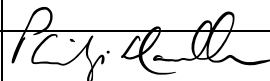


Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that The Polesworth School school cannot open to pupils in all year groups in line with current DfE Guidance	High	See Key Risk assessments below	Low		 13 Jan 2021

Key Risks	Assessed risk if no actions taken	Requirement	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
1. Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.	High	Must	See Individual risk assessments below	Low	
2. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	Low	
3. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	
4. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	Low	
5. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	Low	
6. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	Low	
7. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
8. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	Low	
9. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
10. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	

11. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	
--	--------	-------------------	---------------------------------------	-----	--

Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance	High	<ul style="list-style-type: none"> • Staff and Pupil Ready Reckoner used to inform judgements re attendance. Individual conversations with staff and parents as appropriate • Advice given and emphasised regularly re isolation • Isolation periods noted and monitored • Welfare checks made • Visitors to be questioned in advance of visit re presence of symptoms (cough, temperature) • Upon arrival information will be taken for Track and Trace purposes and their temperature will be taken and recorded • Visitors advised against coming to school where symptoms are present 		
Where a potential case of covid-19 is identified in school	Medium	<ul style="list-style-type: none"> • DfE guidance strictly adhered to 		

it is not dealt with in line with DfE guidance		<ul style="list-style-type: none"> PPE available to staff when treating or supporting students or staff 		
--	--	--	--	--

Key risk 2: Risk that face-coverings are not worn in line with the recommendations				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
For secondary schools only, face coverings are not worn by adults and pupils when moving around the premises, outside of classrooms. Excludes individuals who are unable to wear a face covering.	High	<ul style="list-style-type: none"> Pupils and staff are expected to wear face coverings during lessons in order that they feel less anxious and more reassured about protection from Covid 19 Pupils and staff are expected to wear face coverings when moving around site or en route to designated areas 		
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	<ul style="list-style-type: none"> Advice is regularly shared re how to wear a face mask properly to protect self and others 		

Key risk 3: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Facilities for handwashing/sanitising are not in place	High	<ul style="list-style-type: none"> • Hand sanitiser available to staff and students in every classroom • Regular handwashing/sanitising embedded into daily routine • Hand sanitiser available across the site • Audit of site carried out with CAT Estates Manager and advice sought and implemented as appropriate 		
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> • Pupils, staff and visitors expected and encouraged to use provided facilities available across the site • Pupils, staff and visitors required to use sanitiser upon arrival and departure and change of location across the site 		

Key risk 4: Risk that individuals in school do not practice good respiratory hygiene				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when

Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	<ul style="list-style-type: none"> • Hand sanitiser, wipes and tissues available in every classroom and across the site • Bins and bags available in classrooms and across the site 		
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> • Pupils, staff and visitors are informed of facilities available • Pupils, staff and visitors are regularly reminded of facilities available • Pupils, staff and visitors are expected and encouraged to use provided facilities regularly 		
Face coverings are not used appropriately	High	<ul style="list-style-type: none"> • Pupils and staff are expected to wear face coverings during lessons in order that they feel less anxious and more reassured about protection from Covid 19 • Pupils and staff are expected to wear face coverings when moving around site or en route to designated areas • Advice is regularly shared re how to wear a face mask properly to protect self and others 		

Key risk 5: Risk that the cleaning regime in school is not in line with DfE guidance				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Regular cleaning of surfaces in line with PHE guidance is not in place	High	<ul style="list-style-type: none"> • Stricter and more robust cleaning regime agreed and implemented through Chartwells • Wipes provided to enable staff to sanitise workspace prior to use • Students to be instructed to sanitise desks where necessary • Staff should operate a clear desk policy when teaching across multiple classrooms • Cleaning regime monitored and adapted as needed by SBM and ASBM 		
Regular cleaning of toilets in line with PHE guidance is not in place	High	<ul style="list-style-type: none"> • Stricter and more robust cleaning regime agreed and implemented through Chartwells • Cleaning regime monitored and adapted as needed by SBM and ASBM 		
Regular cleaning of equipment, both indoor and outdoor is not in place	High	<ul style="list-style-type: none"> • Wipes will be provided so students can wipe 		

		<p>equipment before and after use</p> <ul style="list-style-type: none">• Staff to ensure they are instructed to do so• Wipes provided for use on all MFDs		
--	--	---	--	--

Key risk 6: Risk that contact between individuals is not minimised and social distancing maintained where possible.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
The size of groups or “bubbles” is not practical in this school’s educational setting	High	<ul style="list-style-type: none"> Year group bubbles are used in line with DfE guidance Year groups are zoned and taught in their zoned areas as far as possible whilst maintaining the full curriculum 		
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	<ul style="list-style-type: none"> Bubbles are year groups and zoning minimises opportunities for interaction Each year group has its own dedicated area at the start of the day Breaks and lunches are staggered with dedicated areas for bubbles Where different bubbles use the same rooms these lessons are clearly identified and equipment and furniture is cleaned before the next bubble enters 		

Groups are mixed for specialist teaching, where this is not necessary	High	<ul style="list-style-type: none"> • There is no cross year group mixing for specialist teaching 		
Where teachers and other staff, including supply and contractors, are required to move between groups they are less than 2 metres apart from pupils or other adults, where this is not necessary	High	<ul style="list-style-type: none"> • Wherever possible students remain in their zoned areas to minimise movement around the site • Passing in the corridor is low risk as per DfE guidance 		
Adults come within 2 metres of pupils in the classroom, where this is not necessary	High	<ul style="list-style-type: none"> • A 2m zone is created within each classroom that students are not permitted to access except on entry and exit of the room where necessary 		
Adults come within 2 metres of each other, where this is not necessary	High	<ul style="list-style-type: none"> • Adults are expected to maintain a 2m distance as far as possible • They are reminded of this regularly • Use of email, telephone and Teams to communicate where offices and meeting rooms do not allow for social distancing 		
Older children do not keep apart from each other, where this is possible	High	<ul style="list-style-type: none"> • Students are reminded to remain in their year group bubbles • Supervision ensures that students remain in their year group bubbles 		

		<ul style="list-style-type: none"> One way systems in place where necessary in buildings and around the site 		
Classroom set up involves pupils facing each other, where this is not necessary	High	<ul style="list-style-type: none"> Classrooms are set up so that students are sat in rows whenever possible Where this is not possible every precaution is taken to minimise infection 		
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	<ul style="list-style-type: none"> School behaviour policy is adapted to take account of the requirement to minimise mixing Behaviour policy is shared with all staff Behaviour policy addendum demonstrates clearly the sanctions applicable if students do not adhere to COVID 19 expectations / measures 		
Checklist				Plan or Risk Assessment in place
The following activities should be considered, where applicable, in school and covered by plans or risk assessments in line with the principles above to ensure the risk of contact between individuals or groups is minimised as far as practicable . This list is not exhaustive:				Yes or N/A
Start of day arrival at school				YES
End of day departure from school				YES
Travel to and from school				YES
Lunchtimes				YES
Breaktimes				YES

Movement of pupils between different school teaching spaces	YES
Movement of staff between different school teaching spaces	YES
Delivery of curriculum PE	YES
Delivery of curriculum Music	YES
Delivery of curriculum Design & Technology	YES
Delivery of curriculum Art	YES
Delivery of practical Science	YES
Delivery of practical Drama	YES
Assemblies and other large gatherings	YES
Operation of extra curricula activities	YES
Operation of before and after school childcare	N/A
Operation of wraparound nursery childcare	N/A
Working with SEND children where the child's behaviours may pose an additional risk	YES
Recruitment	YES
Visitors to school	YES
Supply and peripatetic staff operating in school	YES
Trainee teachers and apprentices in school	YES
Gatherings of staff, eg: staffroom, meetings or training.	YES
Delivery of catering	YES
Contractors working on site	YES
Educational visits	YES
One to one and catch up support	YES
Use of classroom resources	YES
Marking and review of pupil work	YES

Key risk 7: Risk that PPE equipment is not worn where appropriate				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Appropriate PPE is not worn when dealing with a child who is showing symptoms of Covid-19 and where adult cannot keep 2 metres apart	Medium	<ul style="list-style-type: none"> Appropriate PPE is available and worn when dealing with a child displaying symptoms The child can be isolated to minimise the risk of transmission 		
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	Not applicable		
Appropriate PPE is not worn when conducting Lateral Flow Testing for asymptomatic staff and students or close contacts		<ul style="list-style-type: none"> Appropriate PPE is provided and worn when conducting LFT 		

Key risk 8: Risk that occupied spaces are not kept well ventilated				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
School is not kept well ventilated in line with guidance.	Medium	<ul style="list-style-type: none"> School is ventilated in line with current guidance Current guidance is shared with staff 		
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	<ul style="list-style-type: none"> Adults and pupils are able to wear additional clothing in order to retain a comfortable working temperature 		

- | | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none">• Adults and pupils are provided with guidance as to maintaining a comfortable working temperature | | |
|--|--|--|--|--|

Key risk 9: Risk that school response to a confirmed infection is not in line with the DfE guidance (New requirement from 1 July 2020)				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	<ul style="list-style-type: none"> All staff details are checked to ensure they are correct for Test and Trace purposes All staff are informed of the Test and Trace process All staff are aware that they must have a test in the event of displaying symptoms 		
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	<ul style="list-style-type: none"> Staff are aware that they will need to provide details of close contacts for the Test and Trace process 		
Employees are unaware that they must self-isolate if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	<ul style="list-style-type: none"> Staff are aware that they must self-isolate in the event of being diagnosed with COVID 19 or have had contact with someone with COVID 19 		
Parents and carers are unaware of the NHS Test and Trace process and that their child must have a test in the event of displaying symptoms.	Medium	<ul style="list-style-type: none"> Parents are made aware of the Test and Trace process and are reminded regularly of the process via communication from school 		
Parents and carers are unaware that they must provide details of close contacts of their child if asked to by NHS Test and Trace.	Medium	<ul style="list-style-type: none"> Parents/carers are made aware that they must provide details of 		

		close contacts for the Test and Trace process		
Parents and carers are unaware that their child must self-isolate if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	<ul style="list-style-type: none"> Parents/carers are made aware and reminded regularly of the need to self-isolate if diagnosed or having been in contact with someone who has been diagnosed 		
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	<ul style="list-style-type: none"> Staff, parents and carers are regularly reminded of the importance of informing the school in the event of a positive result for COVID 19 		
In the event of a positive Covid-19 case in school, school does not contact local health protection team and comply fully with their advice.	Low	<ul style="list-style-type: none"> School will comply with all advice and guidance as published or given by DfE/PHE 		
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	<ul style="list-style-type: none"> School ensures that registers are accurate and are maintained by staff. This ensures that close contacts can be monitored accurately. 		
Employees are unaware that they must provide details of close contacts following a positive Lateral Flow test result		<ul style="list-style-type: none"> Staff are aware that they will need to provide details of close contacts for the Test and Trace process 		
Employees are unaware that they must receive serial testing if identified as a close contact		<ul style="list-style-type: none"> Employees are aware that they receive serial testing if identified as a close contact 		

Parents/carers are unaware that they must provide details of close contacts following a positive Lateral Flow test result		<ul style="list-style-type: none"> Parents/carers are made aware that they must provide details of close contacts for the Test and Trace process 		
Parents/carers are unaware that their child must receive serial testing if identified as a close contact		<ul style="list-style-type: none"> Parents/carers are made aware that their child(ren) receive serial testing if identified as a close contact 		

Key risk 10: Risk that the educational provision for pupils does not return to normal				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
A broad and ambitious curriculum is not in place	Low	<ul style="list-style-type: none"> All students follow a broad and ambitious curriculum There is no curriculum marginalisation for any year group 		
Government funded intervention and catch up program is not effective	High	<ul style="list-style-type: none"> Assessment and monitoring effectively identifies gaps in knowledge A school-wide intervention approach offers a bespoke and personalised catch-up process as necessary 		
Appropriate integrated remote learning package is not immediately in place for individuals, groups or whole school in the event of education not being able to be provided physically.	High	<ul style="list-style-type: none"> High quality remote learning is immediately available where education cannot physically be provided Platforms such as Teams, Educake, 		

		<p>Hegarty continue to be used</p> <ul style="list-style-type: none"> • A hybrid of live, pre-recorded and activity based lessons are prepared and delivered • Students who attend school (children of critical workers or vulnerable) follow their usual timetable via remote lessons in ICT suites across school 		
--	--	---	--	--

Key risk 11: Risk that the trust is not a good employer				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Employees with increased personal risks are not protected	Low	<ul style="list-style-type: none"> • Most current staff Ready Reckoner used to identify and communicate with staff • Measures put in place to accommodate and protect staff • Lateral Flow testing introduced • Serial testing introduced for those identified as close contacts of someone who has tested positive 		
Employees are anxious about coming to work due to covid-19	Medium	<ul style="list-style-type: none"> • Transparent communication throughout and individual 		

		<p>conversations as appropriate to alleviate anxiety</p> <ul style="list-style-type: none"> • Lateral Flow testing introduced • Serial testing introduced for those identified as close contacts of someone who has tested positive 		
Employees are not fully trained on the school opening plan	Medium	<ul style="list-style-type: none"> • Staff consulted re key documents • Key documents shared • Any updates communicated with staff in a timely manner • Staff provided with a summary of the government guidance 		
Employees are not fully consulted on the school opening plan	High	<ul style="list-style-type: none"> • Staff are kept up to date with all plans and receive regular updates • School opening information documents are shared with all staff 		
Workload once open is not achievable	High	<ul style="list-style-type: none"> • Staff workload is achievable as a result of clear and transparent communication • Staff teams are involved in conversations relating to ensuring the curriculum is deliverable and 		

		operational systems are implemented clearly such as catering, cleaning, maintenance etc		
		<ul style="list-style-type: none"> Remote learning processes are reviewed 		

Resources

Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

Risk matrix:

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