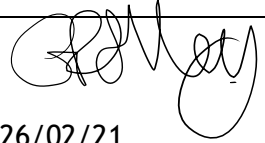


## Woodlands Community Primary School March 8<sup>th</sup> Re-open Risk Assessment

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 Woodlands Community Primary School cannot fully re-open from 8 <sup>th</sup> March 2021 in line with revised DfE Guidance	High	See Key Risk assessments below	High/ Medium/ Low		 26/02/21

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		
2. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below		Reminder sent to parents and all staff via email and meetings
3. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below		
4. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below		
5. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below		
6. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below		
7. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below		

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
8. Risk that PPE equipment is not worn where necessary	Medium	Must	See Individual risk assessments below		Reminder sent to all staff via email and meetings
9. Risk that the school does not promote and engage in asymptomatic testing, where available.	High	Must	See Individual risk assessments below		Reminder all staff via email and meetings
10. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below		
11. Risk that the educational provision for pupils is not in line with statutory requirements	Medium	Must	See Individual risk assessments below		
12. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below		

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	All staff visitors and families informed and reminded <b>NOT</b> to attend school if showing symptoms Up to date information on the school website		
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	All staff and families are made aware of protocol if potential case identified- see plan		

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
<b>For secondary schools only</b> , face coverings are not worn by adults and pupils when moving around the premises, including in classrooms where social distancing cannot be maintained. Excludes individuals who are unable to wear a face covering.	High	NA	NA	NA
<b>For primary schools only</b> , face coverings are not worn by adults in situations where social distancing between adults is not possible.	High	All staff wear face coverings in corridors and communal areas. All visitors wear masks before entering the building All LTS wear masks when working face coverings should be worn by staff and adult visitors where social distancing between adults is not possible.		Latest guidance shared with staff about visors and face coverings and the correct handling- all acknowledge receipt1.3.21

Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	All staff reminded of face covering regulations- paper copies distributed  Face coverings should be worn by staff and adult visitors where social distancing between adults is not possible.'		Latest guidance shared with staff about visors and face coverings and the correct handling- all acknowledge receipt 1.3.21
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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	Additional soap and hand towels are provided in classrooms and the toilets Each class and key entry points have 'sanitation stations' Children are monitored in use of toilets to ensure minimal mixing Children wash their hands on each entry to building Children sanitise on each entry to the classroom Staff are required to wash hands on each entry to the building and sanitise on each entry of a teaching area		Time taken in the first day to remind all children of the importance of correct handwashing and sanitising
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	All staff visitors and families informed and regularly reminded of the need for handwashing and sanitising- by posters, SM, minutes and regular conversations with pupils		Appropriate poster checked around the school

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	All rooms have specific lidded pedal tissue bin and follow guidelines- see plan		
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	All staff visitors and families informed and regularly reminded of the need for handwashing and sanitising Sanitising stations located around school Also reminded of the use of separate bins for tissues		Time taken in the first day to remind all children of the importance of catch it kill it bin it
Face coverings are not removed and stored safely when entering school areas where they are not required.	High	All staff reminded of mask protocol Families informed in advance of expectation for those travelling in a mask. Office staff will remind visitors of the mask policy and how to store when not in use		Latest guidance shared with staff about visors and face coverings and the correct handling- all acknowledge receipt 1.3.21

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	<p>External provider of cleaning for daily clean</p> <p>Plentiful supply of anti bac cleaning wipes and products available in each teaching area to be used after each use</p> <p>Staff informed and regularly reminded</p> <p>There is a bulk stock of additional wipes and spray kept in staffroom cupboard</p> <p>All sanitiser containers are checked regularly and refilled as needed.</p> <p>Where needed all products have been added to the COSHH register and staff reminded to only use 'regulated' resources including personal hand gel</p> <p>Cleaning company expectations and RA in Corona file and shared with staff</p>		
Regular cleaning of toilets in line with PHE guidance is not in place	High	<p>External provider of cleaning for daily clean.</p> <p>Staff clean touchpoints between each bubble use</p> <p>Cleaning company expectations and RA in Corona file and shared with staff</p>		

Regular cleaning of equipment, both indoor and outdoor is not in place	High	<p>External provider of cleaning for daily clean</p> <p>Plentiful supply of anti bac cleaning wipes and products available in each teaching area to be used after each use</p> <p>Staff informed and regularly reminded</p> <p>Cleaning company expectations and RA in Corona file and shared with staff</p>		
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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 a “bubble” is not small enough to allow children and adults to maintain 2 metre social distance from each other (while accepting that the youngest children will not be able to maintain social distance).	High	Each bubble is set as the class with a maximum of 30 children.		
Each “bubble” is not able to keep at a 2 metre distance from all other “bubbles” at all times.	High	Staggered entry, break and lunchtimes allows 2m distancing.		
Where teachers and other staff, including supply and contractors, are required to move between bubbles they are less than 2 metres apart from pupils or other adults, <b>where this is not necessary when working with the youngest children who cannot social distance</b>	High	TA rotas have been set to minimise transfer between bubbles where possible Where transfer is needed staff are reminded to keep separate from other adults and pupils		
Adults come within 2 metres of pupils in the classroom, <b>where this is not necessary when working with the youngest children who cannot social distance</b>	High	Where possible, space at the front of the classroom is provided for the teacher. All staff informed and regularly reminded not to enter classrooms unless necessary ‘Virtual’ assemblies and behaviour policy implemented Teachers reminded to keep their distance from pupils where possible LTS wear masks in assisting children with lunches Any small group work is 2m from children and for shorter periods of time		



Adults come within 2 metres of each other at any point.	High	Staff are reminded to adhere to social distancing guidelines- more than one staff room is in operation to reduce need to visit one room. Seating in staff room has been spaced. Face coverings should be worn by staff and adult visitors where social distancing between adults is not possible.		
Classroom set up involves pupils facing each other.	High	Each class in KS1 and KS 2 has been set up with children facing forward. Face to face activities have been removed from the timetable. EY children will not be able to sit forward facing due to spacing and activities.		
School behaviour policy does not take into account the requirement to eliminate mixing of groups or minimise mixing of individuals	Medium	School behaviour policy is adapted to include 'virtual' sections, COVID additions and amended guidelines in accordance with government and CAT. Staff have been trained in use of PPE when required.		
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 <b>as far as practicable</b> . This list is not exhaustive:				Yes or N/A
Start of day arrival at school				Y
End of day departure from school				Y
Travel to and from school				Y
Lunchtimes				Y
Breaktimes				Y
Movement of pupils between different school teaching spaces				Y
Movement of staff between different school teaching spaces				Y
Delivery of curriculum PE				Y

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

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	All doors are propped open for ventilations All rooms have windows open for ventilation [not fully due to temperature] All staff and parents are aware of the need		

		Children have been informed to dress appropriately		
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	All staff and parents are aware of the need Children have been informed to dress appropriately		

**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 adult cannot keep 2 metres apart	Medium	Appropriate PPE equipment is correctly stored and staff are aware of when and how to use. All staff have been trained in the location and use of PPE equipment		Regular reminders are sent in staff briefing minutes
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	Appropriate PPE equipment is correctly stored and staff are aware of when and how to use		

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
For secondary schools only, pupils are not enthusiastically offered supervised asymptomatic tests during the first 2 weeks of the return to school.		NA		
For secondary schools only, pupils are not enthusiastically offered the opportunity to self test/ be tested at home twice a week following their return to school.		NA		
Adults working in school are not enthusiastically offered the opportunity to self-test at home twice a week.		Staff briefings have been held to inform and encourage staff about the opportunity to self test. The majority of staff self test twice a week		

Key risk 10: Risk that school response to a confirmed infection is not in line with the 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
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	Staff have been made aware of the process and the expectations in staff updates INSET day and explanatory emails		Staff receive a simplified overview of key information 1.3.21
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	Staff have been made aware of the process and the expectations in staff updates INSET day and explanatory emails		Staff receive a simplified overview of key information 1.3.21
Employees are unaware that they must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	Staff are aware of the process and the expectations in staff updates INSET day and explanatory emails		Staff receive a simplified overview of key information 1.3.21
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	Parents are aware and guidance on the website helps inform parents of next steps		
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	Parents are aware and guidance on the website helps inform parents of next steps		
Parents and carers are unaware that their child must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	Parents are aware and guidance on the website helps inform parents of next steps		
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	Parents are aware and guidance on the website helps inform parents of next steps		
In the event of a positive Covid-19 case in school, school does not manage the case in line with PHE guidance.	Medium	SLT are aware of expectation and the contacts needed All aware of the first step to call PHE England and seek guidance.		

In the event of a positive Covid-19 case, school does not have records of close contacts made in school.	High	School has updated the class lists and contact details Office staff are aware of the need to keep updated Timetable of staffing and groups to be created to monitor pupil mixing		
In the event of an outbreak (2 or more cases within 14 days), school does not call the DfE helpline and follow their advice.	Medium	Office and SLT aware of the need to call DfE if 2 or more cases are reported in 14 days		
<b>Key risk 11: Risk that the educational provision for pupils does not meet statutory requirements</b>				
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 for all pupils	Low	All NC subjects are taught to all children MTP have been reviewed to ensure coverage of all subjects and repetition and consolidation of key skills and knowledge		
Remote education is not provided in line with DfE guidance and the legally binding <a href="#">continuity direction</a> .	High	Remote education is available through the eschool platform for those children needing to isolate or who are absent		

<b>Key risk 12: Risk that the trust is not a good employer</b>				
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	Ready reckoners from CAT have been shared with all staff All staff have reported their status		
Employees are anxious about coming to work due to covid-19	High	Regular conversations are being had with staff and all questions answered		

Employees are not fully trained on the school reopening plan	High	All staff have a copy of the plan and time is given to address any questions Time is taken to ensure understanding and the need for compliance		
Employees are not fully consulted on the school reopening plan	High	All staff have a copy of the plan and time is given to address any questions.		
Workload during reopening is not achievable	High	SLT will monitor continually and workload is an item on Staff meeting agenda		

## Resources

Government guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

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