

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment

Please read this document in conjunction with the risk assessment completed on 02/07/20. That document indicates previous controls and mitigations, so the 'Existing controls or mitigations' column is not being completed on this document.



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

FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
18	0	0	3.50
			LOW

RISK BREAKDOWN

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

FUTURE:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	4	14	0	0
Severity	1	17	0	0

Formulas Don't delete

Formulas Don't delete

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						
Maintaining bubbles	Students and staff	A student mixing with other bubbles, increasing the chance of infection.					We will operate year group bubbles. Arrangements as follows: Establishing home base areas for year group bubble to be based in at the start of the day, break and lunchtime. - Establishing areas where most of the teaching of a year group bubble will take place, so they are not moving to different areas of the School, as they do when the School is open as normal. The only exception to this will be when students in Y9-11 go to specialist rooms in subjects such as Design, B Technology, Art and Music. These rooms will be cleaned thoroughly in between lessons as different year group bubbles will be using them. - Highly co-ordinated timings of movement, and circulation of year groups around the school site, all carefully supervised by strategically placed staff. Y7, 8 and 9 will arrive at 8.40 at separate gates. Y10-11 will arrive at 8.50 at two different gates. Y12-13 will arrive at 8.55 at Shankin gate. - Coordinated arrival time, lesson times, break times, lunchtimes and departure times, so that we are able to manage the school day with year groups avoiding contact with each other as much as possible. Students will occasionally pass each other on paths outside, but they will have a significant distance between them and be supervised by staff. - Managing lunchtime arrangements for students who wish to buy food as well as students who bring their own food to school. We have introduced a split lunchtime, with Y9, 10 and 11 taking lunch first in period 4a and Y7, 8 and 12-13 taking lunch second in period 4b. Students in Y7-11 bringing sandwiches sit in their year group bubble area to eat. Students in Y7-11 purchasing hot food are escorted to the canteen and kept separate from other year groups. Tables and chairs in the dining hall are thoroughly sanitised between sittings. Y12-13 students eat in the Sixth Form Centre.	2 - Low	2 - Low	LOW	KL, SLT	From 01/09/20	Green		
Travel to and from school - Dedicated LA transport	Pupils using school transport, staff	A pupil contracting the virus					- The overwhelming majority of our pupils walk to and from school. A small number cycle or are dropped off and collected by parents. A very small number travel by taxi, town bus or train. We do not have any school buses. We will liaise with bus and train companies and LA school transport (for those in taxis) to ensure advice is followed and they are compliant with social distancing guidance. We will advise students about maintaining social distancing when walking to and from school. - We will talk to pupils about the use of face coverings for those using public transport or taxis. This is a very small number of pupils. Pupils using taxis will make their way to their year group's home base area when they arrive at school. At the end of the school day, these pupils will make their way to their taxi's collection point.	1 - Very low	2 - Low	LOW	KL, SLT, PL, LW	From 01/09/20	Green		
Travel to and from school - Public transport	Pupils using public transport, staff	Pupil/staff contracting the virus					See above.	1 - Very low	2 - Low	LOW	KL, SLT	From 01/09/20	Green		
Beginning of school day	Pupils and staff	Pupils from different bubbles mixing and contracting the virus					We have arranged for particular year groups to enter via particular gates to limit the number of students arriving at each gate and then to go directly to their base area, not gathering in other areas. They will depart the site in the same way. Staff will supervise this. This has been communicated to parents.	2 - Low	2 - Low	LOW	KL, SLT	From 01/09/20	Green		
Parents congregating at the gates	Parents and students	Parents not observing social distancing and passing on the virus					- Stress with parents the government's message about social distancing. Staff on duty will reinforce this. - We will set out clear expectations for drop off / pick up. - Parents/Caters who need to drive onto the School site to drop off and collect a student for medical or safeguarding reasons, will be asked to contact Student Services to secure a pass. We will then issue them with further instructions.	2 - Low	2 - Low	LOW	KL, SLT	From 01/09/20	Green		
Assemblies	Students and staff	Students/staff contracting the virus due to high numbers of students together					We will cancel assemblies and broadcast them into each classroom via appropriate software.	1 - Very low	1 - Very low	LOW	KL, SLT	From 01/09/20	Green		

Social distancing in classrooms	Students and staff	Student/staff contracting the virus due to high numbers of students together					Students will spend their form time with their tutor in a regular classroom in their year group bubble area. They will also be taught in a group of classrooms identified for their year group bubble for most of their lessons apart from some Y9-11 lessons where they will go to specialist rooms such as Design and Technology, Music and Art. Only Y11-9 students will have lessons in these specialist subject areas. These specialist rooms will be cleaned between each lesson. We have enhanced our cleaning capacity to support this. The guidance refers to 'seating pupils side by side and facing forwards, rather than face to face or side on'. This suits the layout of most of our classrooms. The guidance says: Staff should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults... We know this is not always possible... but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone'. We are not putting distance marks on classroom floors as our classrooms are all different shapes and sizes and the guidance does not require this. Teachers will remain at the front of classrooms and apply common sense. The front student desk nearest to the teacher's desk will not be used where possible if numbers in the class allow for this. We are not proposing to fit screens in IT rooms. Although these students are sometimes face to face, they have 2 computer screens between them and the student they are facing, so they are further away from each other than students seated side by side. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.	2 - Low	2 - Low	LOW	KL, SLT, Estates Team, teaching staff, LSAs	From 01/09/20	Green		
Lining-up	As above	As above					Educate pupils about safe practices where possible when lining-up, but it is not realistic for distancing to occur here due to the layout of our site and the numbers of students.	2 - Low	2 - Low	LOW	KL, SLT	From 01/09/20	Green		
Keeping pupils separate at lunchtime	As above	As above					Students will spend lunch in their base areas, apart from when they are escorted to a designated part of the dining halls to purchase hot food. We will provide supervision to ensure pupils observe a reasonable degree of social distancing.	2 - Low	2 - Low	LOW	KL, SLT, supervising staff	From 01/09/20	Green		
Social distancing at breaktimes	As above	As above					Students will spend break in their base area. Unfortunately we are unable to provide food and drink at break but this will be reviewed over time. Students will therefore need to bring their own food and drink in for break. We will provide supervision to ensure pupils observe a reasonable degree of social distancing.	2 - Low	2 - Low	LOW	KL, SLT, supervising staff	From 01/09/20	Green		
Social distancing - toilets	As above	As above					Year group bubbles will have different toilet facilities and additional cleaning will be put in place. Staff will limit the number of pupils entering toilets at any one time.	2 - Low	2 - Low	LOW	KL, SLT, supervising staff	From 01/09/20	Green		
Staff safety - social distancing	As above	As above					Adults will maintain a 2 metre distance from each other, and from children as much as possible. Use of the staffroom will be minimised, although staff must still have a break of a reasonable length during the day. We will aim to limit the number of staff accessing the staff room at the same time, by asking staff to apply common sense and use other areas where possible. We have reduced the amount of seating in the staffroom to support this. Cancel face-to-face staff meetings Regular briefings via email, Zoom etc Hold meetings on line	2 - Low	2 - Low	LOW	KL, SLT	From 01/09/20	Green		
End of day procedures	As above	As above					As stated above, particular year groups will leave by particular gates at staggered times to reduce the numbers using that gate. Parents will be advised re observing social distancing rules when waiting for their child and ideally meeting them beyond the school gates. Duty staff will reinforce this. Pupils will leave the school grounds in a timely and orderly manner, supervised by staff.	2 - Low	2 - Low	LOW	KL, SLT, supervising staff	From 01/09/20	Green		
Social distancing - trips and events off site	As above	As above					We will cancel all off-site events, school trips and local visits for the time-being. Once social distancing allows, we will reinstate these. Risk assessments for visits will include COVID-19 requirements and explain how bubbles will be maintained.	2 - Low	2 - Low	LOW	KL, SLT, staff supervising trips	From 01/09/20	Green		
Social distancing if parents are in school	Staff, students and parents	The virus being passed on by or to a parent					We will cancel parents' evenings and concerts. Parents' Information Evenings will be placed online. We will consider other ways of communicating with parents such as email and phonecalls. We will discourage parents from visiting school. Meetings with staff will only take place in exceptional circumstances. Parents dropping off or collecting students or items will pay a very brief visit to the hatch at Student Services.	2 - Low	2 - Low	LOW	KL, SLT, PAs, other staff meeting and overseeing parents	From 01/09/20	Green		
Close proximity of staff and pupils in classrooms and around the site	Staff and students	Student/staff contracting the virus due to high numbers of students together					Ideally, adults will maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.	2 - Low	2 - Low	LOW	KL, SLT, teaching staff and LSAs	From 01/09/20	Green		
Visitors to school	Staff, students and visitors.	Student, staff or visitors contracting the virus					We will limit this to all but essential visitors to school and not allow any visitors into school if they are displaying COVID symptoms. We will produce clear guidance for any contractors if they have to make essential site visits. Essential maintenance will be accommodated wherever possible and where social distancing can be observed. See joint statement from WCC education and property services teams. See also 'Building work and logistics'.	1 - Very low	2 - Low	LOW	KL, SLT, Estates Team	From 01/09/20	Green		
Pupils who attend more than one setting eg alternative provision	Pupils concerned and staff at these venues	Relevant students and staff contracting the virus					This is a very small number of students. AP settings must comply with health and safety law which requires employers to assess risks and put in place proportionate control measures. They should work through the system of controls outlined in the guidance, adopting measures that help them meet each control in a way that addresses the risk identified in their assessment, works for their setting, and allows them to deliver a broad and balanced curriculum for pupils. When working through the system of controls, APs should take steps to minimise social contact and mixing as far as is practicable. All APs, especially larger AP schools, should consider whether pupils can be placed into smaller groups and still receive a broad and balanced curriculum. Due to the smaller size of many AP settings, and because APs are not typically organised by year groups, APs may wish to adopt whole school bubbles as part of their system of control and in order to best meet the needs of their students.	2 - Low	2 - Low	LOW	ES, Kate Nuttall	From 01/09/20	Green		

