SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

Warwickshire County Council

Introduction:

The following Risk Assessment document is designed to allow you to review and track your individual readiness to reopen your setting in line with COVID-19 requirements

It is split into the following sections (one per tab):

- **Social distancing practicalities**
- **Quality of education**
- **Safeguarding**
- **Pupils with SEND (including medical needs)**
- **Emotional and behaviour considerations**
- **Hygiene and cleanliness/health and safety**
- **Possible COVID-19 cases**
- **Transition**
- **Finance**
- **Building work and logistics**
- **Recruitment and staffing**
- **Miscellaneous**
- **Additional (left blank for you to fill in)**

Within each section some initial risks and some possible actions that could be taken to control or mitigate the risks have been pre-populated for you. However these are only **initial suggestions** and it is vital that you **tailor** this risk assessment by **amending / adding to these** as required to ensure you have captured all relevant risk information specific to your setting.

OVERALL RISK CATEGORISATION

Likelihood / Prevalence

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

Warwickshire County Council

SUPPORTING GUIDANCE DOCUMENTS AND LINKS

1 - Overall Guidance

Provided to support this Risk Assessment, the below are embedded pdf files containing the latest government guidance surrounding school reopening from June 1st:
Double click on the below icons to open the respective pdf:

2020.05.11 Actions for education and childcare settings to prepare for wider opening from 1 June 2020 - GOV.UK	File A.pdf
2020.05.12 Initial planning framework for schools in England	File B.pdf

SCHOOLS AND SETTINGS - Reset and Recovery-St. Paul's Cof E Primary School

Risk Assessment

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1 - Social Distancing Practicalities

Note it is considered to be more challenging to ensure EY children comply with guidance in this section

NOTES

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- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	3	15	16.94
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	14	0	7.89
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	3	7	6	2
Severity	0	0	0	0	18

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	3	5	10	0	0
Severity	3	1	7	7	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place in TODAY?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5): Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete: OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5): Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete: OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Travel to and from School	Parents, children and passers by.	Potential close contact to someone with the virus	1. Parents already encouraged to walk or cycle to school if possible. 2. Parents should be aware of safe walking to schoolin normal circumstances.	4 - High	5 - Very high	HIGH	• Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (schools can only partially control this) Inform parents of staggered school start and end times. Emphasise that these are strict times and should be adhered to.	3 - Medium	4 - High	MEDIUM	Carl Thornton	29th May 2020			
Social distancing is more difficult on public transport	CLA	Exposure to virus in taxi	Not applicable as currently we have no pupils using public transport.	3 - Medium	5 - Very high	HIGH	• Liaise with bus and train companies if appropriate. • Liaise with LA school transport to ensure their advice is followed and they are compliant with social distancing guidance (walk or use car if this is an option)	2 - Low	3 - Medium	MEDIUM	Leah Glenn				
Beginning of school day	Parents Children and school staff	Potential close contact to someone with the virus	• Children come in to school through main entrance. • Vulnerable groups at a separate time.	3 - Medium	5 - Very high	HIGH	• Pupils to come straight into school through a range of pre-determined entrances paying due care and attention to social distancing rules. • SLT staff on duty to control this - they will wear high vis jackets to be seen easier. • Pupils will go straight into school through a designated entrance. Parents are asked to drop off and leave straight away. • Staggered start times to avoid crowding-see organisation plan	3 - Medium	4 - High	MEDIUM	Kate Harvey				
Parents congregating at the gate (primary)	Parents and children	Potential close contact to someone with the virus	Parents congregate on pathway and enclosed car par, away from road(This is only a small number.	2 - Low	5 - Very high	MEDIUM	• We will stress with parents the government's message about social distancing. This will involve a letter to parents and the display of posters at gate. • Set out clear expectations for drop off / pick up-see organisational plan. • We will use a Leaflet for parents, social media campaign, advice and guidance on website making parents aware of the rationale for this.	3 - Medium	4 - High	MEDIUM	Carl Thornton				
Cloakroom facilities	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	This is managed by member of staff.	4 - High	5 - Very high	HIGH	• Cloakroom facilities will be closed, the children bring into school to a coat and a packed lunch box. These will be kept with them in the classroom.	2 - Low	3 - Medium	MEDIUM	Carl Thornton				
Assemblies	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	None	4 - High	5 - Very high	HIGH	• Assemblies will be within groups/bubbles or broadcasted into each classroom via Teams or Skype if led by SLT	1 - Very low	1 - Very low	LOW	Graham Longdon				
Social distancing in classrooms	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Children are kept in small groups.	4 - High	5 - Very high	HIGH	• Maintaining a safe distance of 2 metres we can accommodate, in our classrooms we have space for 141 children. If all YR, Yr1 and Yr6 pupils return that we will need to accommodate 180 children plus Key workers which is approx 40 children. We do not have the space in school for this. Our plan: • Class sizes-the children will be in Bubbles-no larger than 9 in KS1 and EYFS and 11 in KS2 -the children will sit at their own table 2m apart. • As much as possible-2 adults will be in charge of a Bubble one of them being a qualified teacher. • If a child requires the toilet or needs to leave the classroom for any reason, they will be supervised by one of the adults. • Year 6 will be in from the 1st June 2020 They will be in school every day bar Wednesday which is a planning and deep cleaning day. Year 6 will be split into bubbles of no more than 12 children. • We aim for Reception and Year 1 to be in school by the WB 8th June 2020. They will split in half-Group 1 to attend Monday Tuesday. Wednesday PPA and cleaning. Group 2 Thursday and Friday. • This will be reviewed weekly and when we feel it is safe to do so we will increase the time for Year 1 and Reception. • Nursey will remain open for Vulnerable and Key worker children. This will be reviewed and when it is deemed safe to do so Nursery will be expanded.	3 - Medium	4 - High	MEDIUM	Carl Thornton				
Children of keyworkers and vulnerable pupils will need to be in school everyday	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	They are reminded of social distancing regularly.	3 - Medium	5 - Very high	HIGH	• No groups larger than 11 in KS2 and KS1 and 9 in EYFS • Key worker/vulnerable pupils will be in Key stage group bubbles if they are in school. • Two adults will be assigned to this group-we recognise it will be fluid in numbers and will monitor this.	3 - Medium	4 - High	MEDIUM	Carl Thornton				
Lining-up	Children(potential harm to adults at home)	Potential close contact to someone with the virus	We currently minimise lining up in school. This only happens at lunchtime.The children are kept at a distance as much as is possible,	3 - Medium	5 - Very high	HIGH	• Educate pupils about social distancing when lining-up-Try to avoid lining uo where possible. • Introduce strict rules about lining up to maintain order. • Use floor markers for younger pupils if possible. Mark the corridor to ensure flow is regulaed. • Limit the times when lining up is needed.	2 - Low	3 - Medium	MEDIUM	Graham Longdon				
Keeping pupils separate at lunchtime	Children and adults supervising	Potential close contact to someone with the virus	We currently stagger lunctimes and use separate playgrounds for reception, KS1 and KS2.	4 - High	5 - Very high	HIGH	• We have a Staggered lunchtimes rota in place for June 1st • All Pupils to eat sandwiches and hot dinners in their classroom bubble-this will cut down on movement • Lunchtime to be extended by half an hour to provide for staggered times. • Each bubble to have a 1 hour break-they will remain with their group in allocated areas. They will be supervised by their allocated lunchtime supervisor and Bubble leaders • Children to play games that enable them to keep at a distance. No competitive games or games where they share equipment e.g football, cricket	3 - Medium	4 - High	MEDIUM	Graham Longdon				
Social distancing at breaktimes	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Children have breaks in their smaller groups.	5 - Very high	5 - Very high	HIGH	• Staggered breaks for different year groups-see plan • Planned activities to ensure social distancing will be delivered • Provide suitable supervision to ensure pupils observe social distancing-2 adults per bubble	3 - Medium	4 - High	MEDIUM	Graham Longdon				
Social distancing - toilets	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Managed by adults.	5 - Very high	5 - Very high	HIGH	• Staff limit the number of pupils using the toilet at any one time. One in one out in KS2. • Risk assess numbers going in in Reception and Year 1-children will be supervised at all times.	3 - Medium	3 - Medium	MEDIUM	Graham Longdon				
Staff safety - social distancing	All staff in school	Potential close contact to someone with the virus	Staff are aware of need for social distancing and set an example to the children	3 - Medium	5 - Very high	HIGH	• The staff room will be strictly limited to two adults and only to get drink and leave • Staff to take breaks in their classroom • Cancel face-to-face staff meetings • Regular briefings via email • All meetings will take place on line	3 - Medium	3 - Medium	MEDIUM	Carl Thornton				
End of day procedures	Parents Children and school staff	Potential close contact to someone with the virus	Parents currently pick up from specified locations. Classes are released to parents by class teacher	4 - High	5 - Very high	HIGH	• Staggered times for exit at the end of the day-see plan • Parents to observe social distancing rules when waiting for their child on the playground • Leave the school grounds in a timely and orderly manner • If possible, parents can remain in cars for the Y6 children.	3 - Medium	3 - Medium	MEDIUM	Kate Harvey				

Social distancing - trips and events off site	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Not happened	2 - Low	5 - Very high	MEDIUM	• NO off site visits	1 - Very low	1 - Very low	LOW	Leah Glenn				
Social distancing if parents are in school	Children, parents and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Currenly do not allow parents to enter the school building unless they have a legitimate reason. If necessary, all parents enter through main entrance.	2 - Low	5 - Very high	MEDIUM	• All parents' evening and special assemblies/concerts have been canceled • Meetings with parents of new intake children will be online All the parent teacher contact will be through Class Dojo • No parents to enter the school building	1 - Very low	1 - Very low	LOW	Kate Harvey				
Close proximity of staff and pupils	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Staff advised to keep a safe distance away from children. Children constantly reminded about safe distancing and why?	3 - Medium	5 - Very high	HIGH	• Advice and guidance for staff will be delivered through online training on how to maintain the required physical distance when speaking to pupils in the classroom • Staff will observe the same rules as pupils when lining up and leading the class to another area of the school • Staff will limit movement around the classroom (monitor from the front of the room) • Guidance will be delivered for all adults when pupils need help, eg to apply first aid. Limit contact-Full PPE will be provided if needed. If anyone in bubble shows symptoms, all of the bubble self isolate for 14 days-following guidance	2 - Low	3 - Medium	MEDIUM	graham Longdon				
Visitors to school	Parents Children and school staff	Potential close contact to someone with the virus	All future conract work has been postponed or arranged for weekend work	3 - Medium	5 - Very high	HIGH	• All but essential visitors to school will be asked not to come into school. we will not allow any visitors into school if they are displaying COVID symptoms • Produce clear guidance for any contractors if they have to make essential site visits, including, use of PPE, Contractors will only have access on site when pupils are not in school.	2 - Low	2 - Low	LOW	Leah Glenn				

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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2 - Quality of Education

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	0	4	19.00
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	4	0	8.60
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	0	1	3
Severity	0	1	0	1	3

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	0	4	0	0
Severity	1	0	2	2	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
How do we compensate for the gaps in pupils' knowledge and skills that will have developed following their extended absence from school?	pupils/teachers/vunerable groups	• Pupils will not meet end of year expectations so they will not be ready to move up to the next year group. • EYFS, Y2 & Y6 will not meet end of Key Stage expectations making transition difficult • Additional workload for teachers •gap increases from disadvantaged pupils • mental health and wellbeing of pupils and staff will be effected"	• Home learning set daily and monitered	5 - Very high	5 - Very high	HIGH	• Identify key component knowledge and skills within individual year groups and subjects areas (ie the non-negotiables) • Prioritise these when pupils return to school (if pupils return before the summer break, these gaps can start to be filled then, if not a period of time in the first half of the autumn term will need to be allocated to this before beginning the following year's planned curriculum) • Baseline pupils on re-entry in an efficient, timely manner, so as not to further delay teaching and learning • Take into account the online learning that pupils may have engaged in during the school closure (in some areas there may have been a high level of engagement and this should not be ignored) • Use pupil premium funding to provide disadvantaged pupils with more intensive/catch up support • Provide after-school catch-up clubs/holiday clubs if possible • Target those pupils with greatest need of additional support	3 - Medium	4 - High	MEDIUM	Kate Harvey to monitorEY and KS1 Graham Longdon to monitor KS2	29/05/20 then ongoing			
Starting points for September may be unclear as end-of-year assessments may not be carried out if pupils do not return before the summer break	pupils/teachers/vunerable groups	• teacher will not be able to plan effectively building on prior learning. •Pupils may not make expected or better progress •gap will not close for disadvantaged pupils • Transition into new year group will be challenging. • CUP will not be in place for pupils who need it hindering progress.	None	5 - Very high	5 - Very high	HIGH	• If pupils return to school before the summer break teachers can assess pupils at the end of the year • If this is not the case, transition meetings between staff will be vital to share pupils' work/ and/or the most recent assessments • This should be done online	3 - Medium	3 - Medium	MEDIUM	Graham Longdon	Jul-20			
End of year reports will contain limited information if pupils do not return before the summer break	Parents	• Parents will be unaware of their child's achievements •	• Pupil reports have been written. Comments reflect what the children could do prior to lockdown. • Quality indervidulaised personal comments have been made	2 - Low	2 - Low	LOW	• Teachers to produce the reports with the information they currently have • school leaders to provide information to parents explaining that the report is limited and contains information that was accurate up to the point that the school closed	1 - Very low	1 - Very low	LOW	Carl Thornton	Jul-20			
Preparations for the changes to SRE that come into effect in September 2020 eg communication with parents on hold	Teachers	• teacher are not equipped to deliver the curriculum	• No longer using summer fever resources and replacement is being investigated. • building in PSHE throughout new curriculum • teacher to take on PSHE and protective behaviours subject leadership role	4 - High	4 - High	HIGH	• The introduction of the new SRE requirements may need to be delayed and put on the school's improvement plan • Set up online meetings and surveys to communicate with parents	3 - Medium	4 - High	MEDIUM	Kate Harvey	Sep-20			
Online or home learning may need to continue for some pupils, running alongside return to school for other pupils.		•teacher workload becomes unmanageable • pupils who are not in school are at a disadvantage • negative effect on mental health and wellbeing	• Home learning set daily and monitered	5 - Very high	5 - Very high	HIGH	• Make sure teacher workload is managed well • Plan a bridging unit that pupils in school and at home could all work on at the same time	3 - Medium	3 - Medium	MEDIUM	Kate Harvey to monitorEY and KS1 Graham Longdon to monitor KS2	Ongoing			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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3 - Safeguarding

Specifics to be aware of: CSE, county lines, contextual issues, impact of domestic violence, strains on families that could lead to an increase in levels of abuse, neglect due to financial constraints (particularly for disadvantaged pupils and low-income families)

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	3	15.00
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	3	0	12.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	3	0	0
Severity	0	0	0	0	3

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	3	0	0
Severity	0	0	0	3	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
School staff are not aware of safeguarding incidents that occurred during the school closure	pupil concerned	lack of vigilance leading to further harm	Reporting system to DSLs-teachers are informed of safeguarding issues in own class. CP and CIN meetings still taking place	3 - Medium	5 - Very high	HIGH	• DSLs maintain contact with social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans • Any developments during lockdown are recorded on the system • Ensure that school information is up-to-date – safeguarding leads at LAs to send DSLs information in relation to new referrals as a matter of urgency • Ensure any guidance issued re safeguarding is followed	3 - Medium	4 - High	MEDIUM	Carl Thornton	ongoing			
Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone	pupils concerned	Abuse	Procedures still in place for children in school All teachers in touch with children at home Particularly vulnerable children are in school.	3 - Medium	5 - Very high	HIGH	• Ensure that there are opportunities for whole class PSHE lessons/circle times/discussions, group activities and one-to-one discussions (if required) for pupils to share feelings/ anxieties/thoughts in a safe manner (this will be of benefit to all pupils) • Maintain capacity on the pastoral team - there may be a spike in disclosures when pupils return	3 - Medium	4 - High	MEDIUM	Carl Thornton	1st June			
Some parents may choose to home educate rather than have their children return to schools.	Parents and pupils	Abuse	Most vulnerable pupils are in school. Teachers are in telephone contact with those who are not	3 - Medium	5 - Very high	HIGH	• Talk to parents about the reasons for their decision. • Provide information to parents about how the curriculum will be adapted if necessary to address pupils' needs post-COVID -19. • Alert the local authority	3 - Medium	4 - High	MEDIUM	Carl Thornton	1st June-Y6 Ongoing for other year groups			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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4 - Pupils with SEND (including medical needs)

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	3	4	13.25
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	3	3	10.13
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	3	0	3	1
Severity	1	0	1	2	4

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	2	5	1	0
Severity	0	2	3	1	2

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
Pupils with underlying health conditions are at a higher level of risk	pupils	By contracting Covid 19	Hand washing, social distancing	4 - High	5 - Very high	HIGH	• Seek medical guidance for pupils with serious under-lying health conditions,recommend to parents that the child may need to stay at home. • Extra vigilance will be needed for this and other underlying health conditions in relation to social distancing eg for pupils with asthma (safety measures may vary from pupil to pupil)	3 - Medium	5 - Very high	HIGH	Alison Grant/ Christine Allen	Before June 1st			
Staff with under-lying health conditions and/or pregnant staff are at a higher level of risk	adults	By contracting Covid 19	Isolating at home	2 - Low	5 - Very high	MEDIUM	• Seek medical guidance that may recommend that the staff member remains at home. As far as I am aware that is two members of staff who are pregnant.	3 - Medium	5 - Very high	HIGH	Leah Glenn	May 29th			
Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)	Pupils and adults	By contracting Covid 19 or passing on to other pupils or members of staff.	Hand washing, social distancing	4 - High	5 - Very high	HIGH	• Risk assessments to be updated to reflect the additional measures that will need to be followed in relation to these challenges (this may include the use of PPE) with specific reference to staffing requirements. Any medical treatment will require adults to wear PPE. • All children that are identified with having needs that may be exacerbated by a return to school will have an individual Risk assessment.	4 - High	4 - High	HIGH	SLT	May 29th			
Sudden announcement of a return to school for ASC pupils will cause anxiety	As above	By contracting Covid 19 or passing it on to other pupils or members of staff.	Social Stories, hand washing, social distancing, redced timetable, anxiety reducing activities.	4 - High	4 - High	HIGH	• Parents have had advance notice of start date, they can prepare their child for the return to school (walk to school and back home each day – put uniform on daily – structure the day at home to begin to mirror the day at school – telephone call(s) between the pupil and teacher) • Teachers will be provided with Social stories where needed. These can be shared with parents.	3 - Medium	3 - Medium	MEDIUM	SLT	May 29th			
Alternative provision is not available in the short term for pupils with SEMH difficulties	Pupils and adults	By contracting Covid 19, passing it on to other children, staff or his family.	One child is in school at the moment and is coping but is not expected to complete all academic work which is the trigger for his behaviour.	2 - Low	4 - High	MEDIUM	• Provide pupils who attend AP with extra in-school support to help them manage their emotions and mental health-this applies to one child attending Oakwood Nursery.	2 - Low	2 - Low	LOW	Alison Grant/ Christine Allen	ongoing			
LA organised transport to and from school for pupils with EHCPs has stopped			Not applicable	1 - Very low	1 - Very low	LOW	Not applicable	2 - Low	2 - Low	LOW	Alison Grant/ Christine Allen				
Work towards individual SEND targets has stopped and slipped back	All pupils on the Send Register and those who are monitored	Most pupils will have slipped back, especially those with learning difficulties or ASC.	Childcare arrangements in place	5 - Very high	5 - Very high	HIGH	• Timely assessment of pupils linked to their specific targets on return to school – short, sharp interventions planned throughout the day and weekchool to make up for lost learning and accelerate progress towards individual targets. • As much as possible IEP targets will be followed for SEND children in school.	3 - Medium	3 - Medium	MEDIUM	Alison Grant/ Christine Allen	Ongoing			
Medicines in school may become out-of-date	Pupils taking the medicine	Not having the appropiate medicines in school.	Parents are informed to provide correct and up top date medication.	2 - Low	3 - Medium	MEDIUM	• An appointed member of staff (possible admin staff) to check all medications and inform parents/necessary bodies if they need to be replaced.	3 - Medium	3 - Medium	MEDIUM	Diane Lomas	Ongoing			National guidance – Public health; local guidance – school nurse service.

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery
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5 - Emotional and Behavioural Considerations

NOTES

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- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	0	9.33
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	0	7.33
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	2	3	0
Severity	0	1	5	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	5	1	0
Severity	0	4	2	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Some pupils may have experienced a bereavement in their family during the school's closure (possibly in relation to COVID-19)	pupils	anxiety about contracting COVID 19 unable to cope with class situation	CT relationship with child. Bereavement resources stories etc, mentor , anxiety groups	3 - Medium	3 - Medium	MEDIUM	• Prior to opening, encourage parents to share any significant information about their child with the school (via e-mail/telephone if possible) • Provide in-school support and a named person (someone the pupil is close to) to support the pupil when they need it. • if required, access specialist support for the pupil, and if need be their family	3 - Medium	2 - Low	MEDIUM	AG, CA	letter to go out by 22.05.20	Red	Letter / email to parents requesting them to share bereavement details - children likely to need additional emotional support.	
Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life (particularly pupils who attend PRUs)	pupil , Tas, Teachers	contact with others, requiring restraint, self harm, injuring others, absconding from site,	Supervision, mentors, 1:1 TA , safe spaces	4 - High	3 - Medium	MEDIUM	• Ensure that these pupils are closely monitored and provided with the relevant support to help them to manage their emotions (ie prevention is better than cure)	3 - Medium	3 - Medium	MEDIUM	KH, CT, GL, AG	22.05.20	Red	identify children and assign mentor, supervision	
Some pupils may be more vulnerable to exclusion. Your behaviour policy may need to be reviewed to reflect the additional support needs of your pupils?	pupils	not in education, stressful home situation	Mentoring of pupils, TAs assigned to pupils or groups	4 - High	2 - Low	MEDIUM	• Identify the particular pupils who could be vulnerable to exclusion. • Facilitate a phased return to meet their needs. • Review your behaviour policy to reflect the additional support you might be providing.	4 - High	2 - Low	MEDIUM	KH, CT, GL, AG	22.05.20	Red		
EY children may struggle with the return to routine and full-time education (almost like a second September start)	pupil, other pupils, adults	anxiety about separation from parents, close contact with others ,	Activities designed to help the children settle into the routines of school.	3 - Medium	3 - Medium	MEDIUM	• Liaise with parents prior to the start date so that parents can prepare the children (walk them to school and back home each day – practise putting their uniform on – structure the day at home to begin to mirror the day at school – get children excited about seeing their friends again)	3 - Medium	2 - Low	MEDIUM	KT, AbG	22.05.20	Amber	new routines and behaviour expectations will need to be established ASAP	
Some pupils will not have had any social contact with anyone out of their immediate family (some may not even have had the use of social media) and hence seeing their friends may be emotionally overwhelming	pupil , Tas, Teachers	anxiety about separation from parents, close contact with others ,	Reassure pupils that it is a fresh start. Their well-being and health is the main priority.	2 - Low	3 - Medium	MEDIUM	• Plan some social 'catching up' time for pupils and their friends that observe social distancing rules (almost a type of speed dating/rotational activity) so that they are emotionally prepared to learn	3 - Medium	2 - Low	MEDIUM	Teachers AG	22.05.20	Amber	social stories linked to Covid 19 and returning to school	
Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home	families, parents, pupils	anxiety about contact or close proximity	Inform parents about procedures we can put in place. Provide daily work for children who do not attend. Continue contact through class dojo and Purple Mash.	4 - High	3 - Medium	MEDIUM	• Reassure parents of the social distancing strategies that are being followed in school and the social, emotional and academic benefits associated with their child being back in school • Provide extra capacity to the attendance team/family support workers, so that they can work with and support relevant families to get their pupils back into	3 - Medium	3 - Medium	MEDIUM	LG, CT	on going	Red	letter outlining our approach to social distancing and controlling the spread of infection - cleaning regime, staggered entry, play, exit. Lunch arrangements	National guidance Local – Leaflet for parents with consistent messages on social distancing.

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery
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7 - Possible COVID-19 Cases

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	1	2	17.33
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	3	15.00
			HIGH

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	1	2	0
Severity	0	0	0	1	2

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	3	0	0
Severity	0	0	0	0	3

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Pupil begins to show symptoms when in school (cough and/or temperature developing)	All pupils and adults in contact	Infection spreads	Isolation for anyone with symptoms Handwashing and hygiene guidelines are followed	4 - High	5 - Very high	HIGH	• Pupil isolated and sent home as soon as possible • All pupils and adults in "Bubble" will be asked to self isolate for 14 days • All adults and pupils in Bubble will be required to have a test if possible • Parents of all other children will be informed (similar system to headlice alerts) so they can be extra vigilant with their monitoring	3 - Medium	5 - Very high	HIGH	SLT	1st June			National guidance
Member of staff begins to show symptoms when in school (cough and/or temperature developing)	All pupils and adults in contact	Infection spreads	Staff sent home immediately. No cases as yet	4 - High	5 - Very high	HIGH	• Member of staff isolated and sent home and encouraged to use the DfE website to arrange a test (may then be able to return to work if negative) • All pupils and adults in "Bubble" will be asked to self isolate for 14 days	3 - Medium	5 - Very high	HIGH	SLT	ongoing			National guidance
Staffing shortages as a result of staff self-isolating	Staff and pupils	Health and Safety risk due to lack of cover	• Cover internally where possible to reduce the risk of bringing the infection into the school. This may be preferable to bringing in supply staff who will not be aware of the social distancing rules that are in operation	3 - Medium	4 - High	MEDIUM	• The introduction of testing for staff who have symptoms (cough and/or temperature) should ensure that only staff with COVID-19 symptoms are absent • Cover internally where possible to reduce the risk of bringing the infection into the school. This may be preferable to bringing in supply staff who will not be aware of the social distancing rules that are in operation If a "Bubble" cannot be staffed due to lack of personnel the "Bubble" will need to be closed until staff are recruited or return.	3 - Medium	5 - Very high	HIGH	SLT	ongoing			National guidance

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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8 - Transition

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	5	0	8.40
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	5	0	9.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	4	0	0
Severity	0	0	5	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	5	0	0
Severity	0	0	5	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Transition into EY	EY children and parents	Anxiety	Opening school to nursery-30 of our 60 new to reception children currently attend our nursery	3 - Medium	3 - Medium	MEDIUM	• Phone calls between the school and the parent/carer – information pack (including a range of photos of the school/setting and key members of staff) posted to the home address/sent electronically • Teams meeting with new parents if possible. Nursey children moving into	3 - Medium	3 - Medium	MEDIUM	Kelly Turner	Jun-20			
Transition into Y1	Reception children and parents	Anxiety	Reception children returning before September-subject to government go ahead	3 - Medium	3 - Medium	MEDIUM	• When EY children start to return before the summer break, they will be able to meet their new teacher in a manner that respects social distancing • If for some reason a child does not return, Y1 teachers to produce a transition pack that parents can share with their children at home (inc photos of the school setting and key members of staff) • From September, Y1 may will to be more EY based initially to support transition, as many pupils will not be ready for a more formal education	3 - Medium	3 - Medium	MEDIUM	Kelly Turner	July/Sept 2020			National guidance re social distancing Information packs – school level information Local and national guidance on curriculum adaptations – 'recovery curriculum'.
Transition into other year groups within the same school	children	Anxiety	Meet the teacher videos	3 - Medium	3 - Medium	MEDIUM	• If pupils start to return before the summer break, they will be able to meet their new teacher in a manner that respects social distancing. • If not, teachers to produce a letter/information leaflet for parents/carers and children sharing information in relation to their new year group • Set a summer break task(s) that can be celebrated and revisited in the autumn term.	3 - Medium	3 - Medium	MEDIUM	SLT	Jul-20			
Transition from Y6 to Y7	year 6 pupils	Anxiety	liaising with secondary schools.-possible safe visits	3 - Medium	3 - Medium	MEDIUM	• Phone calls between relevant primary school and secondary school staff (inc SENCos) • Y6 pupils may be able to visit their new school and staff from the secondary school will be able to visit the primary school in a manner that respects social distancing • If not, Y7 form tutors to arrange phone calls with individual pupils and their parents • Virtual tours and podcasts from members of staff of secondary schools to be placed on the secondary school's website • Relevant information to be posted on the secondary school's website	3 - Medium	3 - Medium	MEDIUM	Year 6 staff	Jun-20			National guidance Local guidance re transition
Transition into specialist provision where a place has been secured	one child	Anxiety	Child's brother attends the same school	2 - Low	3 - Medium	MEDIUM	• staff from the mainstream and special school to liaise closely to ensure that all relevant information is shared. • Pupil to experience a virtual tour of the specialist provision and if possible speak to staff using facetime/Skype • Special school staff to put together a transition pack that parents can share with their children at home (inc photos of the school setting and key members of staff)	3 - Medium	3 - Medium	MEDIUM	Sendco	Jun-20			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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6 - Hygiene / Cleanliness and Health & Safety

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	1	4	

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	2	0	

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	1	4	0
Severity	0	0	0	2	3

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	4	0	0
Severity	0	1	4	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Maintaining regular levels of hand washing/hygiene	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Teachers ensure pupils wash hands at regular intervals during the day	4 - High	5 - Very high	HIGH	• Pupils to apply anti-bacterial hand gel as they enter the building at the start of the day and exit the building at the end of the day and regular hand washing opportunities (20 seconds) to be timetabled into daily routines – ensure there are adequate supplies of anti-bacterial hand gel and soap	3 - Medium	3 - Medium	3 - Medium	Mr Chadwick	By 1st June	Red	Hand sanitisers not in stock until w/comm 25th May. Could be a possible delay so alternate supplier is on stand by.	National guidance Local – supplies of hand gel
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	Teachers ensure pupils dispose of tissues in a lined bin	4 - High	5 - Very high	HIGH	• As many schools do already, educate children and pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds	3 - Medium	3 - Medium	3 - Medium	Mrs Glenn	By 1st June	Red	Boxes of tissues will be distributed among the classrooms, bins to have bin liner.	National guidance Local – consistent messages, frequent reminders through social media
Keeping the school clean to a higher level of cleanliness	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	None	4 - High	5 - Very high	HIGH	• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (ie a focus on door handles, toilets, changing room, toys in the EY, etc) • Pupils to clean IT equipment (esp keyboards, mice) with anti-bacterial wipes after use	3 - Medium	3 - Medium	MEDIUM	Mrs Glenn	By 1st June	Amber	Cleaners will be advised that focus areas will need a deeper clean. Surface cleaner and anti-bacterial wipes specifically for COVID 19 on order.	National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
What if there are a shortage of cleaners due to self-isolation or illness?	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	We have three supply cleaners who can cover if required at short notice. Two cleaners have already had to self isolate at home.	3 - Medium	4 - High	MEDIUM	• Leaders to identify if this is the case in advance of re-opening so they are pre-warned • Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (eg working before and after school operating hours) • If cleaners are provided by a traded service, does the company have capacity to recruit additional staff/cover for absences? • Check terms of the contract , if appropriate	2 - Low	2 - Low	LOW	Mrs Glenn	By 1st June	Green	Already have good cover mechanisms in place for absence.	National guidance Local H&S guidance
How can schools limit the 'surfaces' that are shared between home and school?	Children and School adults(potential harm to adults at home)	Potential close contact to someone with the virus	None	4 - High	4 - High	HIGH	• All correspondence out of school to be uploaded to the website and correspondence into school to come via a phone call or e mail • All monetary transactions to be done via bank transfer wherever possible	3 - Medium	3 - Medium	MEDIUM	Mrs Glenn	By 1st June	Red	Website is currently under reconstruction. School facebook page and text messages are best current method of communication. Inform parents that ParentPay is advised method of payments	

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery
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9 - Finance

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	1	2	16.00
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	3	0	6.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	0	2	0
Severity	0	0	1	2	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	3	0	0	0
Severity	0	0	3	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
The budget for 2020/2021 has not been set because the Full Governing Body has been unable to meet	Stakeholders	Insufficent funding for the year	Budget sent out to governors, awaiting for enough governors to approve the budget and submit to the Local Authority by 30th June 2020	2 - Low	3 - Medium	MEDIUM	• Governing bodies to arrange virtual meetings so that quorate meetings can be arranged	2 - Low	3 - Medium	MEDIUM	Mrs Glenn	W/comm 18th May	Amber	Test Team Meeting with governors planned for Friday 22nd May where the budget will be discussed	Extension to budget setting deadlines confirmed by WCC
Cancelled trips need to be refunded, but venues/coach companies have not yet issued refunds	School Budget	Deficit in funding	Contacted Endsleigh Insurance regarding a refund for the initial deposit of £2,000	4 - High	4 - High	HIGH	• Reimburse the money to families as they may be in financial difficulty and this will maintain positive relationships (the school should be able to secure refunds in the long term)	2 - Low	3 - Medium	MEDIUM	Mrs Glenn	Jun-20	Red	Reimbursement to parents after the half term break	
Extra additional expenses due to Covid 19 impacting on budget.	School budget	Impact on spending on pupils	Spending on getting ready for expansion	4 - High	4 - High	HIGH	• A separate cost centre for COVID expenditure has been set up. • Reclaim the extra expenditure from Government	2 - Low	3 - Medium	MEDIUM	Mrs Glenn	Jul-20			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery

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10 - Building Work & Logistics

NOTES

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Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?
Will summer building work still go ahead?	Staff attending school during summer break	Potential close contact to someone with the virus
There will be a backlog/delay in the ordering of food for school dinners if there is a sudden re-opening of schools	Staff/Pupils	Potential close contact to someone with the virus
There may be a shortage of disposable stock in school (hand towels, tissues, etc)	Staff/Pupils	Potential close contact to someone with the virus
Reduced public transport service and a delay in the restart of LA organised transport may restrict/delay the ability to get all pupils into school	N/A	N/A

END OF TABLE - DO NOT ENTER INFO BELOW HERE

l to for your setting

and following

od / severity scores

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)
0	2

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)
0	2

What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)	
	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs
Caretaker and Business Manager trained in the Safe Managements of Contractors	2 - Low	4 - High
ABM are following a directive to include measures for social distancing between kitchen staff and pupils	2 - Low	4 - High
Orders are in hand, possible delays in equipment arriving at school	4 - High	5 - Very high
N/A		

RISK OVERALL

HIGH (13-25)	OVERALL
1	12.00
	MEDIUM

HIGH (13-25)	OVERALL
1	10.33
	MEDIUM

Formulas Don't delete		
OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following compl actions, please es risk leve Likelihood / prevalence of risk occurring
MEDIUM	• Liaise with building firm to ascertain their current working procedures. • Is it possible to bring work forward whilst the school is partially closed to most pupils, or move back to October half term?	2 - Low
MEDIUM	• Kitchen staff to put together provisional food orders based upon a range of hypothetical scenarios number of pupils returning at any given time, so that they can be processed as soon as an opening/partial opening is announced. School kitchens may need to provide packed lunches in the short term as we do not want to delay the opening of schools if at all possible	2 - Low
HIGH	• Schools to order these now so that it is not an issue when the school re-opens	3 - Medium
	• Liaise with LA-operated transport companies to ensure they have enough notice to restart their services safely, • Develop an action plan which identifies and assesses the risks and mitigations • Relax normal expectations re attendance and punctuality where necessary and where problems are legitimate	

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High
Likelihood	0	2	0	1
Severity	0	0	0	2

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High
Likelihood	0	2	1	0
Severity	0	0	0	2

letion of further timate EXPECTED el (1 - 5) Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions
4 - High	MEDIUM	Mr Chadwick/Mrs Glenn	End August 2020	Red
4 - High	MEDIUM	Mrs Glenn/ABM Catering	By 1st June 2020	Green
5 - Very high	HIGH	Mrs Glenn	By 1st June 2020	Amber

5 - Very high
0
1

5 - Very high
0
1

Comments / Notes	Links to relevant guidance / documents / sources of support
Toilet refurbishment has already commenced and stringent measures are in place where there is no access for staff or pupils currently	National guidance re contract management during COVID-19.
Plans already in place for pupils returing on 1st June. Hot and cold deli bag provided to children who will eat lunch in the classroom	National guidance eg FSMs Local negotiations/arrangements with Educaterers, if relevant.
Items on order, dependent on stock levels with suppliers	

SCHOOLS AND SETTINGS - Reset and Recovery
Risk Assessment

Review | Response | Recovery | Reform

Warwickshire County Council

11 - Recruitment & Staffing

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
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- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
New staff need to be recruited for September							▪ Conduct interviews online ▪ Lesson observations and selection tasks may have to be replaced with reports/references provided by the ITE tutor or the HT of the candidate's current school ▪ Ask candidates to record an online lesson they have delivered recently and submit this as part of the selection process (ensure pupils are not identifiable)								
Can current NQTs complete their NQT year by July, or will it need to be extended?							▪ School leaders to liaise with the LA/ITE providers to gain clarification on this matter as it may be making current NQTs feel anxious and uncertain about their futures								
Staff induction							▪ This will need to be done online ▪ Allocate a 'buddy' for each new starter ▪ Arrange a visit to the school when social distancing can be observed								

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery
Risk Assessment

Review | Response | Recovery | Reform

Warwickshire County Council

12 - Miscellaneous

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	4	2	11.67
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	2	2	8.17
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	4	0	1
Severity	0	1	3	0	2

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	0	3	1	0
Severity	1	2	1	1	1

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	Formulas Don't delete OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Pupils' uniforms are no longer suitable and families are reluctant (or unable) to buy new ones before September	parents/pupils	• Children will not be in school uniform. • parents use limited funds to purchase uniform. • Risk of infection if out purchasing school uniform.	None	3 - Medium	2 - Low	MEDIUM	• Where necessary, relax school uniform rules for a fixed period of time • Make uniform items available for purchase in school • Use contactless payments if possible	1 - Very low	1 - Very low	LOW	Carl Thornton	Jun-20			
Wrap around services – before and after clubs, breakfast club etc.	parents/pupils/staff	• parent unable to attend work if not open. •contact with additional people out side their group • Potential close contact to someone with the virus	• Triangle is open from 8am until 4:30pm daily for key worker children	2 - Low	3 - Medium	MEDIUM	• How can schools provide before and after school provision safely, within social distancing guidelines? • Pre and after school care will continue to be for Key worker children.	1 - Very low	2 - Low	LOW	Carl Thornton	Jun-20			National guidance HR support
Additional support and guidance for specific groups of pupils such as: • EAL pupils • Newly arrived to the UK • Refugees • Families with no recourse to public funds (NRPF)	parents/pupils/staff	• Potential close contact to someone with the virus • does not understand advice about social distancing •difficulty communicating	Not applicable	3 - Medium	5 - Very high	HIGH	• Assess the likelihood of your school receiving new pupils from these communities • Plan support, induction and training for staff if appropriate • Ensure a welcome procedure is in place for new families, which includes access to translated advice about social distancing	3 - Medium	2 - Low	MEDIUM	carl Thornton	Jun-20			Local guidance from community groups Public Health guidance
Staff training implications	staff/pupils	Potential close contact to someone with the virus	• staff are updated on dfe guidelines	5 - Very high	5 - Very high	HIGH	• Staff will need to be trained in new procedures and practices such as use of PPE, monitoring social distancing etc.	3 - Medium	5 - Very high	HIGH	Carl Thornton	May 29th 2020			Public health guidance. School nurse service?
Governors may be called upon to support leaders for example in appeals, challenging situations or communication with parents	SLT/Govs	•	• regular updates with headteacher • school has regulary communication with chair and vice chair of govs •	3 - Medium	3 - Medium	MEDIUM	• Governors should ensure that all school policies are up-to-date, reflecting the latest national and local guidance. • Behaviour, attendance, safeguarding, social distancing, risk assessments will all need to be reviewed.	4 - High	4 - High	HIGH	Colin Dayman	May 29th 2020			Local and national guidance from Governor Support services and the NGA.
Admissions – some parents may request to defer their child's place in Reception until the following year				3 - Medium	3 - Medium	MEDIUM	• Contact those parents who have not accepted the place • Talk to them about their concerns and the implications of their decision • **After discussion if parents still wish to have a deferred place they must complete a Deferral Application Form for the LA to consider.** • **Children must not be offered a deferred place without following the Local Authority process.** • **Make sure you direct parents to the up to date policy on the WCC website to help parents in making their decision.**	3 - Medium	3 - Medium	MEDIUM	Carl Thornton	Jul-20			Local guidance – admissions and appeals team

END OF TABLE - DO NOT ENTER INFO BELOW HERE

13 - Additional

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		Formulas Don't delete	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Formulas Don't delete	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)					
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