

# Stoneydelph Primary School

## Covid -19 Risk Assessment

### January 2021



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 Stoneydelph Primary School cannot open to vulnerable pupils and children of critical workers in line with current DfE Guidance	High	See Key Risk assessments below	Low		14/01/21 

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 January Review 2021
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	Reminders to parents of procedures for if child is showing symptoms – fortnightly newsletter and regular Dojo messages
2. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	Delivery and set up of outside hand sanitiser stations by entrance doors by 01.09.20 Hand gel to be replenished daily
3. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	Low	Face covering guidance given to staff and written into full reopening plan update November 6 <sup>th</sup> 2020 Face covering worn at all times outside own classroom/office. Face coverings to be stored in accordance to guidance. Given to staff on 14.1.21 <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>
3a. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	Low	
4. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	Low	

5. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	Low	
6. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
7. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	low	
7a. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	Reliant upon parents informing school – <b>weekly</b> text / email reminders  Staff received updated professional development during INSET on 4.1.21
8. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	Staff identified / timetable of support identified / pupils identified following assessments / specific target and associated materials identified by 11.09.20
9. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	<ul style="list-style-type: none"> <li>• Specific risk assessment for individual identified staff completed before 01.09.20</li> <li>• Zoom / socially distanced meeting 16.07.20 and summary discussion 01.09.20</li> <li>• Draft plan shared for consideration on INSET Day 4.1.21 – agreed by all staff</li> </ul>

<b>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.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance	High	School Plan: sections A, G, I	Low	<ul style="list-style-type: none"> <li>Reminders to parents of procedures for if child is showing symptoms – re-email out <b>2.11.20</b></li> <li>Regular reminder on fortnightly newsletter and Class Dojo</li> </ul>
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	School Plan: section G, I	Low	

<b>Key risk 2: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for handwashing/ sanitising are not in place	High	School plan: sections A, C, D, F	Low	<ul style="list-style-type: none"> <li>Delivery and set up of outside hand sanitiser stations by entrance doors by 01.09.20</li> </ul>
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	School plan: sections A, B, C, D, F, G, H, J, T	Low	<p>Clear signage at office for expectations</p> <p>Email confirmation for visitors (limited to essential visits only) of expectations prior to visiting school site.</p>

<b>Key risk 3: Risk that individuals in school do not practice good respiratory hygiene</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	School plan: sections A, F	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	School plan: sections A, B, F, G, H, K, T	Low	
Face coverings are not removed and stored safely when entering school.	High	School plan: section C	Low	Face coverings to be stored safely in bag according to guidance <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a> Given to staff on 14.1.21

<b>Key risk 4: Risk that the cleaning regime in school is not in line with DfE guidance</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Regular cleaning of surfaces in line with PHE guidance is not in place	High	School plan: sections A, B, F, G, J, M, T	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	School plan: sections A, J,	Low	
Regular cleaning of equipment, both indoor and outdoor is not in place	High	School plan: sections A, B, F, G, J, T	Low	

<b>Key risk 5: Risk that contact between individuals is not minimised and social distancing maintained where possible.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
The size of groups or “bubbles” is not practical in this school’s educational setting	High	School plan: sections A, B, C, D, F, M,	Low	Maintain bubble sizes of no more than 15 during lockdown January/February 2021
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	School plan: sections A, B, C, D, F, M, T	Low	No movement around school of any bubbles – especially in between buildings during lockdown January/February 2021
Groups are mixed for specialist teaching, <b>where this is not necessary</b>	High	School plan: sections B, F, G, S, T	Low	No mixed teaching during lockdown January/February 2021
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, <b>where this is not necessary</b>	High	School plan: sections F, G, H, M, Q, S,	Low	Remain 2m apart from all adults at all times from January 2021  Staff moving between groups to remain behind 2m line in classrooms
Adults come within 2 metres of pupils in the classroom, <b>where this is not necessary</b>	High	School plan: sections C, D, F, G, M, Q, T	Low	
Adults come within 2 metres of each other, <b>where this is not necessary</b>	High	School plan: sections E, F, G, H, M, T	Low	Remain 2m apart from all adults at all times from January 2021
Older children do not keep apart from each other, <b>where this is possible</b>	High	School plan: sections C, D, M,	Low	

Classroom set up involves pupils facing each other, <b>where this is not necessary</b>	High	School plan: sections B, F, G, S,	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	School plan: sections O,	Low	
<b>Checklist</b>				<b>Plan or Risk Assessment in place</b>
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				Yes
End of day departure from school				Yes
Travel to and from school				N/A
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				Yes
Operation of wraparound nursery childcare				N/A
Working with SEND children where the child's behaviours may pose an additional risk				Yes
Recruitment				N/A
Visitors to school				Yes
Supply and peripatetic staff operating in school				Yes
Trainee teachers and apprentices in school				N/A
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

<b>Key risk 6: Risk that PPE equipment is not worn where appropriate</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
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	School plan: sections I, K, T	Low	
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	School plan: sections A, T	Low	

<b>Key risk 7: Risk that school response to a confirmed infection is not in line with the DfE guidance (New requirement from 1 July 2020)</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	School plan: sections A, G, I	Low	
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	School plan: sections A, G, I	Low	
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	School plan: sections G, I,	Low	
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	School plan: sections C, H, I,	Low	Website updated January 2021 with most up to date guidance – Dojo message to parents to explain this

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	School plan: sections C, H, I	Low	
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	School plan: sections C, H, I,	Low	
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	School plan: sections C, G, H, I,	Low	<b>Weekly</b> text / email reminders and newsletter every fortnight
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	School plan: sections H, I	Low	
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	School plan: sections H, I	Low	Seating plans in place for all bubbles
<b>Key risk 8: Risk that the educational provision for pupils does not return to normal</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
A broad and ambitious curriculum is not in place	Low	School plan: section S	Low	
Government funded intervention and catch up program is not effective	High	School plan: section R	Low	Staff identified / timetable of support identified / pupils identified following assessments / specific target and associated materials identified by 11.09.20 (on hold during Spring 1 due to partial school closure)
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	School plan: sections N, S	Low	Remote learning in place from January 2021 for all pupils except vulnerable and children of critical workers. Paper and online learning provided. Remote learning policy November 2021 Remote Learning Plan September 2021 Remote learning quality assurance grid – January 2021

<b>Key risk 9: Risk that the trust is not a good employer</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Employees with increased personal risks are not protected	Low	School plan: sections G, I	Low	Specific risk assessment for individual identified staff completed before 01.09.20
Employees are anxious about coming to work due to covid-19	Medium	School plan: section G	Low	
Employees are not fully trained on the school opening plan	Medium	School plan: section A	Low	Zoom meeting 16.07.20 and summary 01.09.20
Employees are not fully consulted on the school opening plan	High	School plan: section A	Low	Draft plan shared for consideration 4.1.21
Workload once open is not achievable	High	School plan: section G	Low	

**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