



Risk Assessment Version: 2

RISK ASSESSMENT FORM

Assessors name: Louise Coates/Theresa Polston	Date of Assessment: 2/11/ 2020	Activity/Task: Covid-19 cases rising exponentially in the UK. Tier system in place.
Directorate: Education	Service: Schools – Little Thurrock Primary School Group:	Headteacher: Andrew Hook

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Failure to advise new starters of the updated policy and guidance relating to COVID19	Pupils/Staff/Visitors Poor communication of documents, guidance and instructions, people not adhering to the guidance provided resulting in contagion	All staff, including new starters, to ensure they have read, understood and marked as read key guidance from DfE, school/trust policies and risk assessments on Every, including Prevention & infection control training, Use of PPE, pupil wellbeing training, Donning and Doffing training through oneSource and provide a certificate to the Support Manager/Deputy Head/CPD Lead and recovery curriculum resources. New starters, must refer any queries about what they have read in policies and the guidance to ensure they have completely understood the expectations to a member of SLT.	Likelihood:3 Consequence: 4 Risk Level: 12	All staff must read all updates to the risk assessment and policy in light of further restrictions being imposed. Where staff are unsure or require further reminders they MUST speak to a member of the leadership team.	Likelihood: 2 Consequence: 4 Risk Level: 8	All staff led by SLT	Yes
Impact on the community	Staff, pupils and parent/carers	Regular communication regarding updates to the risk assessment	Likelihood: 3	All Heads to create and share with parents/carers	Likelihood: 2	Headteacher	N

wellbeing as alert levels change	Anxiety levels are high due to changing communication from the government about Covid19 and alert levels.	and response to positive cases and alert level changes. Heads to share parental communication to enable a consistent approach in the event of a positive case in school.	Consequence: 3 Risk Level: 9	an overview of what will take place in various scenarios linked to Covid-19.	Consequence: 3 Risk Level: 6		
Exposure to COVID-19	Anyone exposed to the virus or an infected person. They may contract Covid-19 – with associated range of health outcomes	Head to check and implement latest Government guidance regularly including changes to the tier relevant to their school and community. Risk assessment in place and applied rigorously and amended as required regarding social distancing and all Covid19 protocols in school EHT to ensure all Trust updates are provided swiftly to enable consistency of approach in the Trust. 2 metre distance markers are in place, PPE provided for staff, classrooms set up with desks facing the front. Site Manager to ensure the markings are maintained. Face shields have been supplied for every member of staff. Parent/Carers and staff will be instructed to remain 2 metre distance from any other adults. Concerns or celebrations that need to be discussed with parent/carers will be held via the telephone or email.	Likelihood: 4 Consequence: 5 Risk Level: 20	All new staff MUST sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place. All staff reminded of the importance of maintaining distance from pupils and other adults at all times even within the bubble they are in. Heads to review the bubble sizes and reduce the size where possible in line with the current guidance Staff MUST NOT have direct close contact - face to face contact with any individual for any length of time, within 1 metre, or unprotected physical contact (skin-to-skin) Staff MUST NOT have proximity contacts - extended close contact (within 1 to 2 metres for	Likelihood: 3 Consequence: 5 Risk Level: 15	Headteacher	Yes

				more than 15 minutes) with any individual Staff MUST NOT travel to work in a small vehicle, like a car, with any other person.			
Public Transport	Staff They may contract Covid-19 – with associated range of health outcomes	If staff are using public transport to get to school, they SHOULD bring in a set of clothes to change into once in school as well as thoroughly hand washing. Face coverings must be worn for the journey, if they are disposable masks they should be disposed of in a lidded bin.	Likelihood: 1 Consequence: 4 Risk Level: 4			All Staff	Yes

<p>Staff /Pupil Competence in avoiding infection transmission</p>	<p>Anyone in building</p> <p>Positive cases of Covid19 in school</p>	<p>All staff have completed hand washing e-learning; Additional signage of the expectations for hand hygiene and additional hand sanitizer dispensers have been allocated around the school. Expectations of when to wash hands (Or use hand sanitizer), include on entry to school, before and after using the toilet, before eating and after any break time. Limited sharing of resources, particularly in KS2 classrooms, where they are shared children to wash their hands(Or use hand sanitizer)</p> <p>All staff have been informed that they MUST use a paper sign in sheet when entering the building. Office staff MUST log any visitors to the school.</p> <p>Anti-bac wipes are placed by classroom doors so that the door handle can be wiped after use. Children are not permitted to move around the school without adult supervision.</p> <p>All parents and carers are requested to wear a face covering when entering the school grounds. All staff are requested to wear a face covering/visor when inside the school building.</p> <p>Two staff rooms have been allocated to reduce amount of staff coming into contact. All staff have been informed that they should limit the amount of time spent in</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>All new staff to complete hand washing e-learning All pupils will receive a half termly reminder of the briefing and watch handwashing e-learning. Headteachers to monitor compliance of staff reading and signing the policies on EVERY.</p> <p>Senior Leadership Team will reinforce the use of parents wearing face coverings when on gate duty. SLT to follow up with staff if they require further issues of face coverings/visors.</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>SLT and all staff</p>	<p>Yes</p>
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		the staff at any one time and no longer that 15 minutes.					
Shortage of staff	Pupils & Staff Staff waiting for Covid19 test results	Staff isolating following contact from NHS test and trace must remote teach in to their class for the full working day, the class will be supervised by another adult during this time. Staff who are unwell with Covid19 symptoms should follow the government guidance All teaching/support staff have been trained in how to use the IT kit required to remote teach and the support of this process.	Likelihood: 4 Consequence: 4 Risk Level: 16	Heads to plan detailed response to scenarios of multiple bubbles closing due to Covid-19, these should be shared with the CEO and uploaded to the website.	Likelihood: 4 Consequence: 4 Risk Level: 16	Headteacher	No

		All staff are aware that an individual risk assessment is available should they require it.					
Virus entering premises	Staff, pupils & Contractors and their families.	<p>Parents/ Carers & Staff to follow the government guidance regarding checking for Covid19 symptoms before attending work or bringing their child to school. Contractors asked health check questions on arrival.</p> <p>Visual checks from staff on children as they arrive and throughout the day, anyone appearing unwell will be isolated and sent home immediately. Staff to be self-responsible regarding their own health. Hand sanitiser to be used by all who enter the building. Volunteers programs to be temporarily suspended for the autumn term 2020 to limit the number of people from outside visiting the school site.</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p>	<p>No unnecessary visitors should be permitted into school. Contractors undertaking non health & safety work should undertake this work after the school day and the area to be thoroughly cleaned on completion. All meetings, including parent/carer meetings should be virtual rather than face to face until further notice.</p> <p>In the event of a parent/carer needing to pick up a child due to illness they MUST remain outside of the school building and the child will be taken to them by a member of staff in full PPE.</p> <p>NO parent/carer will be permitted to wait in the office area for any reason, they MUST remain outside until their child is ready for collection.</p>		All staff	Yes
Airborne Transmission	Staff, pupils	<p>It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>If mechanical ventilation systems(this is not air conditioning) is in place these should be</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>				

adjusted to increase the ventilation rate wherever possible, it should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply

Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air as long as they are not fire doors.

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- **providing flexibility to allow additional, suitable indoor clothing.**
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained

<p>Arrival & Departure of the whole school</p>	<p>Staff/pupils/parents/carers</p> <p>Social distancing not adhered to and Covid19 infection being transmitted.</p>	<p>particularly in occupied spaces.</p> <p>SLT to maintain high expectations and to be visible to ensure the risk assessment is adhered to at all times.</p> <p>Zero tolerance of anyone breaking the guidance resulting in them being banned from school grounds</p> <p>Year groups to arrive/ depart at designated gates at staggered set time.</p> <p>Parent/Carers to be informed that they must leave their child with the teacher and not wait with them.</p> <p>Parent/Carer are reminded of the time to drop and collect their child.</p> <p>2m social distancing to be enforced for parents/carers and where possible, for pupils in year groups (markings on ground to show pupils where to stand and wait.)</p> <p>Only one Parent/Carer per family will be allowed on school site whilst dropping or collecting their child in KS1 and EYFS. Children in KS2 will be expected to enter the school site without their parent/carer.</p> <p>The parent/carer must leave the site immediately following their child going into class.</p> <p>The parent/carer must adhere to the drop and collection time given for their child.</p> <p>No parent/carer will be permitted to enter the school reception</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>			<p>SLT</p>	<p>Yes</p>
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		<p>area. Pupils must be handed-over in an order which will allow social distancing of staff Staff have the option to wear disposable gloves to open/close door Hands to be washed after glove disposal. Hand sanitiser to be used when moving around the school</p>					
Early Years	<p>Staff/Pupils</p> <p>Staff not able to adhere to the one metre distance from children who have limited understanding of effective hygiene standards</p>	<p>Equipment is capable of being quickly disinfected all fabrics have been removed. Disinfection of all surfaces & equipment is undertaken during the daily cleansing regime. All EYFS staff have been provided with a face shield that SHOULD be worn throughout the day. Anti-bac wipes to be available at all times for spillages.</p> <p>Hands must be washed immediately after contact with a child.</p> <p>Outdoor play to be encouraged.</p> <p>Play equipment MUST be cleaned frequently Sand MUST NOT be used until further notice. Water play equipment – chlorinated water to be used. Water to be discarded after each session. Any first aid or medical needs which does not allow for social distancing must be carried out with</p>	<p>Likelihood: 5</p> <p>Consequence: 4</p> <p>Risk Level: 20 Safer system of work</p>	<p>All outdoor plastic equipment must be cleaned frequently and documented when this is completed. Wooden equipment should be sprayed with disinfectant between use and documented when this is complete. All new staff MUST sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	Headteacher	Yes

		<p>full PPE.(Gloves, apron, mask and face shield or goggles.) If the child is displaying Covid19 symptoms an FFP2 mask must be worn alongside gloves and an apron, (FFP2 mask ONLY to be worn for Covid19 symptoms) Sand play equipment – WILL NOT BE USED until further guidance from the government. Reception classes have access to toilets within the classroom Continuous stock of PPE available. Staff responsible for replenishing stock daily. Enhanced cleaning regime will be in place particularly focused on high use areas such as door handles. Pupils MUST wash their hands on arrival to their class, before and after using the toilet, before and after eating and following any outdoor play or PE. All tasks and activities in which pupils, teachers and other staff will be expected to engage have been risk assessed in light of the government guidance for full school return.</p>					
KS1 & 2 Classrooms	<p>Staff/Pupils</p> <p>Expectations of the class protocols regarding limiting the potential of Covid19 being</p>	<p>Classes are set up with all pupil desks facing the front. Two children sit at each desk facing the front. One metre walk way around the tables must be adhered to at all times Enhanced cleaning regime will be in place particularly focused on</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	.		Headteacher	Yes

	<p>transmitted not adhered to.</p> <p>Staff not able to adhere to the one metre distance from children who have limited understanding of effective hygiene standards</p>	<p>high use areas such as door handles.</p> <p>All furniture not in use have been removed from the classrooms.</p> <p>Strict rules for play/lunchtime with no interaction with other bubbles</p> <p>Formal plan has been shared with the MDA team to ensure they have clear protocols to follow.</p> <p>Staff are positioned at the front of the class and have a face shield if they chose to use it. They MUST avoid close face to face contact and minimise the time spent within one metre of any child.</p> <p>Staff MUST position themselves to the side of any desk closest to the front of the class to avoid any transmission of droplets from a sneeze, a cough or accidental spitting reaching the inside of their face shield.</p> <p>Children MUST be supported to maintain distance and NOT touch staff or their peers where possible.</p> <p>Two staff member per group, this may be more if the SEND is high in the class) (LSAs may be asked to supervise whilst a teacher remotes into the classroom)</p> <p>Windows MUST be opened to maximise ventilation.</p> <p>Resources can be shared within the bubble but must be frequently cleaned following the government guidance. Each desk will have the child's personal resources on it and the drawer placed under their</p>					
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		<p>chair.</p> <p>Books must only be used in the bubble and MUST be quarantined on return for 48 hours before being used.</p> <p>Where possible staff MUST complete marking and feedback with the whole class rather than collecting books in. When responding to writing the children should leave their book open on their desk and the teacher will wear gloves to respond using the school marking code. Hand sanitiser MUST be used on completion of this task.</p> <p>Pupils must be escorted to the toilet and supervised washing their hands.</p> <p>Pupils are NOT permitted to move around the school without adult supervision.</p> <p>All tasks and activities in which pupils, teachers and other staff will be expected to engage have been risk assessed following the government guidance for full school return.</p> <p>Any staff who administer personal care to a pupil must don full PPE, including mask, gloves and apron. This should be donned and doffed following the PHE guidance. All PPE should be double bagged and disposed of in a lidded bin. Add in location of bin</p> <p>Ipads are used by a bubble, cleaned with an antibac wipe before being used by the next</p>					
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		bubble on the next day.					
Transmission between groups	Everyone Transmission of Covid19	<p>Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use.</p> <p>Teachers will remain with their class where possible, with PPA cover being allocated to specific year groups to ensure that they remain with a bubble</p> <p>Lunches to be eaten in the classroom to avoid contact with other classes where possible.</p> <p>Classroom tables to be thoroughly cleaned after any lunches have been eaten.</p> <p>Playground to be sectioned for each year group or bubble</p> <p>Staff to wipe down any surface or equipment they use in the staffroom with an anti-bac wipe. Anti-bac wipes to be restocked daily in the staff room</p> <p>Staff MUST maintain the minimum of 2m social distancing from other adults in school.</p> <p>Markings along corridors to show 2m distancing</p> <p>All IT kit to be thoroughly cleaned prior to the transfer to another bubble. Guidance for cleaning</p> <p>Posters advertising expectations to restrict the transmission of Covid19 as much as practically possible Daily reminders to all children and regular email reminders to staff about</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>If the main hall is used for dinners, it MUST be cleaned following every sitting.</p> <p>Where possible PE MUST continue to be taken outside at all times for the autumn term 2020. Parent/Carers should be informed that their child will need suitable, safe clothing for outdoor PE. If the weather dictates that the lesson needs to move indoors it must be a lower impact activity and must be risk assessed prior to taking place, this MUST be agreed by a member of SLT. There MUST be an hour between groups, the area MUST be well ventilated and cleaned between groups.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	SLT all staff	Yes

		<p>expectations of maintaining good hygiene and social distancing. Staggered break and lunch times is in place.</p> <p>Staffroom will be restricted in number allowed.</p> <p>Staff Meetings to continue to be held via TEAMS, recorded and minutes to be taken and shared where appropriate</p>					
Play/Sport/Exercise	<p>Staff/Pupils</p> <p>Transmission of Covid19 through lack of social distancing</p>	<p>Year groups will be rostered so access to outside areas is restricted to one bubble at a time using a given area.</p> <p>As per government guidance, any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p> <p>Equipment must be cleaned or rotated and left unused for 48 hours or 72 hours for plastics if used by different bubbles</p> <p>A face shield MUST be worn by staff during PE lessons due to the risk of droplets being transmitted due to shouting or due to breathlessness. All staff MUST sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>			SLT/all teachers	Yes
Emergency evacuation	Staff/Pupils/contractors	Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.	<p>Likelihood: 4</p> <p>Consequence: 4</p>			Headteacher	Yes

		PEEPS have been reviewed and amended accordingly.	Risk Level: 16				
First Aid & administration of medicines	Staff/Pupils	<p>Each bubble will have a designated first aid area identified by signage.</p> <p>Pupils to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings).</p> <p>If the person is displaying Covid19 symptoms, the first aider MUST wear an FFP2 face mask, an apron, and gloves. They SHOULD remain at least 2 metre distance and the room SHOULD be well ventilated.</p> <p>Temperature checks with non-contact thermometer will be carried out.</p> <p>If first aider needs to get closer to injured party to assess or treat they are to wear disposable aprons, gloves and disposable mask. They MUST follow donning and doffing guidance.</p> <p>All current First Aiders have read and signed to say they have read and understood the addendum to the First Aid policy.</p> <p>Any staff who administer personal care to a pupil must don full PPE, including mask, gloves, apron and face shield. This should be donned and doffed following the PHE guidance. All PPE should be double bagged and disposed of in a lidded bin. Add in location of bin</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>All newly qualified First Aiders MUST read and sign to say they have read and understood the addendum to the First Aid policy.</p> <p>On collection the parent/carer MUST wait outside the school building and the child will be taken out to them by a member of staff in full PPE.</p>		All staff	Yes

<p>Pupils Behaviour</p>	<p>Anyone in building</p> <p>Social distance not adhered to by pupils toward staff</p>	<p>Review risk assessments that were carried out during lockdown relating to individual behaviour to ensure relevant arrangements or alternative approaches are agreed. Behaviour Policy addendum has been updated to evidence the expectations and consequences of behaviour considering high risk to other pupils and staff</p> <p>Any pupils with known patterns of misbehaviour which involve not following instructions should have an individual risk assessment carried out which is shared and discussed with them and their parent/carer to ensure full understanding of the new protocols for safe behaviours in school.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>			<p>Headteacher</p>	<p>Yes</p>
<p>Internal movement around the school</p>	<p>Staff/pupils/Contractors</p> <p>Potential transmission of Covid19</p>	<p>Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. Where two-way cannot be avoided or segregated, then measure must be implemented to control the flow.</p> <p>Class Group members to walk at 2m distancing. Parent/Carer consultations will be held remotely via telephone or TEAMS. Bubbles only to move around the school under supervision of their teacher or LSA. No messages to be taken around the school by pupils. All messages from the office will</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>All events such as Remembrance, Christmas Nativity will not be held during the autumn term 2020</p> <p>Two way routes will be single direction only at any one time. Classes will be allocated a time to move around the school, avoiding other bubbles.</p> <p>No afterschool clubs will be held during the autumn term 2020.</p>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>	<p>Head of School, SLT</p>	<p>N</p>

		<p>be via email or telephone , staff are responsible for checking their emails daily.</p> <p>Markings at 2m intervals in corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet).</p> <p>No assemblies or gatherings of more than one bubble at any time</p> <p>The office will only take enquires via email or telephone, the exception to this will be parent/carers picking up a child due to illness.</p>					
Drinking water	<p>Pupils</p> <p>Potential transmission of Covid-19</p>	<p>Water fountains to be closed and water supply turned off.</p> <p>Pupils to fill own water bottles from classroom supply where this water is identified as drinking water</p> <p>Anti-bac wipes to be available at sink area</p> <p>Water jugs or bottled water to be supplied for classes where drinking water is unavailable</p>	<p>Likelihood: 1</p> <p>Consequence: 4</p> <p>Risk Level: 4</p>	<p>Site Manager to check the correct signage is present at all water sources.</p>		Caretaker	No
Toilets	<p>Staff/pupils/Contractors</p> <p>Potential transmission of Covid19</p>	<p>Where practicable bubbles to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and paper towels</p> <p>Everyone to wash hands upon return to classroom.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>			Staff	Yes

		Children will be escorted to the toilet when external to the classroom. Increased cleaning throughout the day.					
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Pupils & Contractors Potential transmission of Covid19	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and hand dryers in each toilet Additional hand sanitizer around the school Bins emptied regularly throughout the day. First emptied after morning break, then after lunch and then after the school day has finished.	Likelihood: 4 Consequence: 4 Risk Level: 16				Site Manager Yes
Surface transfer	Staff, Pupils & Contractors Potential transmission of Covid19	Regular cleaning schedule in place. Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas. Use of disinfectants with ratio 1000 ppm available chlorine. Daily cleansing of high use areas undertaken Door handles to be cleaned regularly	Likelihood: 4 Consequence: 4 Risk Level: 16				Site Manager Yes
Contractors working on site (including Thurrock	Staff, pupils & Contractors Potential	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be	Likelihood: 3 Consequence: 4				Site Manager Yes

Catering, Cleaning companies, building and maintenance contractors)	transmission of Covid19	<p>undertaken.</p> <p>Contractors to work out of school hours where possible. These areas MUST be cleaned thoroughly following the completion of the work. Cleaners will start after all pupils have left the building.</p> <p>Contractors not to work in classrooms when occupied by bubble</p> <p>Contractors to provide the school with their risk assessment in relation to Covid19, these will be checked by the Site Manager. Contractors to complete daily health questionnaire on arrival, if the contractor is in everyday then one health questionnaire can be completed each week, with the understanding that if symptoms occur then the contractor will inform the school. (This includes external cleaning companies too)</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p> <p>CT Services are a regular cleaning contractors, the RA has been shared with them.</p> <p>Continuous communications will be adhered to with CT Services as will Thurrock Catering</p>	Risk Level: 12				
Suspected	School	If someone starts to display	Likelihood:4				

<p>case of COVID-19 in School</p>	<p>Staff/Teachers/P arents/Visitors to School</p> <p>Potential transmission of Covid19</p>	<p>symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss or change in their normal sense of taste or smell) then they should go home and follow the Government guidance for NHS test and trace.</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area that is well ventilated identified for this use and then escorted out of the building to their parent/carer by a member of staff in full PPE.</p> <p>If an adult presents with Covid19 symptoms they MUST don a mask. If it's a pupil, the mask MUST be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area</p> <p>In the event of a suspected case of COVID-19 the School should follow the updated flowchart Covid19 Flow chart of actions</p>	<p>Consequence: 4</p> <p>Risk Level:16</p>				
<p>A confirmed case of Covid19 in the school community</p>	<p>Staff/ pupils/ and their families Contractors and visitors</p> <p>Covid19 being contracted</p>	<p>If a confirmed case of COVID-19 is declared to the school then the School should follow the updated flowchart Covid19 Flow chart of actions</p> <p>School to liaise immediately with the Central Trust.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>			<p>Headteacher</p>	<p>Yes</p>

Containing an outbreak following advice from the DfE	Staff/ pupils/ and their families Contractors and visitors Covid19 being contracted	Trust will invoke the Incident Management Plan and the Pandemic Incident Policy. School will establish a team to invoke the school SEMP, located in the Business Continuity Files on One Drive.	Likelihood: 4 Consequence: 4 Risk Level: 16			CEO/COO	Yes
Access to remote learning	Staff /pupils In the event of a local lockdown staff unable to deliver and pupils unable to access learning to ensure continued provision of education	The Head of School works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all identified vulnerable or disadvantaged pupils The Head of School and SLT work with teaching staff to ensure a plan is in place to provide adequate learning material during a local lockdown CPD has taken place to ensure ALL staff are able to deliver daily lessons, interact with pupils and provide feedback to aid progression. Risk assessments for all pupils with an EHCP are in place Staff have access to IT kit that enables them to continue supporting learning. Additional chrome books have been purchased to enable remote learning. Google Classrooms continues to be maintained Acceptable Use Policies for both staff and pupils have been reviewed to take account of Covid-19 and remote learning/working.	Likelihood: 4 Consequence: 4 Risk Level: 16	Additional IT expertise will be sourced to support the schools with IT communications. Kickstart Scheme will identify suitable Communication Ambassadors to support remote learning training.	Likelihood: 1 Consequence: 4 Risk Level: 4	Headteacher	Yes

Review date: 12/12/2020 Unless change in legislation

Date communicated to Headteachers: 22/10/2020

Is a safe system of work required **Yes** / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					