	Risk Assessment
	Select from list…

Area	Risk	Issue	Management	Who	Status	Confirmed by Headteacher
1. Staffing	Adequate levels of supervision on school site.	With shielding and other requirements there may not be enough staff to cover the needs of the school.	Risk diminished. - All staff to return with only staff in extremely high risk category to work with further mitigation in line with joint risk assessment between member of staff and member of leadership team.	Headteachers	Complete	Yes
1. Staffing	Staff workload stretched beyond capacity	Teachers require to work all day and plan second group of lessons to go online not sustainable or fair - THIS TO REMAIN IN PLACE TO REFLECT NEEDS IN ANY FUTURE LOCKDOWN	1. Headteacher nominates a member of senior team / experienced member of staff who is shielding as 'head of remote learning' 2. Shielding colleagues to take the lead in setting and marking work from students working from home 3. Schools without capacity to do this to collaborate with Trust Primary schools to share the load of setting work 4. Shielding colleagues to take the lead on contact phonecalls for all students who are still working from home (20 calls a day)	Headteachers	Complete	Yes
2. Buildings and estates	Air conditioning	Build up of bacteria	1. Schools to establish if any A/C units are out of service cycle and beyond reasonable timeframe	Site team	Complete	Yes
2. Buildings and estates	Asbestos	Disturbed by rodents	Visual inspection carried out and remedial works implemented where required in accordance with guidance	Site team	Complete	Yes
2. Buildings and estates	Building works	Planned works may not be possible as it may compromise space requirements in any one school	1. Evaluation of works and space requirements 2. Moving work to summer / half term where required	CCL / DJY / SBM	Complete	Yes
2. Buildings and estates	Fire	Fire alarms / detectors have developed a fault that has not been detected	Carry out full fire alarm test	Site team	Complete	Yes
2. Buildings and estates	Gas	Gas leak developed undetected.	1. Science Lbas operate self-proving systems	Site team	Complete	Yes
2. Buildings and estates	Hot water provision	There is inadequate hot water to support the cleaning required to support hygene standards	Water systems to be fully tested to ensure supply and any faults fixed.	Site team	Complete	Yes
2. Buildings and estates	Kitchen equipment	The equipment has developed a fault during the lockdown	1. Caterers to be contacted to check equipment and advise school of any remedial actions	CCL / DJY / SBM	Complete	Yes
2. Buildings and estates	Lack of cleaning during lockdown	Build up of dust and other irritants during period of lockdown and concern regarding general cleanliness	Deep clean undertaken ahead of 1st September where cleaning has not been ongoing	DJY / SBM / CCL	Complete	Yes

2. Buildings and estates	Legionella	Areas of the school used less during lockdown have increased risk of legionella.	Water systems to be fully flushed to ensure compliance. Hot water flush to be carried out to ensure any other bacteria are eliminated.	Site team	Complete	Yes
2. Buildings and estates	Lift and shutters	Developed fault undetected	Inspection of devices	Site team	Complete	Yes
2. Buildings and estates	Rodent / pest infestation	Build up of pests in areas unused during lockdown not yet detected	Visual inspection carried out and pest controller brought in where required and works complete	Site team	Complete	Yes
3. Managing risk of virus spread	Environment harbours virus on surfaces	Some surfaces are more prone to retaining the virus and are harder to clean	Items are removed from the classroom that are hard to clean or have intricate parts.	Class teacher	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptons	Parents and carers unaware of appropriate responses	All schools to promote guidance from DfE (different languages attached)	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptons	Students and staff bring virus into school unintentionally	All schools to promote handwashing regimes as outlined by PHE	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptons	Students and staff bring virus into school unintentionally	All relevant posters to be downloaded and displayed throughout the school	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of collective responsibility	Staff who have not been directly involved in the planning are less aware of the guidance and expectations and the ways they can promote a positive culture	1. All staff to be issued with this link to government guidance for familiarisation 2. Briefing sessions to constantly start with reviews and reminders around school protocols to maintain high hygene standards	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Extremely vulnerable staff and those living with extremely vulnerable more prone to serious complications	1. Extremely vulnerable and those living with extremely vulnerable to be directed to work from home (Letter from JRN) 2. Headteacher to direct work they are to undertake from home	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	A strategy to promote handwashing throughout the day is in place	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	Where hand washing is difficult, hand sanitiser is availale - especially in the classroom itself following accidental touching of shared items	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	School has increased provision of handwashing stations across the school site / preferred managed solution with rota of usage throughout the school day	TRUST - DJY/CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	School has increased provision of detergent for handwashing and towels etc. to match increased demand	TRUST - DJY/CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	Sufficient hand sanitiser in place for all schools	TRUST - DJY/CCL	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - arrival and departure	Arrival and departure routines in place to ensure social distancing of students, staff, parens and carers	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - breaktime and lunchtime	School day re-arranged to ensure student break time and lunch time staggered	Headteachers	Complete	Yes

3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - canteen and meals	For the immediate future - school meals provided to those entitled to free school meals as a grab bag and delivered OR collected from designated point that maintains social distancing	Headteachers	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - maximising distancing in the classroom	Classroom layout configured to ensure TA and teacher can maintain as close to 2m social distancing as possible with 'help desks' for students	Class teacher	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - social bubble	1. Students to work in 'social bubble' of no more than year group size for a secondary school / key stage for primary school **2. Where schools feel this could be challenging they should refer to the DfE guidance**	Headteachers	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - staff social bubble	Staff to work in a social bubble defined by key stage in primary Staff to work to 1+ social distancing in secondary	Headteachers	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - support staff not pupil facing	Vulnerable staff working away from children to maintain 1+ meters social distancing in work spaces - inlcuding staggering working time and working from home to ensure this is possible	Headteachers	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Students wilfully disregarding social distancing and other safety	Behaviour policy addendum implemented giving clear guidance to Headteachers and parents / carers and students of expectations.	JRN - Trust	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Students with EHCP and other specific needs where observance of social distancing may be compromised	SENCO to undertake individual risk assessment and implement bespoke management plan to take account of individual needs	SENCO	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	1. Teachers and other adults to have cleaning facilities in school to enable cleaning 2. School has arrangements in place for ongoing cleaning of touch surfaces throughout school day - use of staff who are unable to complete their other roles (regime for training required)	DJY / SBM / CCL	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	School is limiting movement of children between classes and within the classroom	Headteachers	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	Arrangements in place for students to be collected from outdoor spaces and escorted with social distancing to classroom space without engaging with touch surfaces - doors opened, handrails left untouched as far as possible	Headteachers	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	School is insisting students have their own equipment on desk and there is no borrowing of equipment	Headteachers	Comple te	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Vulnerable staff prone to complications - DELETE IN LINE WITH DFE GUIDANCE	1. HR letter to outline position w.r.t vulnerable staff (JRN letter) 2. Vulnerable staff to be directed to work from home OR in non-pupil facing roles where strict social distancing can be observed.	Headteachers	Comple te	Yes
4. Managing suspected COVID-19 case	Area is not adequately cleaned leading to further infection	Staff are unaware of the level of cleaning required and precautions that are required when undertaking cleaning and disposal	Cleaning staff on site throughout the day to undergo familiarisation traning with the expectations for cleaning areas	DJY / SBM / CCL	Comple te	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	Designated COVID-19 space to be stocked with appropriate cleaning equipment to deep clean room following suspected case	DJY / SBM / CCL	Comple te	Yes

					Comple te	
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	School to designate a single space exclusively for management of suspected COVID cases (NOT THE GENERAL MEDICAL ROOM)	Headteachers	Comple te	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	Designated COVID-19 space to be stocked with appropriate PPE	Headteachers	Comple te	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	Secure PPE required for dealing with students and staff with suspected PPE	TRUST - DJY/CCL	Comple te	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person - ensuring compliant response	Stay at home guidance here	Headteachers	Comple te	Yes
5. Communication	Staff are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Staff to undertake INSET day(s) ahead of return to be absolutely sure of procedures	Headteachers	Comple te	Yes
5. Communication	Students are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Students to be sent details of procedures so they know what to expect in terms of new routines and practices 2. Day 1 of return to be dedicated to induction on daily routines required to keep everyone safe	Headteachers	Comple te	Yes
5. Communication	There is a lag in time between information received and action.	More students and staff could be infected as a result of slow response.	1. Every school to implement an emergency number to be called any time between 7am and 9pm to inform of a suspected case of COVID-19 2. All students and this social bubble directed to remain at home until further notice (i.e. until outcome of test is known)	Headteachers	Comple te	Yes
6. Emotional well-being	There is a great deal of anxiety among staff and students	Students and staff may be exhibiting signs of emotional stress as a result of the threat of C-19 as well as trauma associated with family / friend loss / fear of family friend loss	1. Staff to work through guidance and support (including XCET)	Headteachers	Comple te	Yes
6. Emotional well-being	There is a great deal of anxiety among staff and students	Students who have had strained friendships groups in the past may have heightened anxiety around return that leads to distress.	1. Schools to identify students at risk 2. Pastoral leaders and support staff to hold a telephone consultation with parent / carer and child where appropriate 3. Key findings and actions to be disseminated to social bubble leaders	Headteachers	Comple te	Yes
6. Emotional well-being	There is a unique anxiety among BAME staff and students	The evidence around C-19 is that there is a greater impact on members of the BAME communities	1. Undertake BAME listening project 2. Disseminate findings to school and pastoral leaders and implement recommendations	JRN - Trust	Comple te	Yes

Not complet	Yes
On course for complet	No
Complete	