 - Medium	MEDIUM	Through monitoring, leaders to ascertain the gaps and support teachers as appropriate. Tailoring the curriculum to ensure gaps that may have emerged from lockdown are narrowed. Use of formative assessment to ascertain gaps	3 - Medium	3 - Medium	MEDIUM	Staff & subject leaders	Autumn term	Amber	Staff training in September	
Addressing the needs of all children	Pupils Staff	The widening of the gap between different groups of pupils	Those children in school are receiving work appropriate to their needs. Differentiated book bands on Bug Club. Some children are receiving ability appropriate work as opposed ARE. Children have received CPG books approaite to their learning age and not year group age.	3 - Medium	3 - Medium	MEDIUM	Continue to differentiate learning for all pupils. Use of Mild, Spicy, Hot activities. Use formative data to support teaching and learning. Transition conversation between staff. SEDNCO to support class teachers.	3 - Medium	3 - Medium	MEDIUM	Class teachers, SENCDo	Autumn term	Amber	Staff training in September	
Early Years	Pupils Staff	Children not being 'school ready'.	All reception children have settled very quickly. Parents drop the children at the gate. Children walk indepdenatly to their classroom. Base line has been conducted and the pupils needs are being matched to interventions and activities within the provision.	2 - Low	3 - Medium	MEDIUM	Teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Teachers will us the pilot Baseline to assess children in September. A speech and language practitioner will be based in reception for the first half term to support learning.	3 - Medium	2 - Low	MEDIUM	EYFS Staff	September	Amber		
Key stage 1 & 2	Pupils Staff	Gaps in their learning. Fallen behind age related expectations	Those children in school are receiving work appropriate to their needs. Differentiated book bands on Bug Club. Some children are receiving ability appropriate work as opposed ARE.	3 - Medium	3 - Medium	MEDIUM	Leaders are closely monitoring pupils progress since the start of term. Gaps are being targeted as appropriate.	3 - Medium	2 - Low	MEDIUM	Class teachers	Autumn Term	Amber		
Specific subjects where the risk of passing on any infection could be higher - music	Pupils Staff	Risk of spreading infection	Warwickshire Music Service will resume their service from 8th March. In house music lesson are delivered according to the latest guidance.	1 - Very low	1 - Very low	LOW		2 - Low	4 - High	MEDIUM	Class teachers/Warwickshire Music Service	From Autumn term	Amber	Staff training in September	
Specific subjects where the risk of passing on any infection could be higher - sport	Pupils Staff	Risk of spreading infection	Currently PE takes place outside. Children are socially distanced. Minimise use of equipment. Equipment is wiped down after use with antibacterial spray.	2 - Low	4 - High	MEDIUM	Continue to prioritise outdoor PE lessons. Continue to wash equipment. Hall can be used when weather is not dry. Continue with non contact sports.	2 - Low	4 - High	MEDIUM	Class teachers	From autumn term	Amber	Staff training in September	

Statutory Assessments	Pupils Staff Parents	Children may not be ready for statutory assessments. Schools could face a decline in data.	Assessment will be carried out through formative assessment during pit activities. Children will be prepared for assessment in the usual way. Gaps highlighted in assessment will be focus areas of learning. Time on the class timetable to be prioritised depending on your year group e.g. year one phonics, year 4 multiplications etc.	3 - Medium	3 - Medium	MEDIUM	Currently it is anticipated that assessment will resume normal assessment windows	2 - Low	2 - Low	LOW	SLT class teachers	Autumn term	Amber		
Accountability	School	A decline in statutory assessments	Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. Until the new data release is available, all those working with schools, including Ofsted and DfE regional teams, should refer to the 2019 data. The Department for Education will continue to use 2019 data as a starting point for any conversation about support for schools with Ofsted judgements below good. More information is set out at coronavirus (COVID-19): school and college accountability.	3 - Medium	3 - Medium	MEDIUM	Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. Until the new data release is available, all those working with schools, including Ofsted and DfE regional teams, should refer to the 2019 data. The Department for Education will continue to use 2019 data as a starting point for any conversation about support for schools with Ofsted judgements below good. More information is set out at coronavirus (COVID-19): school and college accountability.	3 - Medium	3 - Medium	MEDIUM	SLT Governors	Autumn term	Red		
END OF TABLE - DO NOT ENTER INFO BELOW HERE															

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3 - Safeguarding

Specifics to be aware of: CSE, county lines, contextual issues, impact of domestic violence, strains on families that could lead to an increase in levels of abuse, neglect due to financial constraints (particularly for disadvantaged pupils and low-income families)

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	4	0	6.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	2	1	11.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	4	0	0	0
Severity	0	0	4	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	2	0	0
Severity	0	0	1	1	1

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
School staff are not aware of safeguarding incidents that occurred during the school closure	Pupils	Children not in a position to make disclosures	• DSLs maintain contact with social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans • Any developments during lockdown are recorded on the system • New KCSiE has been given to staff. CPOMS used to log concerns. All new staff have CPOMS log in.	2 - Low	3 - Medium	MEDIUM	Continue with normal Safeguarding practices.								
Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone	Pupils	Children not in a position to make disclosures	Safeguarding training reminding staff to be extra vigilant for disclosures after lockdown. Revisit Jigsaw principles at the start of the term. Introduce the Values - Heart and Minds.	2 - Low	3 - Medium	MEDIUM	• Ensure that there are opportunities for whole class PSHE lessons/circle times/discussions, group activities and one-to-one discussions (if required) for pupils to share feelings/ anxieties/thoughts in a safe manner (this will be of benefit to all pupils) • An increase in the capacity on the pastoral team is supporting pupils and children where necessary.	3 - Medium	5 - Very high	HIGH	DSLs	On going	Amber		
Attendance	Pupils	Parents do no send their children back to school	School attendance is mandatory again from 8th March. Communicate with parents well in advance. Contact LA, following normal procedures if any pupil's absence becomes a concern. Attendance to date is above LA and national.	2 - Low	3 - Medium	MEDIUM	Communicate with parents well in advance. Contact LA, following normal procedures if any pupil's absence becomes a concern.	3 - Medium	4 - High	MEDIUM	Attendance Lead	On going	Amber	Reassure parents with the measures in place	
DSL capacity to cover potential increase in demand	Staff	Work load of DSLs	Current capacity in school to deal with safeguarding concerns. Four trained DSLs. Regular RSR meetings to share concerns and asking to DSLs accordingly.	2 - Low	3 - Medium	MEDIUM	Designated safeguarding leads (and deputies)to provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. Fortnightly RSR meetings to discuss safeguarding concerns.	2 - Low	3 - Medium	MEDIUM	DSLs	on going	Amber		
END OF TABLE - DO NOT ENTER INFO BELOW HERE															

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4 - Pupils with SEND (including medical needs)

NOTES

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- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	5	0	8.80
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	5	0	9.20
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	4	1	0	0
Severity	0	0	0	5	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	3	2	0	0
Severity	0	0	1	4	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Staff with under-lying health conditions and/or pregnant staff are at a higher level of risk	Staff	Risk of infection	Support staff on an individual basis wherever necessary and draw up relevent risk assessments.	2 - Low	4 - High	MEDIUM	• Seek medical guidance	2 - Low	4 - High	MEDIUM	SBM/Head	On going	Amber		
Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)	Pupils Staff	Risk of infection	Risk assessment in place for individual pupils with additional needs where this may be a concern. Additional support currently provided to those pupils in school to ensure that emotions remain calm/are de-escalated before point of risk	2 - Low	4 - High	MEDIUM	• Individual risk assessments to be updated regularly to reflect the additional measures that will need to be followed in relation to these challenges.	3 - Medium	4 - High	MEDIUM	SENDCo	On going	Amber		
Alternative provision	Pupils Staff	Cross-contamination from one bubble to another	Pupils who attend alternative provision are allocated to one bubble on return to school (different days to attending Alternative Provision). Hand sanitiser is available on entry to school and regular washing of hands is encouraged. 1:1 support is linked to the same bubble and is not in contact with other bubbles	3 - Medium	4 - High	MEDIUM	• Provide pupils who attend AP with extra in-school support to help them manage their emotions and mental health	3 - Medium	4 - High	MEDIUM	SENDCo / 1:1 Support	On going	Amber		
LA organised transport to and from school for pupils with EHCPs	Pupils	Risk of infection	Currently pupils travel in LA provided transport.	2 - Low	4 - High	MEDIUM	See logistics	2 - Low	4 - High	MEDIUM	SENDCo/1:1 support	On going	Amber		
Work towards individual SEND targets	Pupils	Children have made negative or slower progress since lock down	Weekly phone call from SENDCo. Children are given work that is appropriate for their ability, linked to the class focus.	2 - Low	4 - High	MEDIUM	• Timely assessment of pupils linked to their specific targets on return to school – short, sharp interventions planned throughout the day and week to make up for lost learning and accelerate progress towards individual targets	2 - Low	3 - Medium	MEDIUM	SENDCo	On going	Amber		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

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Warwickshire County Council

5 - Emotional and Behavioural Considerations

NOTES

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- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	3	0	4.80
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	5	0	10.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	4	0	0	0
Severity	0	2	3	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	1	3	0
Severity	0	1	3	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Some pupils may have experienced a bereavement in their family in relation to COVID-19	Pupils Families	Struggling to deal with the loss of a family member	Bereavement trained member of staff in school.	2 - Low	3 - Medium	MEDIUM	Bereavement trained member of staff in school.	2 - Low	4 - High	MEDIUM	SENDCo DSL	From September	Amber	Safeguarding training	
Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life (particularly pupils who attend PRUs)	Pupils, staff & parents	Increased anxiety. Lack of engagement in education. Physical harm to self or others. Emotional strain on staff. Increased demand on staffing for 1:1 support	All staff trained in Attachment & Trauma support. Family learning mentor, emotion coach and SENDCO available to support pupils, staff and parents. Vulnerable pupils who require additional support currently have 1:1 support. CIN meetings continued to support families.	2 - Low	3 - Medium	MEDIUM	• Ensure that these pupils are closely monitored and provided with the relevant support to help them to manage their emotions (i.e. prevention is better than cure) It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. These pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, will be provided with support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. Additional provision for children that require SEMH support i.e. Hideout, Relax kids, Emotion coaching etc.	4 - High	3 - Medium	MEDIUM	SENDCo DSLs	On going	Amber	Safeguarding training & behaviour policy update training.	
Some pupils may be more vulnerable to exclusion.	Pupils, staff & parents	Increased anxiety. Lack of engagement in education. Physical harm to self or others. Emotional strain on staff. Increased demand on staffing for 1:1 additional support	All staff trained in Attachment & Trauma support. Family learning mentor, emotion coach and SENDCO available to support pupils, staff and parents. Vulnerable pupils who require additional support currently have 1:1 support. CIN meetings continued to support families.	2 - Low	3 - Medium	MEDIUM	• Identify the particular pupils who could be vulnerable to exclusion. • Facilitate a phased return to meet their needs. • Behaviour training in September will reflect this.	4 - High	3 - Medium	MEDIUM	SENDCO DSLs	September	Amber	INSET training	
EY children may struggle with the return to routine and full-time education (almost like a second September start)	Pupils, staff & parents	Increased anxiety. Lack of engagement in education. Emotional strain on staff. Increased demand on staffing for 1:1 support	EYFS pupils have settled really well.	1 - Very low	2 - Low	LOW	Support available as described above.	4 - High	3 - Medium	MEDIUM	EYFS staff	September	Amber	Training	
Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home	Pupils, families	Lack of engagement in education. Lack of direct/face-to-face support for those not in school for a prolonged period. Due to possible length of time children may be out of school this could increase anxieties even further.	Reassure parents of the social distancing strategies that are being followed in school and the social, emotional and academic benefits associated with their child being back in school	2 - Low	2 - Low	LOW	• Reassure parents of the social distancing strategies that are being followed in school and the social, emotional and academic benefits associated with their child being back in school	3 - Medium	2 - Low	MEDIUM	Attendace lead & office staff	Sepetbmer	Amber		National guidance
END OF TABLE - DO NOT ENTER INFO BELOW HERE															

SCHOOLS AND SETTINGS - Reset and Recovery

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6 - Hygiene / Cleanliness and Health & Safety

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	0	8.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	0	8.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	6	0	0	0
Severity	0	0	0	6	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	6	0	0	0
Severity	0	0	0	6	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Maintaining regular levels of hand washing/hygiene	Pupils & Staff	Potential for risk of infection spread	Staff promote regular hand washing throughout the school day including at the start and end of the day. Soap and hot water are available in washrooms and other specific areas of the school. Antibacterial hand gel in all classrooms and entrances to school.	2 - Low	4 - High	MEDIUM	• Pupils to apply anti-bacterial hand gel as they enter the building at the start of the day and exit the building at the end of the day and regular hand washing opportunities (20 seconds) to be timetabled into daily routines – ensure there are adequate supplies of anti-bacterial hand gel and soap	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		National guidance Local – supplies of hand gel
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Pupils & Staff	Potential for risk of infection spread	Availability of tissues in classrooms, offices and other key areas of school. Promotion of the 'Catch it, bin it, kill it' campaign including posters on display in washrooms and classrooms.	2 - Low	4 - High	MEDIUM	Educate children and pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		National guidance Local – consistent messages, frequent reminders through social media
Keeping the school clean to a higher level of cleanliness	Pupils & Staff	Potential for risk of infection spread	Particular attention is paid to frequently touched areas and surfaces, such as washrooms, grab-rails in corridors, door handles & exit/entry buttons.	2 - Low	4 - High	MEDIUM	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach Points to consider and implement: putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.	2 - Low	4 - High	MEDIUM	Cleaners	On going	Amber		National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
What if there are a shortage of cleaners due to self-isolation or illness?	Pupils & Staff	Potential for risk of infection spread	Due to the limited number of pupils/staff in school at present this is manageable as many areas have not been used at all since lockdown began.	2 - Low	4 - High	MEDIUM	• Leaders to identify if this is the case in advance of re-opening so they are pre-warned • Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (eg working before and after school operating hours) • If cleaners are provided by a traded service, does the company have capacity to recruit additional staff/cover for absences? • Check terms of the contract , if appropriate	2 - Low	4 - High	MEDIUM	Clearners	On going	Amber		National guidance Local H&S guidance
How can schools limit the 'surfaces' that are shared between home and school?	Pupils & Staff	Potential for risk of infection spread	Due to the limited number of pupils/staff in school at present this is manageable as many areas have not been used at all since lockdown began. Movement is also restricted as much as possible around the site to negate the need for unnecessary cleaning. Pupils are not bringing in things from home other than lunch and outdoor clothing so there is limited possible cross contamination. Communication is done via email or phone so as not to send paper documentation home.	2 - Low	4 - High	MEDIUM	• All correspondence out of school to be uploaded to the website and correspondence into school to come via a phone call or e mail • All monetary transactions to be done via bank transfer or Agora, whenever possible Encourage pupils to bring only essential items into school. Communicate this to parents well in advance. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	2 - Low	4 - High	MEDIUM	SLT	on going	Amber		
Shared equipment	Pupils & Staff	Potential for risk of infection spread	Most equipment is not shared. Things that are shared are wiped after each use.	2 - Low	4 - High	MEDIUM	For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	2 - Low	4 - High	MEDIUM	Staff	On going	Amber		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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Risk Assessment

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7 - Possible COVID-19 Cases

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	9	0	8.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	9	0	8.44
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	9	0	0	0
Severity	0	0	0	9	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	8	1	0	0
Severity	0	0	0	9	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Pupil begins to show symptoms when in school (cough and/or temperature developing)	Pupils & Staff	Potential for risk of infection spread	• Pupil isolated and sent home as soon as possible. Parents advice to take child for a Test.	2 - Low	4 - High	MEDIUM	• Pupil isolated and sent home as soon as possible. Parents advised to take child for a PCR test.	3 - Medium	4 - High	MEDIUM	All staff	On going	Amber		National guidance
Use of PPE in school if pupils develop symptoms and need assistance (particularly pupils with SEND)	Pupils & Staff	Potential for risk of infection spread	• PPE is available and in stock at school. Keep stocking levels updated regularly to ensure we have sufficient PPE.	2 - Low	4 - High	MEDIUM	• PPE is available and in stock at school. Keep stocking levels updated regularly to ensure we have sufficient PPE.	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		National guidance Local authority procurement might be an option?
Member of staff begins to show symptoms when in school (cough and/or temperature developing)	Pupils & Staff	Potential for risk of infection spread	• Member of staff isolated and sent home and encouraged to use the NHS website to arrange a test (may then be able to return to work if negative - see below)	2 - Low	4 - High	MEDIUM	• Member of staff isolated and sent home and encouraged to use the NHS website to arrange a test (may then be able to return to work if negative - see below)	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		National guidance
Staffing shortages as a result of staff self-isolating	Pupils & Staff	Potential for risk of infection spread	Cover ineternally with staff from bubbles.	2 - Low	4 - High	MEDIUM	• The introduction of testing for staff who have symptoms (cough and/or temperature) should ensure that only staff with COVID-19 symptoms are absent • Cover internally where possible to reduce the risk of bringing the infection into the school. This may be preferable to bringing in supply staff who will not be aware of the social distancing rules that are in operation • Consider the implications of sharing staff between schools i.e. Warwickshire Music Service	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		National guidance
Test and Trace	Pupils & Staff	Potential for risk of infection spread	Temperatures checked if suspected fever. Parents called to collect immediately.	2 - Low	4 - High	MEDIUM	Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		
What to do if anyone shows symptoms of Coronavirus.	Pupils & Staff	Potential for risk of infection spread	Temperatures checked if suspected fever. Parents called to collect immediately or if staff, staff member sent home.	2 - Low	4 - High	MEDIUM	See outbreak management plan	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		
Multiple suspected cases or increased absence	Staff pupils	Risk of spread of infection	Following movement guidance and staff traing accordingly.	2 - Low	4 - High	MEDIUM	See outbreak management plan	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		
What if an outbreak occurs?	Staff pupils	Risk of spread of infection	Following government guidance and staff training accordingly.	2 - Low	4 - High	MEDIUM	See outbreak management plan	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		
Outbreak in local area	Staff pupils families	Risk of spread of infection	Following govement guidance and staff training accordingly.	2 - Low	4 - High	MEDIUM	See outbreak management plan	2 - Low	4 - High	MEDIUM	All staff	On going	Amber		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment



8 - Transition

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
END OF TABLE - DO NOT ENTER INFO BELOW HERE															

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment



9 - Finance

NOTES

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- Do not enter any information below the bottom of the table
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- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	0	0	2.00
			LOW

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	0	0	2.00
			LOW

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	0	0	0	0
Severity	0	2	0	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	0	0	0	0
Severity	0	2	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Cancelled trips need to be refunded, but venues/coach companies have not yet issued refunds	Parents	Families financially impacted.	Arrange refunds where necessary. Discuss individual circumstances with parents.	1 - Very low	2 - Low	LOW	Reimburse the money if necessary, to families that are in financial difficulty and this will maintain positive relationships (the school should be able to secure refunds in the long term). Alternatively carry the money over to future trips.	1 - Very low	2 - Low	LOW	SBM	on going	Amber		
Governors unaware of potential impact of full time attendance in September on 2020/21 budget.	School Community	Financial implications	Budget closely monitored throughout the Summer term and as we move into the Autumn term.	1 - Very low	2 - Low	LOW	HT to inform governors DFE will not be reimbursing extra COVID 19 costs from September. Finance governors, LA Finance Officer and relevant staff to include potential new costs in budget update Autumn 2020.	1 - Very low	2 - Low	LOW	Headteacher/SBM	on going	Amber		
END OF TABLE - DO NOT ENTER INFO BELOW HERE															

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10 - Building Work & Logistics

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	0	0	2.00
			LOW

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	1	0	3.00
			LOW

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	4	0	0	0	0
Severity	2	1	0	1	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	3	1	0	0	0
Severity	2	1	0	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Catering providers	Staff		Currently kitchen provides packed lunches for children. MDS take packed lunches to classrooms No contact between catering staff and pupils.	1 - Very low	2 - Low	LOW	School kitchens to provide normal menu. Children to et in the school halls. Children to sit seperatley in year groups.	1 - Very low	2 - Low	LOW	Educateres	On going	Amber		Catering businesses guidance covid-19
Educational visits	Staff Pupils		No visits are currently planned	1 - Very low	1 - Very low	LOW	No trips planned for Autumn term. To be reviewed in line with pandemic response.	1 - Very low	1 - Very low	LOW	SLT	On going	Amber		
Uniform	Pupils Families	Hygiene. None fitting uniform.	Children are asked to wear uniform however allowances have been made for outgrown shoes/clothes until the end of term.	1 - Very low	1 - Very low	LOW	Uniform to be worn as normal. PE kit to be worn on PE days. (Yr 3 forest school clothes on set day)	1 - Very low	1 - Very low	LOW			Amber		
Wraparound support - before and after school clubs	Pupils Staff Families	Risk of spread of infection	School are currently providing wrap around as SKAMPs are not operating. Wrap around is provided in bubbles.	1 - Very low	4 - High	LOW	LM playcare to continue operating as before the summer holidays.	2 - Low	4 - High	MEDIUM	SKAMPS	Sept	Amber		
END OF TABLE - DO NOT ENTER INFO BELOW HERE															

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11 - Recruitment & Staffing

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
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- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	4	1	8.17
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	2	0	4.17
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	3	2	0	0
Severity	1	0	1	3	1

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	4	1	1	0	0
Severity	2	0	3	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
New staff need to be recruited for September	General public Staff pupils	Risk of spread of infection	Outdoor lesson observations for short duration of time. Social distancing adhered to.	2 - Low	4 - High	MEDIUM	NA	1 - Very low	1 - Very low	LOW	SLT		Green		https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/ https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/
Staff induction including NQTs	Staff	Risk of spread of infection	Online communication in place. Visitors to school where social ditching can be adhered.	2 - Low	4 - High	MEDIUM	No NQTs this year	1 - Very low	3 - Medium	LOW	Staff	Sept	Amber		
NQT support	Staff	Risk of spread of infection. Not receiving the usual induction	Online communication in place. Visitors to school where social ditching can be adhered.	2 - Low	4 - High	MEDIUM	No NQTs this year	1 - Very low	3 - Medium	LOW	Staff	Sept	Amber		https://www.gov.uk/government/collections/early-career-framework-reforms
Staff with significant risk factors - such as asthma, diabetes, BAME community member	Staff	Risk of spread of infection	Staff are advised to adhere to social distancing measures and good hygiene practices. They are guided by medical professional guidance.	3 - Medium	5 - Very high	HIGH	If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. Individual risk assessments and an equality impact assessment should be carried out. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.	2 - Low	4 - High	MEDIUM	Specific staff	Sept	Amber		
Staff mental health and wellbeing	Staff	Feeling overwhelmed	Two members of staff are Mental Health trained to support colleagues. All staff are currently back in school fulltime and have been since 1st June.	3 - Medium	3 - Medium	MEDIUM	All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	3 - Medium	3 - Medium	MEDIUM	Staff	Sept	Amber		https://www.educationsupport.org.uk/ https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
Staff deployment - teachers and teaching assistants	Staff	Being assigned to a different role/year group/phase	Some staff are currently working in different class/year groups/roles. Staff are supported by experienced staff.	1 - Very low	1 - Very low	LOW	Staff are assigned for the new year as would normally happen at the start of the academic year.	1 - Very low	1 - Very low	LOW	Staff	Sept	Amber		https://www.gov.uk/guidance/school-workload-reduction-toolkit https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19
Supply and temporary staff			Not applicable				No applicable								
ITT trainees			Not applicable				Not applicable								
Annual leave			Not applicable				Not applicable								https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-
Volunteers			Not applicable				Not applicable								

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12 - Miscellaneous

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	1	0	3.33
			LOW

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	1	0	3.33
			LOW

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	1	0	0	0
Severity	1	0	2	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	0	1	0	0
Severity	0	3	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Wrap around services – before and after clubs, breakfast club etc.			See logistics tab												National guidance - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Published 1 July 2020
Additional support and guidance for specific groups of pupils such as: • EAL pupils • Newly arrived to the UK • Refugees • Families with no recourse to public funds (NRPF)	New families	Not understanding social distancing guidelines	Meeting with an interpreter via TEAMS	1 - Very low	3 - Medium	LOW	• Assess the likelihood of your school receiving new pupils from these communities • Ensure a welcome procedure is in place for new families, which includes access to translated advice about social distancing	1 - Very low	2 - Low	LOW	SENDCo	On going	Amber		Local guidance from community groups Public Health guidance
Staff training implications	Staff	Unable to undertake required refresher and new training	Online training can be provided where appropriate. Training utilising social distancing measures can potentially still be undertaken.	2 - Low	3 - Medium	MEDIUM	• Staff will need to be trained in new procedures and practices such as use of PPE, monitoring social distancing etc.	3 - Medium	2 - Low	MEDIUM	All staff	On going	Amber		Public health guidance. School nurse service?
Governors may be called upon to support leaders for example in appeals, challenging situations or communication with parents	Governors	Risk spread of infection	Governors not meeting in person. All meetings to be carried out on line. Commutation via phone or email	1 - Very low	1 - Very low	LOW	• Governors should ensure that all school policies are up-to-date, reflecting the latest national and local guidance. • Behaviour, attendance, safeguarding, social distancing, risk assessments will all need to be reviewed.	1 - Very low	2 - Low	LOW	Chair of gov	on going	Amber		Local and national guidance from Governor Support services and the NGA.
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13 - Additional

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
END OF TABLE - DO NOT ENTER INFO BELOW HERE															