

Theale C of E Primary School Risk Assessment – updated January 2nd 2022 V11

IDENTIFYING, EVALUATING AND MANAGING RISKS

To establish the risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

Impact (or Consequence)	
Description	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	<ul style="list-style-type: none"> ▪ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	<ul style="list-style-type: none"> ▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	<ul style="list-style-type: none"> ▪ Take appropriate action to manage the risk
5 and below	Low Risk	<ul style="list-style-type: none"> ▪ Risk to be removed from register with monitoring activity to assess changes in risk rating

Risk Description	I	P	Risk Rating	Risk Control(s)	Final Risk Rating After Controls (I x P)
Staff/Children will have contact with a person who has Covid symptoms	5	4	20	<ul style="list-style-type: none"> ➤ Staff and pupils who have COVID-19 symptoms (new dry persistent cough, fever, breathlessness, high temperature, loss or change of taste or smell) must have a PCR test and may not return to school if it is positive until they have completed the required isolation period (see below update) ➤ Staff must inform their line manager and Head Teacher and using the designated school email (covid@theale.w-berks.sch.uk) if they test positive for COVID and must follow the required period of isolation (see below update). ➤ Since Wednesday 22 December 2021, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. ➤ Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8. ➤ Children do not need to isolate if a member of their household tests positive for COVID, but will be advised to take lateral flow tests daily for 7 days. ➤ if a child in school shows symptoms and is sent home and subsequently tests positive any other child in that class will only be sent home to self- isolate for 7-10 days if they subsequently test positive. Parents will not be informed if another child in the class has symptoms, only if there is a positive test result in which case a “warn and Inform” letter will be sent. This is in line with government advice. ➤ Staff members do not need to isolate if they are identified as a close contact unless they have not been double jabbed. If they have not been double jabbed but are under the age of 18 they do not need to isolate. If they have taken part in or are 	4 x 3 = 12

				<p>currently part of an approved COVID-19 vaccine trial they do not have to isolate or if they are not able to get vaccinated for medical reasons.</p> <ul style="list-style-type: none">➤ Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.➤ Staff are requested to inform the HT if they are not double jabbed.➤ Schools are no longer required to carry out contact tracing.➤ Staff should understand the test and trace system https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works➤ The school will seek advice from LA (use the action cards provided) and from the DfE direct helpline when required.	
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				<ul style="list-style-type: none"> ➤ Staff and parents must: Inform school immediately with the test results so actions can be taken when necessary <p>School will:</p> <ul style="list-style-type: none"> ➤ Seek advice from LA and direct DfE helpline when our number of positive cases meets the threshold for an outbreak ➤ Communicate to staff the importance of following national guidelines in regular emails. ➤ Remind staff to follow the sickness policy during pandemic period/staff self-isolation ➤ Caretaker and/or School Business Manager (SBM) to remind any necessary contractors to follow guidelines in accordance with PPE- face masks must be worn on site unless exempt 	
Access to and egress from site with cause increased risk of transmission	4	4	16	<ul style="list-style-type: none"> ➤ Everyone must wash their hands or use appropriate hand sanitiser on entering the building. ➤ All visitors must wear a face covering while inside the school building. ➤ Visitors into school will be limited to those which are essential. ➤ Encourage social distancing of people waiting to enter site via use of signage and regular reminders through parent communication ➤ Parents/carers have been advised and requested to wear masks when bringing and collecting their children to and from the site. ➤ Reduce the number of people in attendance at school events including pupil inductions and holding them outdoors, wherever possible. 	3 x 3 = 9

				<ul style="list-style-type: none">➤ If pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing.➤ Where possible, children will be accessing classrooms via external doors➤ Staff will be on Kiss and Drop and at classroom doors to help reduce unnecessary visitors into school building➤ Any late arrivals can be brought into school through reception, but parents/carers must be wearing a face covering.➤ Staff are required to wear masks in all communal areas such as the hall and staff room (unless medically exempt).	
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<p>Use of Communal areas/Offices with cause increased risk of transmission</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> ➤ Staff are being asked to reduce time in the staff room and plan to prevent queues at photocopier(eg break times) ➤ All meetings will happen in large areas with social distancing strictly adhered to, and masks will be worn. When more appropriate, meetings will happen digitally. ➤ We will regularly clean with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens, telephones, and desks. ➤ CO2 monitors have been issued to carefully identified higher risk areas of the school and staff briefed in how to monitor them and subsequent actions to be taken. ➤ All communal areas will be well-ventilated by having windows open ➤ Wherever possible, the doors will be opened intermittently, to increase the flow and circulation of air. ➤ Anyone visiting the site will be strongly advised to lateral flow test before entering the site. ➤ Whole school assembly will not take place in person with the whole school in line with current guidance. This will be reviewed regularly. ➤ Lunchtimes in the school hall will be staggered with the children sitting in year groups and the room well ventilated. ➤ The cleaning of frequently touched surfaces has been increased and there will be cleaning at lunchtime by staff as well as regular deep cleaning after school. ➤ Toilets are designated for specific groups which helps to minimize unnecessary 	<p>4 x 3 = 12</p>
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<p>Staffing arrangements and conduct could increase the risk of transmission.</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ➤ Staff should discuss any medical needs with the Head Teacher/Line Manager prior to them entering the school. Relevant guidance for those who are clinically vulnerable and clinically extremely vulnerable must be followed. ➤ As shielding is no longer required the need for RAs for CEV will be managed on an individual basis. ➤ Any existing individual risk assessments (disability, young persons or new/expectant mothers) will be reviewed, any changes must be recorded including any new controls. ➤ Suitable and sufficient provision has been made for the provision of first aid, physical intervention, emergency procedures etc. ➤ If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations. When booking holidays staff members should allow for quarantine requirements so they are available for work during term time, if for any reason it is not possible for the staff member to return to work or to work from home this will be taken as unpaid leave. ➤ Staff to staff interaction-we ask staff to behave responsibly to minimise possible transmission. ➤ Covid Secure precautions have been added into staff inset training ➤ Specialist teachers / volunteers are allowed into school to help with the delivery of curriculum and we will ensure they understand the updated schools' processes and procedures. ➤ PPE is personal choice for staff but must be worn when dealing with symptomatic children or adults, a first aid situation or for managing intimate care of a SEND child (inline with current guidance – subject to change if updates received). 	<p>3 x 2 = 6</p>
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Classroom usage could increase the risk of transmission.	4	4	16	<ul style="list-style-type: none"> ➤ Where possible staff to maintain a safe distance between each other and pupils. ➤ Classrooms should be kept well ventilated, windows should be open and CO2 monitors used. ➤ Pupils are encouraged not to share items such as pens and pencils and resources where possible will be kept for individual use. ➤ Classroom based resources such as books and games can be shared ➤ Display PHE handwashing posters around school ➤ Implement catch it, bin it, kill it approach 	3 x 3 = 9
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Contact between individuals not managed appropriately				<ul style="list-style-type: none"> ➤ A strict regime of hand washing will be implemented (as per government guidelines) ➤ Children's handwashing: on arrival, return from break time, when they change rooms, before and after eating. ➤ Pupils who use saliva as a sensory stimulant may need more opportunities ➤ Children who refuse to keep to the updated behaviour policy with regards to Covid safe practice may incur an exclusion for the safety of others- this has been communicated to families 	3 x 2 = 6
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Use of outdoor areas and play equipment	4	4	16	<ul style="list-style-type: none"> ➤ Schools are encouraged to use outdoor areas where possible. ➤ Different allocated play areas for different groups of pupils will help to minimise transmission ➤ Some outdoor play equipment will be allocated to separate groups and will not be shared. 	3 x 2 = 6
Physical education	4	4	16	<ul style="list-style-type: none"> ➤ Prioritise outdoor sports where possible ➤ Use of external coaches is acceptable and First for Sports coaches are aware of and abide by the control measures in place for visitors to school. ➤ Contact sports to follow Sport England guidance 	3 x 3 = 9
Music, Drama, Dance	4	5	20	<ul style="list-style-type: none"> ➤ “All pupils should have access to quality arts education.” (DfE guidance) ➤ Staff are aware of guidance and will be implementing restrictions on singing and dance/drama ➤ Singing will not take place face to face and will be in well ventilated areas ➤ Small group singing lessons will continue with Maestros teachers who will follow the national guidance given to music hubs... and all research information we can access ➤ We will work with our local Music Hub and Culture Mix arts to implement instrumental lessons inline with government guidance – they have confirmed they are adhering to national guidance and are aware of our school Risk Assessment 	3 x 4 = 12

Music, Drama, Dance cont.				<ul style="list-style-type: none"> ➤ Microphones will be used in drama to avoid voice projection being required ➤ Dance teacher to wear a Head Mic for teaching ➤ We will review our planned face to face public performances on an individual basis 	
Access to staff toilets, rest rooms	3	3	9	<ul style="list-style-type: none"> ➤ Staff rooms have been set up to maintain social distancing. ➤ Staff have been advised to use designated toilets ➤ Staff will maintain at least 1 metre distance from others, where possible. ➤ Enhanced cleaning of all facilities will continue ➤ Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal of waste. ➤ Staff must wear masks (unless medically exempt) in all communal areas 	2 x 2 = 4
CEV individuals at greater risk due to new variant Omicron	5	4	20	<ul style="list-style-type: none"> ➤ Any CEV staff will be asked to work from home if this does not impact or disrupt education. ➤ Employers to discuss any concerns that people previously considered CEV may have. 	3 x 3 = 9

School meals /lunch times	4	4	16	<ul style="list-style-type: none"> ➤ Full meal provision should be provided ➤ All food provided for children will be prepared with appropriate PPE (no additional PPE required – usual catering PPE worn) ➤ Children will stay in allocated areas to eat ➤ Dining hall tables will be cleaned between sittings ➤ Drinking water is available for children to refill their bottles in every classroom- communal fountains are not in use ➤ Staff put their own cups and plates in the dishwasher and not handle others. ➤ When emptying the dishwasher the person who empties the crockery will wash their hands before doing so. Washed items should not be left on the drainer. 	4 x 3 = 12
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Wrap around care – Breakfast Club	5	4	20	<ul style="list-style-type: none"> ➤ Staff preparing food will wear PPE ➤ Breakfast club will continue to support families ➤ Activities which minimise sharing equipment and children moving between age groups will be encouraged, such as watching an educational video. 	4 x 3 = 12
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<p>ASD Resource children/staff will be at increased risk due to Covid- 19</p> <p>1) Children’s behavioral needs could mean that the staff will be unable to maintain appropriate distance.</p> <p>2) Children and staff will be at increased risk as they move between the classrooms and resource</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> ➤ Risk assessments have been carried out for individual children and our Teacher in Charge of ASD Resource has been in regular contact with families so we are well informed about how the children are. ➤ Our school behaviour policy has been adapted and shared with families to explain how we will manage episodes of challenging behaviour ➤ Staff are clear about the rules to ensure their personal safety and the safety of the children including the focus on social distancing between adults ➤ Children’s return to school is carefully planned with appropriately planned transition activities. ➤ School will work closely with LA School Transport and families to ensure children are safely transported to and from school. ➤ Staff and children need to be able to move between the classrooms and the resource to enable them to safely access the broad and ambitious curriculum they are entitled too – the Covid school plan and the availability of PPE will help to manage the risk- this is in-line with DfE guidance. 	<p>3 x 3 = 9</p>
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Offsite trips present additional risk	3	3	9	<ul style="list-style-type: none"> ➤ Trips as part of curriculum are acceptable and will be risk assessed individually and processed via Evolve ➤ Any trips to have adequate insurance in place. 	3 x 2 = 6
Visitors to site	4	5	20	<ul style="list-style-type: none"> ➤ All visitors to be made aware of site rules ➤ All necessary visitors to site will be managed by office staff and the SBM/site manager to ensure they do not coincide with drop off and collection times and they follow the rules on our site for social distancing and hygiene ➤ Any site visitor should be required to wash or sanitize hands before allowing entry to the site. ➤ Visitors should always wear a face mask, unless medically exempt. ➤ Visits to be as short as possible. ➤ Visitors strongly encouraged to lateral flow before coming on site. 	4 x 3 = 12

Contractors	4	2	8	<ul style="list-style-type: none"> ➤ Contractors carrying out essential maintenance deemed necessary to the safe running of the school should be allowed on site and must be informed of covid secure measures and comply with good hygiene. ➤ Contractors will only be permitted to visit site by prior appointment (date & time). ➤ Contractors must not arrive between 8am and 09:30am. Departure between the hours of 14:45 and 15:45 will not be permitted. This is to minimize CV-19 cross-infection risk with incoming students & parents). ➤ All Contractors to be made aware of site rules. ➤ Staff and contractors are to maintain a safe distance between themselves and others (2 meters) and wear face masks if entering the building or getting closer than 2 meters to anyone at the school – but must maintain a minimum of one meter. ➤ Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. • Contractors will be expected to wear facemasks on site. ➤ Site inductions are to be carried out following social distancing principles (2m separation). ➤ The contractor to be shown to the work area/s and supervised by school staff (Contractors providing evidence of a current DBS check may be permitted un-supervised access). ➤ Contractors must only access the area/s of work as shown. ➤ Contractor to request permission if access to other areas is required- permission can 	
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				be granted by L Park/G Grant	
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- All areas accessed by contractors should be thoroughly cleaned.

<p>School is unable to keep up with National Guidance and change.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> ➤ Head Teacher to ensure any daily checks are made with Government updates and LA. Staff regularly updated in staff meetings ➤ Pupils updated via class teachers. ➤ Any change in information to be shared with Chair of Governors and passed on to parents/carers via website and staff by email/meeting. 	<p>4 x 2 = 8</p>
<p>Guidelines in place but are not being followed in school efficiently by all staff and children.</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ➤ All staff have been briefed during INSET/TEAM meetings and have received the comprehensive school risk assessment ➤ Families have been fully briefed and all queries have been followed up ➤ Families have been given specific instructions for how to prepare their children ➤ Posters around school to remind everyone of the safety procedures including the school gates, reception, hall, in classrooms and in corridors ➤ Hand sanitizers installed in key locations to ensure ease of access for staff. ➤ Hand sanitizer should not be used near heat sources. ➤ Hand sanitizer must be stored in accordance with the manufacturer's instructions ➤ Use of hand sanitizer by pupils must be supervised by staff ➤ Teachers to reiterate key messages as required and enforce hygiene requirements such as hand washing ➤ This will be monitored by L Park and C Morley 	<p>4 x 2 = 8</p>
<p>Cleaning is not sufficient to manage Covid Risks effectively</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ➤ Caretaker and Business Manager to get advice from NHS/LA on the cleaning products we should be using in school to ensure that these meet necessary standards ➤ Cleaning equipment, PPE equipment and sanitizer to be available in every classroom and communal areas to be used by any staff member as required ➤ Cleaning staff: <ul style="list-style-type: none"> • Ensure that cleaners' resources are adequate and are effective against Coronavirus. • All thoroughfare areas, door handles, doors and toilets are 	<p>4 x 2 = 8</p>

				<p>cleaned during the day</p> <ul style="list-style-type: none"> • Regular deep cleaning after school each day <p>Business Manager, Deputy Headteacher, Caretaker and catering staff:</p> <ul style="list-style-type: none"> ➤ ensure precautions are in place for all kitchen staff on site: <ul style="list-style-type: none"> • Washing hands • Ensure that all toilet/bathroom facilities are well stocked and paper hand towels are regularly re-filled. • Wearing gloves and hair nets and uniform • Thorough cleaning of kitchen at the end of every service • Ensure the kitchen space and lavatory for staff are being cleaned as appropriate. <p>This will be monitored by K Holehouse and L Park</p>	
Staff absence increases and school unable to open safely to all pupils due to staff shortages	5	4	20	<ul style="list-style-type: none"> ➤ If the Head Teacher is unwell, the Deputy Headteacher will lead the school, when both absent the school will be led by S Kedar and L Park, supported by Team Leaders ➤ Clear process for prioritizing cover in place and communicated to all. ➤ Capacity within existing staffing levels to provide cover across the school- not supply ➤ Inline with guidance TA s with sufficient skill levels and appropriate support to be deployed in class, supported by teachers ➤ School is prepared for blended learning should we be unable to open for all children or if we are advised by PHE or the LA it would be unsafe to do so. Live teaching will be provided when possible. Work will be set via Google Classrooms. In the event of a national lockdown, we will prioritise school open for key workers and our most vulnerable. We will make suitable provision for pupils without sufficient IT capabilities in place at home to have access to learning. ➤ In the event of significant staff absence, the Headteacher will review the viability of 	4 x 3 = 12

				<p>school remaining open. The Head Teacher will consult with the Chair of Governors, LA and where appropriate, PHE.</p> <ul style="list-style-type: none"> ➤ If school is to be closed, then this will be communicated to staff and parents via text messages, email, letter and the school website. ➤ Only essential tasks will be carried out during a staff shortage period (Safeguarding, Attendance, First aid, Salaries/Payroll) ➤ Business manager to work with Brayborne to ensure sufficient cleaning staff available ➤ Deputy Headteacher/Business Manager to communicate with catering company ISS to ensure sufficient staff to provide school lunches 	
<p>Suspected cases of Covid-19 in the school day (see LA Action Cards and follow process)</p>	5	4	20	<p>School update action cards as provided by LA promptly</p> <p>All staff understand the symptoms of COVID-19 and follow School agreed process.</p> <ul style="list-style-type: none"> ➤ Staff report to Head Teacher/Deputy Head/Line Manager ➤ Office team to notify parents for collection. ➤ Pupil moved to an identified clean & ventilated room/area until collected and 2 metre distance maintained from all other staff and pupils.(CEV staff should not undertake this role) ➤ Deep clean of safety room/area once evacuated. ➤ Site Manager: Advice on rubbish which may have been contaminated: <ul style="list-style-type: none"> • Waste (e.g. tissues) should be placed in yellow hazard bin • all waste that has been in contact with the individual – including tissues should be put in a plastic black bag and tied, then placed in another plastic black bag and tied. The bag should then be disposed of safely. ➤ If any adult or pupil tests positive, Head Teacher will inform LA via crest ➤ School Office will maintain an up to date list of pupils/families impacted by COVID 	4 x 3 = 12

<p>A possible or confirmed outbreak in school. (2 or more individuals within the school community have been confirmed as tested positive) is not managed appropriately</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> ➤ Follow action card process provided by LA ➤ Communicate with the community as advised by HPT/LA via parentmail 	<p>4 x 2= 8</p>
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<p>Siblings at another school report unwell and family confused as to appropriate action.</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ➤ The school has the most recent information from the government, and this is distributed throughout the school community. ➤ Obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately. ➤ Communicate with families and reiterate the message of gaining advice from NHS 111 	<p>4 x 2 = 8</p>
<p>First aid is required in school for administration of medicine or accident.</p> <p>Physical contact is required due to toileting accident.</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> ➤ Single designated area within school for administering first aid and this area is to be cleaned between each incident of COVID to reduce cross-contamination. ➤ PPE is available for first aiders/all staff to use during such incidents – aprons, gloves and masks as necessary. ➤ First Aider will ensure they follow strict hygiene procedures before and after administering first aid – such as hand washing (following government guidelines) and hand sanitiser. ➤ All materials used during incident e.g. tissues, plasters etc will be disposed of following government guidelines to avoid contamination 	<p>Head of first Aid</p> <p>4 x 3 = 12</p>

<p>COVID has meant children's educational opportunities have been decreased. Future positive cases may impact on their learning.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> ➤ Blended learning policy makes expectations clear for staff and children. ➤ Blended learning will follow the planned curriculum only deviating where absolutely necessary and will allow children to come in and out of school as required as seamlessly as possible ➤ Staff will be provided with support and training to manage online learning and teaching in school ➤ IT equipment for staff will be updated as required to enable them to carry out their responsibilities ➤ Parents will be able to request devices when needed and school will provide where possible ➤ Live teaching will offered to pupils during periods of isolation ➤ The school remote learning safeguarding policy will be adhered to by all staff ➤ Welfare phone calls, zoom meetings and home door knocks will ensure children are all seen at least once a week and are engaging in their school work unless unwell. ➤ In the event of a lockdown School will invite children into school who they consider to be vulnerable and all children will be closely monitored as they may move into that category at any time. 	<p>4x3=12</p>
<p>National Lock Down will mean staff are at increased risk</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> ➤ In the event of another National Lockdown we will reinstate previous measures as required. ➤ Teachers' workload and stress levels will be carefully monitored by leaders and support given and flexibility measures implemented ➤ Every opportunity to give staff "well-being" opportunities will be taken ➤ Staff will be given as much autonomy with decision making, within a clear framework, to help them to feel in control ➤ Leaders will be transparent in their communications regarding decision making ➤ Leaders will endeavor to give consistent and calm messages to all staff, listening to concerns and providing accurate, well-informed advice. ➤ During National Lockdown – In line with guidance- CEV staff will be given the opportunity to work from home ➤ Staff who feel vulnerable will be given the opportunity to have individual risk assessments to help manage their anxieties and address individual risks ➤ Leaders in school who are experiencing burn out or unmanageable stress will be supported by the Headteacher ➤ The Headteacher's well-being will be monitored and supported by governors as required ➤ All good news will be widely shared to help raise morale and increase staff's levels of stamina 	<p>4x3=12</p>

<p>School will be at increased financial risk due to COVID</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> ➤ It is likely the school will experience significantly increased costs due to COVID this is because we have the following challenges: increased cleaning costs, increased needs for IT hardware, staff absences needing cover, increased resources to avoid sharing across bubbles ➤ Savings will be made wherever possible ➤ Every external source of funding we are entitled to will be followed up rigorously ➤ Governors with financial responsibility and the LA will be kept well informed ➤ Opportunities to raise money through extra work opportunities will be carefully balanced with the need to protect staff ➤ Fund raising opportunities will be given sufficient time and focus to ensure success 	<p>3x4=12</p>
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Fire Alarm is activated and whole school is required to evacuate and congregate for fire safety roll-call	4	3	12	<ul style="list-style-type: none"> ➤ The large field at the front of the school will be the new assembly point for the school ➤ Children and staff should leave through their classroom back doors ➤ All children will follow normal procedures which are established and regularly practised. ➤ All children will be made familiar with their route out of school as we are in a new building and on specific occasions if they are not in their usual space. ➤ Practices for children and staff will take place during each term 	Fire Officers 3 x 2 = 6
RISKS ASSOCIATED WITH LATERAL FLOW TESTING					
The LFD testing process will not be followed correctly and staff will be at increased risk	4	4	16	<ul style="list-style-type: none"> ➤ We have identified a members of staff as a Covid 19 Coordinators/Administrators (Kirsty Holehouse, Lynn Park, Caroline Corbett, Sam Pennington), they are responsible for providing staff training materials, maintaining the logs, arrange/monitor the distribution and storage of kits in school and reporting of any incidents. These roles are supported by the HT. ➤ Staff are responsible for reporting any incidents such as damaged/missing kits, void tests, issues with testing or reporting to the school Covid 19 Coordinators ➤ The Covid 19 Coordinator is responsible for communicating incidents to the DfE or via the DHSC/MRHA Yellow card system ➤ The school will set up and maintain a test kit log and a results log in accordance with guidance and data protection rules ➤ Kits will be issued with the correct guidance and all staff given access to the training materials ➤ The school will monitor stocks of kit and reorder as necessary ➤ Kits stocks in school are stored securely, between 2-30c and out of direct sunlight ➤ The HT is responsible for keeping up to date, adapting procedures as required in a timely fashion and sharing new information with staff 	3x2=6
Unauthorised use of testing kits	4	4	16	<ul style="list-style-type: none"> ➤ Kits are authorised for the use by school staff only ➤ testing kits and must not be given to others or sold . ➤ All regular school staff including peripatetic staff, lunch time staff and school cleaning staff have been given the opportunity to test twice weekly. ➤ Staff who have been vaccinated should still do these tests as they may still be able to transmit the virus to others ➤ It is safe to use the kits when pregnant 	2x2=4

Staff refuse to take part	5	4	20	<ul style="list-style-type: none"> ➤ Staff will be well-informed of the benefits of LFD testing and supported to engage ➤ The testing is designed to identify asymptomatic cases and taking part is not compulsory, staff who choose not to test can still attend school 	3x3=9
Lost/misplaced/incorrectly issued kits	4	4	16	<ul style="list-style-type: none"> ➤ All serial numbers of kits arriving in school must be logged ➤ The serial numbered kit allocated to each individual staff member should be recorded. ➤ All kits must be signed for by staff members and are for staff use only (they must not be used for anyone other than the individual) ➤ Records of all kits issued must be kept by the school until further notice ➤ Kits issued should last for 3-4 weeks 	3x2=6
When to test	3	4	12	<ul style="list-style-type: none"> ➤ There is no fixed time or schedule for testing. Ideally testing should be done 3-4 days apart and in the morning before attending school- we have decided to test on a Tuesday and Friday morning before school 	2 x 2=4
Inaccurate recording of results	4	5	20	<ul style="list-style-type: none"> ➤ Staff are responsible for reporting their own results to the website and school, the school cannot view staff results on the NHS website . ➤ We have put a system in place to allow staff to feed back their results confidentially to the school. ➤ Staff will be trained how to record the results using the official guidance, queries should be directed to the school in the first instance then the DfE helpline . ➤ All results (void/positive/negative/inconclusive) must be logged on the NHS test and trace website or to 119 	3x4=12
Incorrect use of test kits	4	4	16	<ul style="list-style-type: none"> ➤ The kits are for use by those who do not have symptoms of Covid 19. If a person displays symptoms of Covid 19 they must book at PCR test as soon as possible and isolate pending the test and results. ➤ Staff have received the training materials, and offered additional briefing sessions in school to ask questions. ➤ The kits are single use only and each pack should contain 7 test kits. ➤ Ensure that the kits are issued with the correct current guidance ➤ If the test is void then another test should be done ➤ Kits should be stored between 2-30c in the home, must not be stored in the fridge or freezer and out of direct sunlight. ➤ Kits must be at room temperature for 30 mins prior to use ➤ It is not advised to eat/drink or brush your teeth in the 30 minutes prior to testing ➤ These test kits are not authorised for use to reduce self-isolation following a close contact, they are for identification of asymptomatic cases only ➤ Kits should be used in accordance with the instructions given 	Incorrect use of test kits

Tests will be void	3	3	9	<ul style="list-style-type: none"> ➤ Void tests this should be reported via DHSC/MRHA yellow card system or the DfE help line along with the serial number of the kit - ➤ If a test is void then the staff member should use another test in the pack to replace it ➤ If a person gets 2 void tests in a row they should self-isolate and book a PCR test 	2x2=4
A staff member tests positive putting the school community at risk	5	4	20	<ul style="list-style-type: none"> ➤ If a staff member tests positive on a LFT then they must book a confirmatory PCR test ➤ They must not attend school until they have received their test result or completed their isolation period 	3x4=12
Disposal of used kits	4	3	12	<ul style="list-style-type: none"> ➤ All kits are single use and come with a bag for disposal ➤ Used kits should be placed in the disposal bag provided and put into your normal household waste. 	2x2=4

Measures need to be stepped up or down- Risks Identified

Education not prioritised effectively	5	4	20	<ul style="list-style-type: none"> ➤ Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible. ➤ Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so. ➤ Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures. Attendance restrictions should only ever be considered as a last resort. 	3x2=6
Contingency planning inadequate	5	4	20	<ul style="list-style-type: none"> ➤ Ensure risk assessment is up to date and measures can be easily stepped up or down ➤ Contingency planning will always prioritise children's education and balance their safety requirements ➤ School will keep up to date on Government recommendations ➤ School will work with the council and other agencies to ensure compliance ➤ Consideration will be given to ensure that every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled. ➤ Online learning policy and provision is robust ➤ Regularly review and reinforce the testing, hygiene and ventilation measures already in place. 	4 x 3=12

				<ul style="list-style-type: none"> ➤ Seek additional public health advice if concerned about transmission in the setting ➤ Be aware that guidance may be changed for: face coverings, shielding, residential educational visits, open days, transition or taster days, parental attendance in settings, live performances in settings, attendance restriction. 	
Contingency planning not implemented at the correct time	5	3	15	<ul style="list-style-type: none"> ➤ Take action if the number of confirmed cases within the setting increases, since this indicates that the transmission is happening within the school ➤ Remain aware that increased transmission is likely to be whichever of these thresholds is reached first: <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period ➤ Seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19, by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. 	3 x 2=6