

Numbers Sheet Name**Numbers Table Name****Header**

Table 1

Header

Table 1

Guidance

Table 1

System of Controls

Table 1

GOV GUIDANCE

Table 1

Soc. Dist Practicalities

Table 1

Quality of Education

Table 1

Safeguarding

Table 1

SEND & Medical Needs

Table 1

Emotional & Behaviour

Table 1

Hygiene & H&S

Table 1

Possible COVID cases

Table 1

Finance

Table 1

Logistics

Table 1

Recruitment & Staffing

Table 1

Add. Mitigations & Measures

Table 1

Miscellaneous

Table 1

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Table 1

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Table 1

Excel Worksheet Name

Header
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Guidance
System of Controls
GOV GUIDANCE
Soc. Dist Practicalities
Quality of Education
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SEND & Medical Needs
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Possible COVID cases
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SCHOOLS AND SETTINGS - Reset and Recovery Risk Assessment



Introduction:

This Schools' 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 has been revised in line with DfE guidance published on 2 July 2020. 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**. Please note that the mitigating actions must show how you plan to reduce the risk of the COVID infection being passed on through school. It is not possible to eliminate risk, only reduce. When you have identified all your risks you will need to populate **current** and **future** (following mitigating actions) risk scores from 1 - 5 for each risk. You will score both the **likelihood / prevalence** and potential **severity** of the risk occurring. These two scores combined will then give you a high-level **overall** risk categorisation of LOW, MEDIUM or HIGH. This is worked out as follows:

OVERALL RISK CATEGORISATION

		Likelihood / Prevalence				
		Very low	Low	Medium	High	Very high
SEVERITY	Very low	LOW	LOW	LOW	LOW	LOW
	Low	LOW	LOW	LOW	MEDIUM	MEDIUM
	Medium	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	High	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Very high	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Additionally, please also bear in mind when filling this document out:

- There are some formulas / calculations on each tab. To ensure these work correctly please **do not delete any data in columns I & M**. Also, **do not insert any rows** as these will not have the formulas in them
- Note that several blank lines are provided at the bottom of the table for you to add in additional risks
- Please ensure all information is entered within the **main table**. Do not enter any information on a tab below the end of the table (denoted with a blank row)
- If you do find you need to add additional rows copy and insert them from existing rows in the table - that way the formulas will be copied as well

RISK ASSESSMENT LAYOUT

The sections of the Risk Assessment are as follows:

SCHOOLS AND SETTINGS - Reset and Recovery Risk Assessment

1 - Social Distancing Practicalities

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

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
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- 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:			OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	14.88
0	3	5	HIGH

FUTURE:			OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	6.38
4	3	1	MEDIUM

POPULATES AUTOMATICALLY - These are counts of how many overall risks you have at each level both now and following mitigating actions

RISK BREAKDOWN

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

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

POPULATES AUTOMATICALLY - These are counts of how many of each individual risk score you have given both now and following mitigating actions

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)		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)		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
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Travel to and from School	Students Bus operators	Risk of infection due to lack of social distance adherence	None	5 - Very high	4 - High	HIGH	Educare will 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)	3 - Medium	3 - Medium	MEDIUM	J. Smith	1st June 2020	Amber	On track	www.link.co.uk

TO FILL IN - Current position on each identified risk

POPULATES AUTOMATICALLY - Overall Current risk level

TO FILL IN - Proposed actions and future position on each identified risk

POPULATES AUTOMATICALLY - Overall Current risk level

Tracking details and RAG status for proposed actions

Option to add additional comments / links to supporting material as required

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment



WIDER GUIDANCE ON THE RISK ASSESSMENT PROCESS



Health and safety risk assessments identify measures to control risks during education and childcare setting activities. Health and safety law requires the school employer to assess risks and put in place measures to reduce the risks so far as is reasonably practicable. The law also requires employers to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. Schools need to record significant findings of the assessment by identifying:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures you need to protect the health and safety of all:

- staff
- pupils
- visitors
- contractors

Schools will need to think about the risks that may arise in the course of the day. This could include anything related to the premises or delivery of its curriculum or activities, whether on-site or in relation to activities offsite.

The key thing to remember is that it may not be possible to eliminate the risk, but it is possible to minimise it. You can only assess the risk of the virus spreading. You cannot assess the risk of Coronavirus itself.

To be effective, any mitigating actions you include in your risk assessment, must reduce the severity or the likelihood of the risk.

Schools are strongly advised to consult staff when completing their risk assessments.

Schools should consider sharing the risk assessment with parents for example by uploading it onto the school website. Any confidential or personal information **MUST** be redacted first.

A draft letter for parents is available from WCC to support communication with parents.

It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

LAMaintained schools are asked to forward their risk assessment to the local authority via the education coronavirus inbox. Please see 'System of controls' tab for more information on Warwickshire requirements.

Where schools request feedback, we will endeavour to provide this as soon as possible, but before mid-August.

Support will be provided on request for individual aspects of the risk assessment.

The DfE guidance sets out a system of controls to minimise the risk.

The guidance states: The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks.

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

Where something is essential for public health reasons, as advised by PHE, we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment



SYSTEM OF CONTROLS



System of controls as set out in the DfE guidance 2 July ([updated 17th August 2021](#)):

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.
Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms **do not attend school, or if they have been identified as a close contact, they do not attend school unless they are double jabbed (2 weeks clear) or under 18.5 yrs**
- 2) **continue to wash hands** thoroughly
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) **continue with enhanced cleaning**, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) **limit contact** between individuals in **different year groups by continued staggered breaks/lunches/hometime**
- 6) **ensure good ventilation** by opening a window/skylight or internal door if window is not possible when working with more than 1 person in a space
- 7) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 6 must be in place in school, all the time.

Number 7 applies in specific circumstances.

Response to any infection

- 8) engage with the NHS Test and Trace process
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community **using the 'outbreak management plan'**
- 10) contain any outbreak by following local health protection team advice

Numbers 8 to 10 must be followed in every case where they are relevant.

Warwickshire County Council requirements. It is not necessary for WCC to re-endorse risk assessments for LA schools as the process and the risk assessment tool are robust and have been endorsed by our legal advisers,

so long as arrangements can positively answer all of the following questions:

Does it ensure that a health and safety check of the whole site is undertaken before reopening?

Does it ensure that all frequently touched surfaces, equipment, door handles and toilets used during the day are cleaned thoroughly each day (and preferably throughout the day)?

Does it ensure that soap and hot water is available in every toilet (and if possible in classrooms)?

Does it ensure availability of hand sanitiser stations, particularly at the school entrance, and replenishment of supplies?

Does it ensure availability of hidden bins in classroom and other key locations, with double bagging and regular emptying?

Will the school have a good supply of disposable tissues in each classroom?

Are you minimising group size to an appropriate level (most likely class size for Infant / Junior / Primary and year group size for Secondary)

Have you been able to reduce as far as is possible contact between different groups of children and adults on the school site, including parents and others involved in drop-off / pick-up?

Do you have arrangements for ensuring that staff are able to keep their distance from pupils as much as possible?

Do you have sufficient staff in key roles (including teaching and support staff, and particularly cleaners and caretaker) including statutory positions (Head or Deputy, Paediatric First Aider, DSL etc.)?

Are you doing what you can to reduce sharing of resources / equipment between different individuals and groups?

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment



SUPPORTING GUIDANCE DOCUMENTS AND LINKS

The links below will take you to specific GOV.UK guidance which may be of use in understanding specific risks and how to control / mitigate them.

Review Response Recovery Reform

DfE guidance for opening schools

[Actions for schools during the coronavirus outbreak/guidance for full opening schools#introduction](#)

DfE guidance for out of school settings

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus covid-19 outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#equality](#)

Travel to and from school:

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Closure of educational settings: information for parents & carers](#)

Social distancing:

[Guidance for full opening schools](#)

[Opening schools for more children and young people: initial planning framework for schools in England](#)

[Staying alert and social distancing after 4th July](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Working Safely during Coronavirus](#)

Year end assessments:

[Coronavirus \(COVID-19\): school and college accountability](#)

[Coronavirus \(COVID-19\): reducing burdens on educational and care settings](#)

SRE changes:

[Relationships education, relationships and sex education \(RSÉ\) and health education](#)

Y11/Y13 assessments:

[Awarding qualifications in summer 2020](#)

[Coronavirus \(COVID-19\): cancellation of GCSEs, AS and A levels in 2020](#)

[Ofqual consultation on awarding vocational and technical qualifications in summer 2020](#)

[Response from Chief Regulator, Ofqual about awarding results for GCSEs, AS and A levels in 2020](#)

[Exceptional arrangements for exam grading and assessment in 2020](#)

[Awarding vocational and technical qualifications this summer](#)

[Direction issued to the Chief Regulator of Ofqual](#)

[How GCSEs, AS & A levels will be awarded in summer 2020](#)

Online learning:

[Coronavirus \(COVID-19\): online education resources](#)

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

[Remote education practice for schools during coronavirus \(COVID-19\)](#)

[Get technology support for children and schools during coronavirus \(COVID-19\)](#)

Safeguarding

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#)

<https://www.warwickshire.gov.uk/schoolhealthandwellbeing>

Supporting home learning:

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

[Remote education practice for schools during coronavirus \(COVID-19\)](#)

[Get technology support for children and schools during coronavirus \(COVID-19\)](#)

[Coronavirus \(COVID-19\): online education resources](#)

[Information, guidance and support for parents and carers of children who are learning at home](#)

[Warwickshire ICT development service](#)

Underlying health conditions:

[Guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus](#)

Special educational needs:

[Help children with SEND continue their education during coronavirus \(COVID-19\)](#)

[Conducting a SEND risk assessment during the coronavirus outbreak](#)

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relative to coronavirus \(COVID-19\)](#)

Mental health and wellbeing

[Warwickshire County Council mental health support](#)

Bereavement:

[WCC Counselling and bereavement services](#)

Hand washing, coughing and sneezing:

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Public Health England Horrid Hands E-Bug Resources](#)

[Public Health England Horrid Hands E-Bug Resources](#)

Hygiene and cleaning:

[COVID-19: cleaning of non-healthcare settings](#)

Possible COVID cases

[Coronavirus \(COVID-19\): guidance for full opening](#)

PPE:

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Educational trips - travel guidance

[Coronavirus: travel guidance for educational settings](#)

NQT Support:

[Induction for newly qualified teachers during the coronavirus outbreak](#)

Wrap around services:

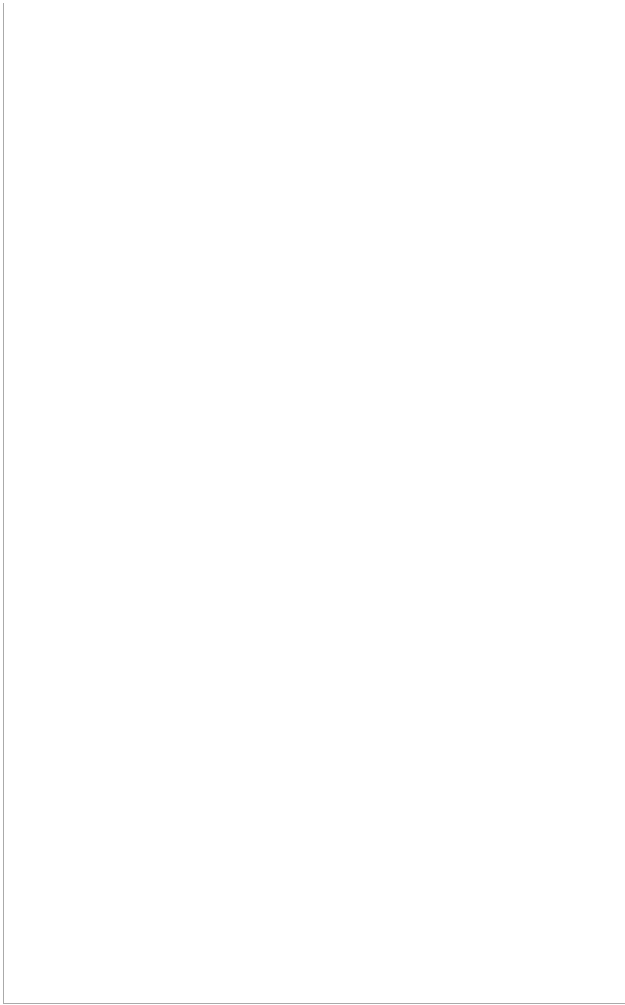
[Protective measures for holiday or after-school clubs and other out-of-school settings](#)

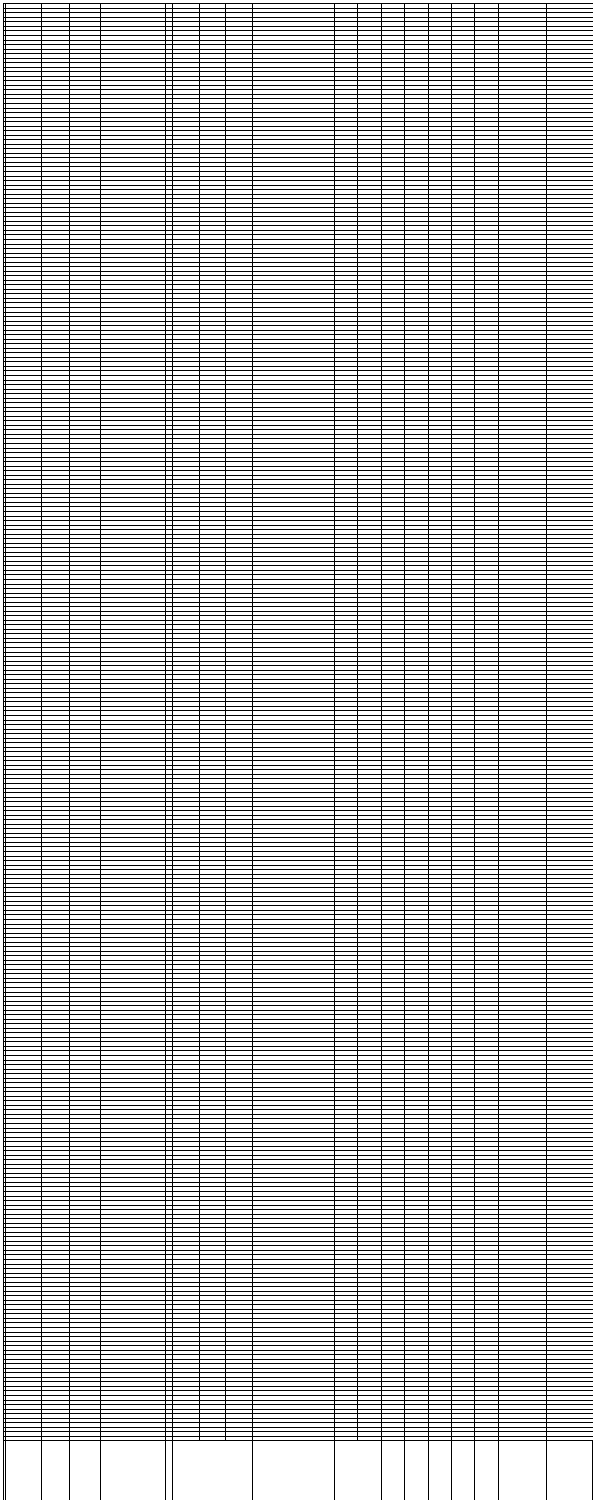
Deferred admissions into Reception:

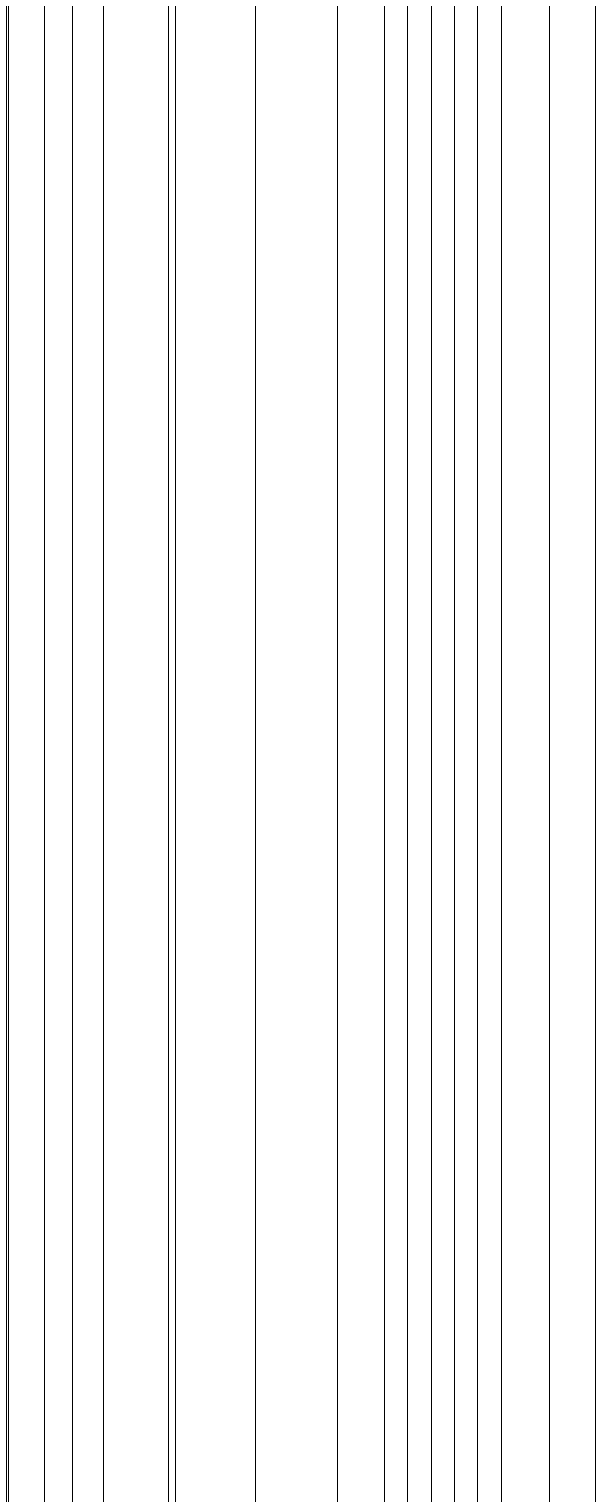
[School admissions: School starting age - GOV.UK](#)

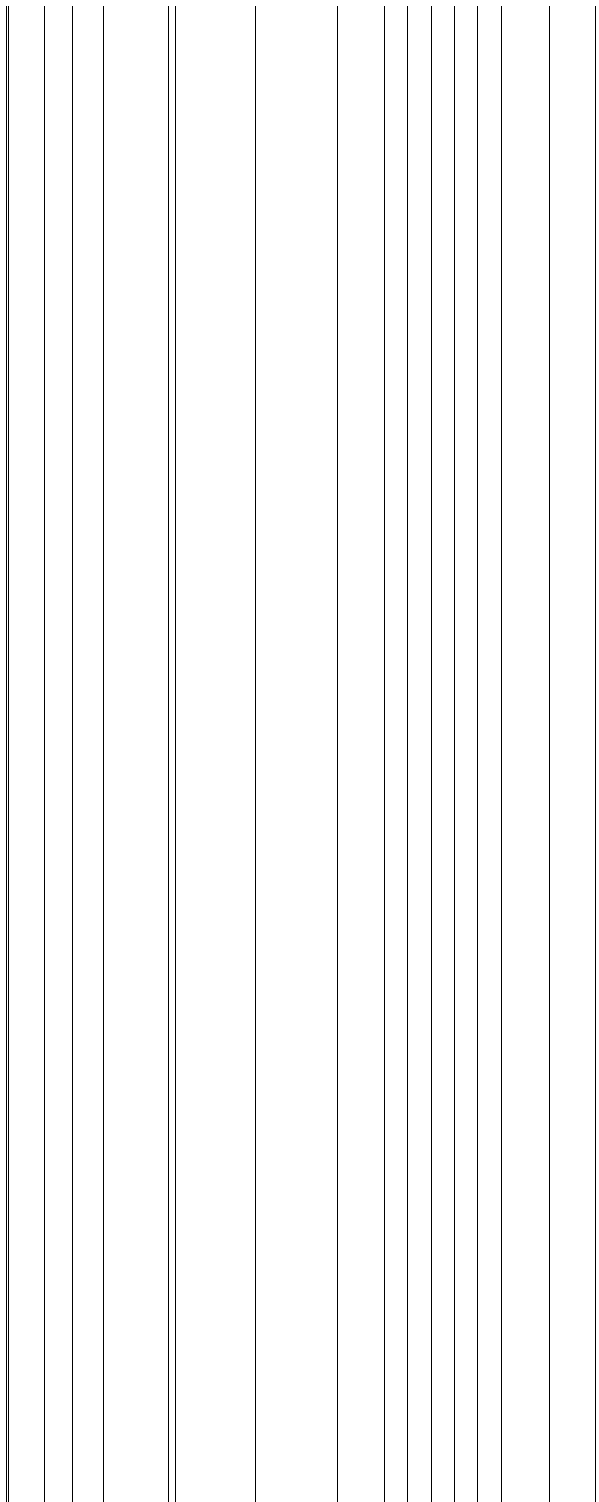
Ofsted inspection commencement:

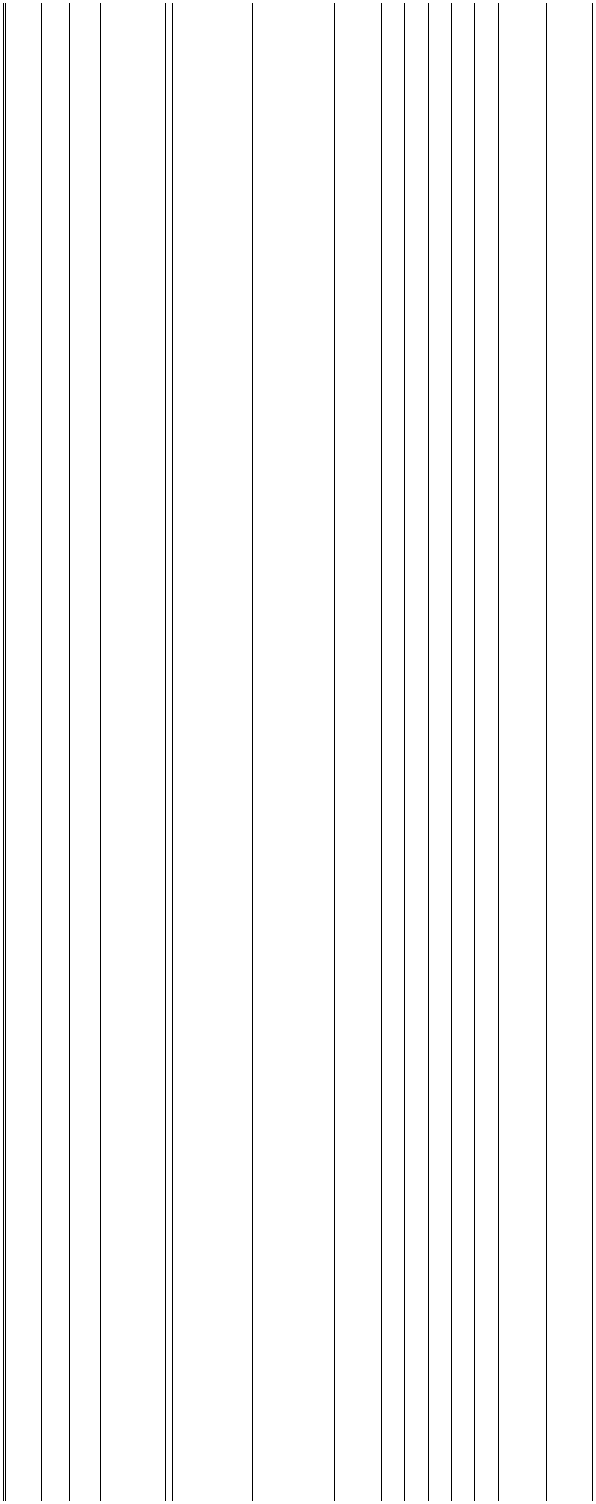
[Ofsted: coronavirus \(COVID-19\) rolling update](#)

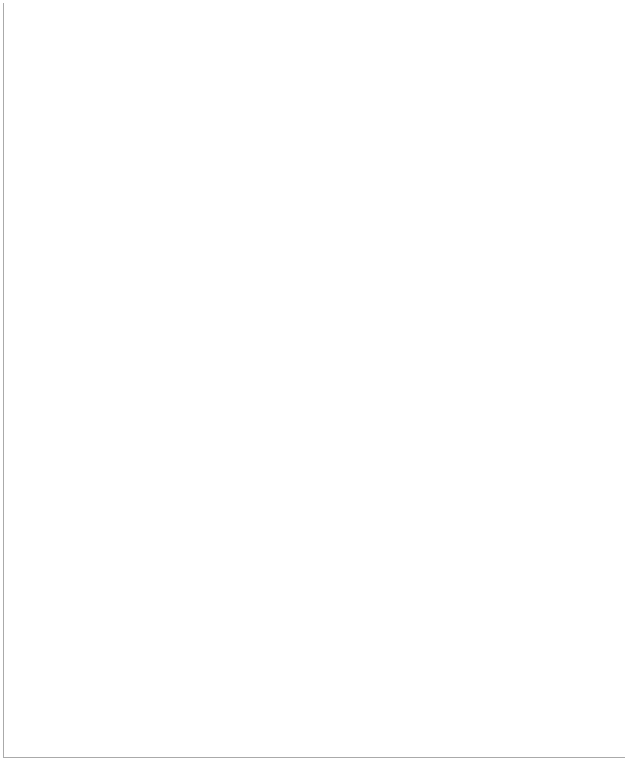


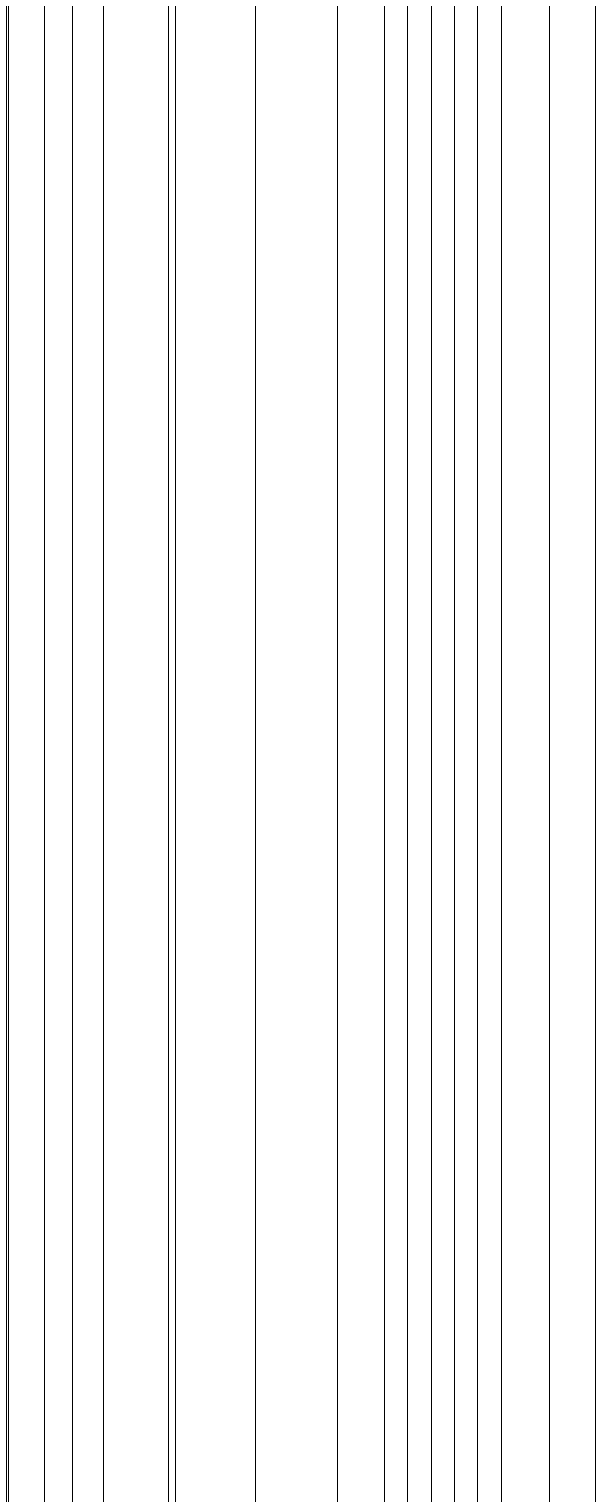


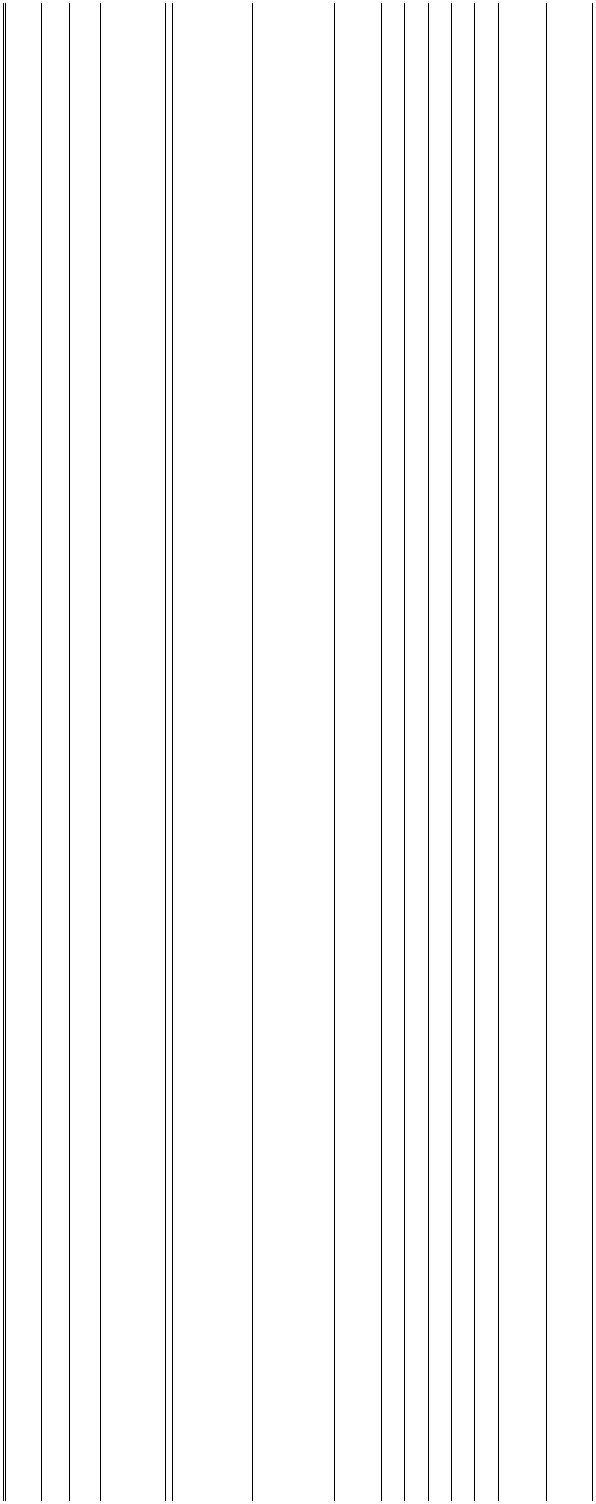












- 1 - Very low
- 2 - Low
- 3 - Medium
- 4 - High
- 5 - Very high

- Red
- Amber
- Green

OVERALL RISK CATEGORISATION

		Likelihood / Prevalence			
		Very low	Low	Medium	High
SEVERITY	Very low	LOW	LOW	LOW	LOW
	Low	LOW	LOW	LOW	MEDIUM
	Medium	LOW	MEDIUM	MEDIUM	MEDIUM
	High	LOW	MEDIUM	MEDIUM	HIGH
	Very high	MEDIUM	MEDIUM	HIGH	HIGH

Very high
LOW
MEDIUM
HIGH
HIGH
HIGH

