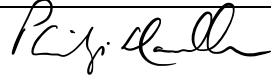


Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that The Polesworth School school cannot open to pupils in all year groups in line with current DfE Guidance	High	See Key Risk assessments below	Low		 040321

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 occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	Low	
8. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
9. Risk that the school does not promote and engage in asymptomatic testing, where available	High	Must	See Individual risk assessments below	Low	
10. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	

11. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	
12. 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 		

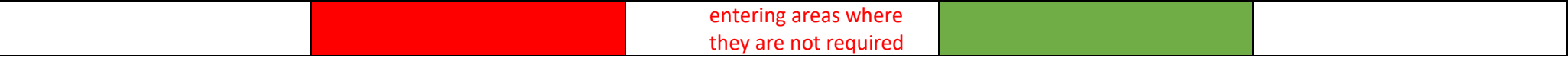
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	<ul style="list-style-type: none"> DfE guidance strictly adhered to PPE available to staff when treating or supporting students or staff 		
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Key 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, and in classrooms and communal areas where social distancing cannot be maintained . 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 line with DfE guidance Pupils staff and visitors are expected to wear face coverings when moving around site or en-route to designated areas and in lessons 		
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 and wipes available to staff and students in every classroom • Regular handwashing/sanitising embedded into daily routine • Hand sanitiser stations available 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 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 		

		<ul style="list-style-type: none"> • 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 removed and stored safely when entering areas where they are not required	High	<ul style="list-style-type: none"> • Pupils and staff are expected to wear face coverings during lessons and when travelling around site unless exempt under DfE guidance • Pupils and staff are expected to wear face coverings in lessons and when moving around site or en-route to designated areas unless exempt under DfE guidance • Advice is regularly shared re how to wear a face mask properly to protect self and others • Advice is regularly shared re safe storage of face coverings when 		



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"> • Strict and 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"> • Strict and 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 equipment before and after use 		

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| | | <ul style="list-style-type: none">• Staff to ensure that students sanitise workspaces as necessary• 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 across bubbles • 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 bubble 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 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 Adults and pupils are provided with guidance as to maintaining a comfortable working temperature 		

Key risk 8: 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 adults 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		

Key risk 9: Risk that the school does not promote and engage in asymptomatic testing, where available				
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
Pupils are not enthusiastically offered supervised asymptomatic tests during the first 2 weeks of the return to school	High	<ul style="list-style-type: none"> DfE guidance is shared with parents and pupils Consent forms for asymptomatic testing are shared and collated upon receipt Students receive 3 on-site tests during the first 2 weeks of return and one home test where consent has been granted 		

<p>Pupils are not enthusiastically offered the opportunity to self-test / be tested at home twice a week following their return to school</p>	<p>High</p>	<ul style="list-style-type: none"> • Students are provided with self-test kits to be conducted at home following the first 2 weeks of return • Guidance is provided re the recording of test results and sharing those results with school 		
<p>Adults working in school are not enthusiastically offered the opportunity to self-test at home twice a week</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff are provided with self-test kits to be conducted at home following the first 2 weeks of return • Guidance is provided re the recording of test results and sharing those results with school 		

Key risk 10: 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 manage the case in line with PHE guidance	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. 		
In the event of an outbreak (2 or more cases within 14 days) school does not call the DfE helpline and follow their advice		<ul style="list-style-type: none"> In the event of an outbreak school calls the DfE and follows all advice given 		
Key risk 11: 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 		
Remote education is not provided in line with DfE guidance and the legally binding continuity direction	High	<ul style="list-style-type: none"> High quality remote education continues where necessary Engagement with remote education is monitored and there is effective communication between school and home 		

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 		
Employees are anxious about coming to work due to covid-19	Medium	<ul style="list-style-type: none"> Transparent communication throughout and individual conversations as appropriate to alleviate anxiety 		

Employees are not fully trained on the school reopening 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 reopening 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 reopen 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 • Remote learning processes are reviewed 		

Resources

Version January 2021

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