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

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.

Review | **Response** | **Recovery** | **Reform**

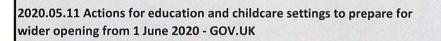## OVERALL RISK CATEGORISATION

Likelihood / Prevalence

SCHOOLS AND SETTINGS - Reset and Recovery
Risk Assessment

SUPPORTING GUIDANCE DOCUMENTS AND LINKS

1 - Overall Guidance

| Review | Response | Recovery | Reform |

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 |

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
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- 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	15.89
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
7	11	0	5.67
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	1	11	5
Severity	0	0	5	11	2

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	4	9	4	1	0
Severity	2	4	11	1	0

Risk Assessment Table

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?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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
Social distancing is more difficult on public transport	n/a						• 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)								
Beginning of school day	Children, Parents, Staff	Rosk of infection	Children in school are used to lining up by cones in readiness to come into school	4 - High	3 - Medium	MEDIUM	• Pupils to come straight into school through a range of pre-determined entrances - letter to parents/info to staff by 17.7 • Staff on duty to control this - one staff member from each class out to receive children from parents at the school gate • One way system for Rec parents • Staggered start and end times in phases to avoid crowding at gates	2 - Low	3 - Medium	MEDIUM	AHS	01-Jun	Green		
Parents congregating at the gate	Parents	Roisk of infection	None	2 - Low	3 - Medium	MEDIUM	• Stress with parents the government's message about social distancing • Set out clear expectations for drop off / pick up • Leaflet for parents, advice and guidance on website making parents aware of the rationale for this. BDMAT board s attached to the gates with clear message. New larger boards expected before September.	1 - Very low	3 - Medium	LOW	AHS/Admin	01-Jun			
Cloakroom facilities	Children	Risk of infection	Children put coats on back of chairs	5 - Very high	3 - Medium	HIGH	Y1-6 put any coats at work station/back of chair. No personal belongings in school apart from lunch and water bottle. Children come into school in winter PE kit on PE days to avoid changing.	2 - Low	3 - Medium	MEDIUM	Teaching staff	01-Jun			
Assemblies	Children, staff, parents	Risk of infection	None	4 - High	4 - High	HIGH	Collective Worship to take place each day in classrooms - timetable for each week organised for AUT 1 with clear links to core Christian values and Jigsaw themes	1 - Very low	4 - High	LOW	AHS	01-Jun			
Social distancing in classrooms	Children and staff	Risk of infection	None	4 - High	4 - High	HIGH	Maintain bubbles - staff and pupils stay together as much as possible and adhere to DFE advice re seating arrangements, social distancing. 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 and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Teachers in primary schools can still work across groups if that is needed to enable a full educational offer. Where T/TAs need to work across bubbles this will be kept to a minimum. adults movinf between groups to maintain rigorous hand washing. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space..	2 - Low	2 - Low	LOW	Teaching staff	30.5			
Lining-up	Children and staff	Risk of infection	Children who have been in school are used to lining up	3 - Medium	3 - Medium	MEDIUM	• Educate pupils about social distancing when lining-up • Limit the need for lining-up. Keep bubbles separate -Information sent home before end of summer term and resent before term starts.	2 - Low	2 - Low	LOW	ALL	01-Jun			
Keeping pupils separate at lunchtime	Children and staff	Risk of infection	None	4 - High	4 - High	HIGH	• Staggered lunchtimes/rotas • KS2 bubbles to eat sandwiches /lunches in the classroom to cut down on movement and timings • R and KS1 who have school dinners in the dining hall to observe queuing rules and seating organised to ensure good specing between children. MDS assigned to eahc bubble (instructions shared by end of term)	2 - Low	3 - Medium	MEDIUM	AHS	01-Jun			
Social distancing at breaktimes	Children and staff	Risk of infection	None	4 - High	5 - Very high	HIGH	• Staggered breaks for different bubbles • Provide activities to ensure social distancing (eg Track)	3 - Medium	3 - Medium	MEDIUM	AHS	01-Jun			
Social distancing - toilets	children	Risk of infection	None	4 - High	4 - High	HIGH	• Staff limit the number of pupils (no more than two at a time) . It is not necessary for bubbles to have different toilets.	2 - Low	3 - Medium	MEDIUM	ALL	01-Jun			
Staff safety - social distancing	Staff	Risk of infection	None	4 - High	4 - High	HIGH	Limit numbers using the staffroom at once-Only 5 staff per room. Staffroom /Sycamore and Rec anteroom with drinks facilities • Consider whether meetings should be face to face or virtually - use hall/classroom for staff meetings/INSET • Friday briefing via email 7 other regular briefings via e mail . Signing in list is positioned outside the office to reduce any congestion in the office	2 - Low	2 - Low	LOW	All	01-Jun			
End of day procedures	Children, staff and parents	Risk of infection	None	4 - High	4 - High	HIGH	• Staggered times for exit at the end of the day • Parents to observe social distancing rules when waiting for their child at the school gate and when collecting R children Paint spots on carpark area so that children know where to stand. Move cars to ring area so that children are lining up away from the cars.. Reminder texts to parents • Leave the school grounds in a timely and orderly manner • If possible, parents to remain in cars. Y6 to go home unaccompanied where possible	3 - Medium	2 - Low	MEDIUM	AHS	23-May			
Social distancing - trips and events off site	Children , staff and parents	Risk of infection	None	5 - Very high	4 - High	HIGH	• Cancel all off-site events including swimming sessions, school trips and local visits	1 - Very low	1 - Very low	LOW	Admin	04-May			

Hazard	Who	Risk	Existing controls	Likelihood	Impact	Rating	Action required	Likelihood	Impact	Rating	By whom	Date		
Social distancing if parents are in school	Parents	Risk of infection	None	4 - High	4 - High	**HIGH**	• Cancel all shared events in the hall, Parents evening will need to be via report and phone call. No Church services for Autumn • Parents who need a meeting with staff will need to book an appointment via phone/email and then maintain distance when in school.	1 - Very low	1 - Very low	**LOW**	Admin	18-May	✓	
Close proximity of staff and pupils	Children and staff	Risk of infection	None	5 - Very high	5 - Very high	**HIGH**	Ideally, adults should maintain 2 metre distance from each other, and not touch 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". Staff supporting these children will ensure very regular hand washing.	3 - Medium	3 - Medium	**MEDIUM**	AHS	01-Jun		
Visitors to school	Staff	Risk of infectios	Glass screen between admin staff and visitors affords protection	4 - High	4 - High	**HIGH**	• Limit to essential visitors to school and do 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, access on site only when pupils are not in school etc	2 - Low	3 - Medium	**MEDIUM**	Admin	01-Jun		
Social distancing in FS	Children and staff	Risk of infection	None	5 - Very high	4 - High	**HIGH**	Range of measures to limit contact - own resources for individuals (pencil, name card, number strip etc)- writing & phonics in platic wallets /playdoh.No sand . Clear messages given to children when they first arrive.	4 - High	3 - Medium	**MEDIUM**	AHS	01-Jun		
Staff awareness of new regimes	Children and staff	Risk of infection	None	4 - High	4 - High	**HIGH**	Full email sent to staff on 22/5. Government guidance 14.5 shared with staff with Annex A Behaviour principles. Full Risk Assessment shared with staff on 22/5 and updated as necessary. Update with new risk assessment shared with staff before 16/7 and queries addressed. Further emails sent where necessary to update if /when procedures alter. Reminders of procedures given in weekly emails.	2 - Low	3 - Medium	**MEDIUM**	AHS	01-Jun		
Close proximity of pupils	Children	Risk of infection	None	5 - Very high	3 - Medium	**HIGH**	Individual resources labelled for children and kept in clear wallets- pencil, ruler, pencil sharpener, rubber- so that children do not need to share frequently used equipment.Zoom assembly on 2.9 will remind children of new procedures.	3 - Medium	3 - Medium	**MEDIUM**	Admin	01-Sep		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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Risk Assessment

Review | Response | Recovery | Reform

Warwickshire County Council

2 - Quality of Education

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	7	14.69
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	9	1	10.55
			MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	4	7	2
Severity	0	0	4	8	1

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	6	4	0
Severity	0	1	7	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?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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
How do we compensate for the gaps in pupils' knowledge and skills that will have developed following their extended absence from school?	Children	Impact of pupil progress	Curretn porcedures	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 - recovery curriculum in place for AUt 1 (shared with staff by 1/9. • Baseline pupils on re-entry WK3 (NFER tests), 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 families 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 where possible with minimising number of adults in contact with each bubble • Target those pupils with greatest need of additional support with intervention known to provide greatest impact	4 - High	4 - High	HIGH	All teaching staff	01-Sep			
Covering the full range of subjects- staff moving between classes	Children and staff	Impact on pupil progress	None	4 - High	4 - High	HIGH	Supply teachers, peripatetic teachers and/or other staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Staff who visit more than one setting should ensure they are familiar with and abide by the social distancing and hygiene requirements in each individual setting. Schools should make their requirements available. Visitors working with children will need to leave details of contacts for test and trace purposes.	3 - Medium	4 - High	MEDIUM	Teaching staff	18-Sep			
Preparation for the changes in SRE that take effcet from Sept20	Children		SLT training in Jigsaw	4 - High	3 - Medium	MEDIUM	Relationships and health education (RHE) for primary aged pupil schools becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021. School to implement the Jigsaw scheme - CPD in place via BDMAT July 20. Staff to teach the first block of this in WK1 &2.	2 - Low	2 - Low	LOW	Teachers	03-Jul			
Online or home learning may need to continue for some pupils, running alongside return to school for other pupils. Plan this for contingency if a second wave or a local outbreak occurs and necessitates school closure	Children	Impact on Pupil progress	Portal up and running	3 - Medium	3 - Medium	MEDIUM	• 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 - consider guidance such as the EEF rapid evidence review of remote learning Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schoolsare expected to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home(Tier 4 response) In developing these contingency plans, we expect schools to follow the detailed expectations set out in section 5 of the guidance released on July 2. Schools are expected to consider these expectations in relation to the pupils' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support. Schools are expected to avoid an over-reliance on long-term projects or internet research activities. The government will also explore making a temporary continuity direction in the autumn term, to give additional clarity to schools, pupils and parents as to what remote education should be provided. BDMAT working on a further rempte learning option - possibly Googleclassroom and Oak Academy will have a full year of curriculum treaching available free to all schools	3 - Medium	3 - Medium	MEDIUM	BDMAT?	Sept			
Specific subjects where the risk of passing oninfection could be higher eg. Sport, music	Children	Impact on broad and ambitious curriculum	PE outside , no music	3 - Medium	4 - High	MEDIUM	No contact sport. PE to take place outside, equipment to be scupulously cleaned between bubble use. No singing for Autumn term (unless outside) No peripatetic music lessons. No french for autumn to free up time for catch up.								
Ofsted inspections	All		None	4 - High	4 - High	HIGH	No routine inspections in Autumn term. Monitoring visits to random sample of school to look at provision for catchup.	3 - Medium	4 - High	MEDIUM	AHS	01-Jun			
Catch up	Children	Impact on progress	None	5 - Very high	4 - High	HIGH	Schools will receive catch up funding in autumn term - maybe to BDMAT or individual schools.This will be used to enable individulas/small groups to receive additional support. DFE National tutoring Programme may deliver tuition to most disadvantaged children to prevent the gap widening. More information to follow in Autumn term.	4 - High	3 - Medium	MEDIUM	AHS	1/6			
Statutory assessment	Children	measurement	None	3 - Medium	3 - Medium	MEDIUM	Statutory assessments will take place in 2021 (EYFS profile, phonics screen, KS1 tests, multiplication tests and KS2 Sats. Rollout of baseline assessment postponed to Sept21 but Woodside are Early Adopters - will take place early AUT2	3 - Medium	3 - Medium	MEDIUM		01-Sep			

				Likelihood	Impact	Rating	Action / Notes	Likelihood	Impact	Rating	Who	When		
Curriculum adaptations	Children	Impact on curriculum delivery	None	4 - High	3 - Medium	MEDIUM	Will need ot make substantial modifications to curriculum at start of the year so teaching can be prioritised to address significant gaps in learning with aim to return to normal curriculum content by Summer 21. School will consider how all subjects can contribute to filling gaps in core knowledge- eg emphasis on reading, phonics, early maths. Decision not to teach music or french for Autumn term to free up more time for core areas . Recovery curriuculum is key part of school SDP 20/21				All staff			
Addressing the needs of all children	Children	Progress	Ongoing	4 - High	4 - High	HIGH	Summer NFER tests to be carried out in Wk 3 to identigy gaps in learning so teachers can plan whole class/individual catch up	3 - Medium	3 - Medium	MEDIUM				
Remote learning	Children	Progress	Portal in place and working effectively	3 - Medium	4 - High	MEDIUM	Working with Austen Puleston to devlop Google classroms as a means of two way communication and work setting and marking. Y5 trial with seesaw as an alternative method. Remore learning plan in place for Oct 20	3 - Medium	3 - Medium	MEDIUM	AHS & BDMAT	30-Sep		
Early Years	Children	Pupil progress	Pupil progress	4 - High	4 - High	HIGH	In reception teachers must assess and address gaps in language, early reading and maths, particularly ensuring children's acquisition of phonic knowledge and extending vocabulary. Applied to DFE offer of NELLI training (Aug 20)	4 - High	3 - Medium	MEDIUM	Teachers			
KS1&2	Children	Pupil progress	Progress	4 - High	4 - High	HIGH	Prioritise identifying and re-establish good progress in the essentials- phonics & reading, increasing vocabulary, writing and maths. Find opportinities to to read widely and develop knowledge and vocabulary. Children to be taught the full range of subjects across the year. Curriculum plans will be agreed Sept INSET.	4 - High	3 - Medium	MEDIUM	Teachers			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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	2	4	13.67
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	5	1	8.67
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	3	2	0	0
Severity	0	0	2	2	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) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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	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	Children	Unsafe in school as staff not fully aware of circumstances	None	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 . Weekly online meetings set up between both DSLs and information cascaded to staff where necessary	2 - Low	4 - High	MEDIUM	AHS	22-May			
Pupils may have suffered forms of abuse during lockdown and they may have not had the opportunity to disclose these to anyone	Children	Pupil welfare	Regular contact between school and home	3 - Medium	5 - Very high	HIGH	• Ensure that there are opportunities for whole class Jigsaw 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) • Pastoral team set up (VS,EB,SD,HK) - there may be a spike in disclosures when pupils return Individuals may need to work with an adult outside their bubble- strict hygiene to be enforced	3 - Medium	5 - Very high	HIGH	Teaching staff	01-Jun			
Some parents may choose to home educate rather than have their children return to schools.	Children	Negative impact on pupil progress	Home learning packs and work on portal	4 - High	5 - Very high	HIGH	• Talk to parents about the reasons for their decision. Provide information about the protective measures in place in school. Risk assessment shared on school website. • Provide information to parents about how the curriculum will be adapted if necessary to address pupils' needs post-COVID -19. • Alert the local authority & BDMAT	3 - Medium	4 - High	MEDIUM	AHS	22-May			
Attendance	Children	Risk from no education	Liaison with parents	3 - Medium	5 - Very high	HIGH	HT and pastoral team to liaise closely with parents to encourage return to school, share risk assessment, Communication with parents prior to Sept to	2 - Low	3 - Medium	MEDIUM	Admin	01-Jun			
Shielding pupils	Children	Lack of education	Currently able to shield and distance learing in placec	1 - Very low	5 - Very high	MEDIUM	Where children fail to attend school as parents are following clinical and/or public health advice, absence will not be penalised. If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).	1 - Very low	5 - Very high	MEDIUM	Admin & HT	01-Sep			
DSL capacity to meet potential increased demand	Children and DSL	Impact on mental health and wellbeing	Currently two DSLs	3 - Medium	4 - High	MEDIUM	HT will need to allocate more time in first few weeks to deal with issues, use pastoral team support where appropriate and some of SENCO time may be used for DSL	2 - Low	3 - Medium	MEDIUM	AHS & EB	01-Sep			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

Review | Response | Recovery | Reform   Warwickshire County Council

4 - Pupils with SEND (including medical needs)

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	3	12.33
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	7	0	7.78
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	2	4	2	0
Severity	0	2	7	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?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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 with underlying health conditions are at a higher level of risk	Children	Risk of infection	Health Care Plans -	4 - High	3 - Medium	MEDIUM	• Seek medical guidance for pupils with serious under-lying health conditions, such as cystic fibrosis, who 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).	4 - High	3 - Medium	MEDIUM					
Staff with under-lying health conditions and/or pregnant staff are at a higher level of risk	Staff	Risk of infection	None	2 - Low	4 - High	MEDIUM	• Seek medical guidance that may recommend that the staff member remains at home	2 - Low	2 - Low	LOW	AHS	22-May			
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)	Staff and children	Risk of infection	No children currently in school with need for intimate care or who are likely to spit. Will need to remind certain children frequently about need to stay away from each other and adults.	2 - Low	4 - High	MEDIUM	Individuals will need close monitoring . 1:1 support staff will need to enforce strict hand hygiene and frequent reminders about distancing. Increased support at lunchtime to ensure social distancing	2 - Low	3 - Medium	MEDIUM	AHS NC CD	01-Jun			
Sudden announcement of a return to school for ASC pupils will cause anxiety	children	anxiety	Reassurance	3 - Medium	3 - Medium	MEDIUM	• Ensure parents have advance notice of start date, so that 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). Reassurance from school to parents.	3 - Medium	2 - Low	MEDIUM					
Alternative provision is not available in the short term for pupils with SEMH difficulties			n/a				• Provide pupils who attend AP with extra in-school support to help them manage their emotions and mental health								
LA organised transport to and from school for pupils with EHCPs has stopped			n/a				• Can parents provide the transport short term? • If there is a surplus of staff in school, can they provide transport in line with safeguarding procedures?								
Work towards individual SEND targets has stopped and slipped back	Children	Impact on learning and pupil progress	Adjustments made on distance learning packs	3 - Medium	4 - High	MEDIUM	• Timely assessment of pupils linked to their specific targets on return to school – short, sharp interventions planned throughout the day and week to make up for lost learning and accelerate progress towards individual targets	3 - Medium	3 - Medium	MEDIUM	Teaching staff	June			
Medicines in school may become out-of-date	Children	Pupil safety	Routine checks on medicine dates	2 - Low	3 - Medium	MEDIUM	• An appointed member of staff (HK/JT) to check all medications and inform parents if they need to be replaced. Check by 16/7	1 - Very low	3 - Medium	LOW	Admin	01-Jun	Green		National guidance – Public health; local guidance – school nurse service.
Administering First Aid	Children and staff	Risk of infections	None	5 - Very high	5 - Very high	HIGH	Children to help them selves with guidance from adult where possible.Adults to wear gloves (and mask if necessary) . Use First Aiders who are comfortable to administer First Aid	4 - High	3 - Medium	MEDIUM	ALL	June	Green		
Pupils becoming ill whilst at school	Children and staff	Risk of infection	child assessed and sent home where necessary	3 - Medium	5 - Very high	HIGH	Isolation room identified and ready for possible situation. Boys changing room . All required PPE in room ready- disposable gloves, aprons, tissues, bin, wipes . Digital thermometer in school to check for raised temperatures.	3 - Medium	3 - Medium	MEDIUM	HK	22-May	Green		
External support for SEND children	Children and staff	lack of access to specialist support	None	4 - High	4 - High	HIGH	DFE guidance now allows visitors to school . SEND support can visit school and support individuals who require suppport (STS, Flexible Learning Team, EdPsy)	3 - Medium	3 - Medium	MEDIUM	EB	01-Sep			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

Review | Response | Recovery | Reform

Warwickshire County Council

5 - Emotional and Behavioural Considerations

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	3	4	14.57
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	6	1	9.71
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	2	1	3	1
Severity	0	1	6	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	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	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)	Individual pupils	Poor mental health	Bereavement CPD accessed during Lockdown. Bereavement resources in school . Support already in place.	3 - Medium	4 - High	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	3 - Medium	MEDIUM	AHS & pastoral team	22-May	Green		
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)	Children	Poor mental health	Good pastoral support already exists in school	5 - Very high	4 - High	HIGH	• 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). Pastoral team initiated to have overview of need and allocation of support	5 - Very high	3 - Medium	HIGH	Pastoral team	June	Amber		
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?	Children	Behaviour in school	Clear behaviour policy	3 - Medium	4 - High	MEDIUM	• Identify the particular pupils who could be vulnerable to exclusion and ensure extra support is in place (No particular children identified initially). Amendment made to behaviour policy as time out partners will not be feasible. Changes to be clearly communicated to all w/c 1.9.20	2 - Low	3 - Medium	MEDIUM	SLT	June	Green		
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	Children	Negative impact on mental wellbeing	None	2 - Low	5 - Very high	MEDIUM	• Plan some social 'catching up' time for pupils and their friends that observe social distancing rules so that they are emotionally prepared to learn	2 - Low	3 - Medium	MEDIUM	Teaching staff	01-Jun	Green		
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	Children	Impact on pupil progress and mentla well being	None	4 - High	4 - High	HIGH	• Reassure parents of the protective measures being put in place in school and the social, emotional and academic benefits associated with their child being back in school • Provide extra capacity to the pastoral team but no pressure to be put on families - as per government guidance	4 - High	3 - Medium	MEDIUM	AHS & pastoral team	01-Jun	Green		National guidance Local – Leaflet for parents with consistent messages on social distancing.
Some staff may feel anxious about increased number of children in school	Staff	Anxiety	BDMATand AHS support	4 - High	4 - High	HIGH	BDMAT letters to staff from CM, Conversations with AHS, Health Assured Helpline for advice and support	4 - High	3 - Medium	MEDIUM	BDMAT & AHS	May	Green		
Support emotional wellbeing	Staff and children	Poor emotional state	BDMAT CPD	4 - High	4 - High	HIGH	Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to: -support the rebuilding of friendships and social engagement -address and equip pupils to respond to issues linked to coronavirus (COVID-19) - support pupils with approaches to improving their physical and mental wellbeing. Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free MindEdlearning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. Schools should consider how they are working with school nursing services to support the health and wellbeing of their pupils; school nursing services have continued to offer support as pupils return to school – school nurses as leaders of the healthy child programme can offer a range of support including: -support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues - support for pupils with additional and complex health needs- supporting vulnerable children and keeping children safe. Schools and school nurses need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.	4 - High	2 - Low	MEDIUM	Pastoral team	01-Sep			

6 - Hygiene / Cleanliness and Health & Safety

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	6	2	11.22
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	7	0	6.33
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

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

Main Risk Assessment Table

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?	Current Likelihood / prevalence of risk occurring	Current Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Expected Likelihood / prevalence of risk occurring	Expected Severity of Risk if it occurs	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 staff	Risk of infection	Soap available	3 - Medium	5 - Very high	HIGH	• Pupils to wash their hands as soon as they enter the school building with regular hand washing/hand sanitising opportunities (20 seconds) to be timetabled into daily routines – ensure there are adequate supplies of soap, hand towels and hand sanitiser. Hand sanitiser to be available for members of staff and for visitors to school.	3 - Medium	3 - Medium	MEDIUM	AHS	01-Jun	Green		National guidance Local – supplies of hand gel
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Children and staff	Risk of infection	Reminders given prior to March 20th but will need to continue with these reminders	3 - Medium	4 - High	MEDIUM	• Educate children about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds. Tissues available in each classroom used. Posters displayed around school . BDMAT boards on gates as reminders.	3 - Medium	3 - Medium	MEDIUM	AHS	01-Jun	Green		National guidance Local – consistent messages, frequent reminders through social media
Keeping the school clean to a higher level of cleanliness	Children and staff	Risk of infection	School cleaned to a high standard	3 - Medium	4 - High	MEDIUM	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Cleaning schedule in place that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups; frequently touched surfaces being cleaned more often than normal (extra clean morning and lunchtime). Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to close the lid before flushing and clean their hands thoroughly after using the toilet. Extra toilet clean at lunchtime. Awaiting, Public Health England revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.	2 - Low	3 - Medium	MEDIUM	Cleaners	June	Green		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 staff	Risk of infection	One cleaner shielding	3 - Medium	3 - Medium	MEDIUM	• AHS to identify if this is the case • 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) Additional cleaning to take place after lunch - door handles, switches and an additional clean of children toilet areas.	2 - Low	3 - Medium	MEDIUM	AHS	01-Jun	Green		National guidance Local H&S guidance
How can schools limit the 'surfaces' that are shared between home and school?	Children and staff	Risk of infection	none	4 - High	5 - Very high	HIGH	• As far as possible- correspondence out of school to be uploaded to the website and correspondence into school to come via a phone call or email • All monetary transactions to be done via bank transfer whenever possible. Children to only bring minimal items to school (school to provide all equipment) Packed lunches need to be in disposable bags/clearly labelled rigid boxes where possible. Books can be taken home and homework can be completed	3 - Medium	3 - Medium	MEDIUM	AHS	01-Jun	Green		
Face coverings	Children and staff		None	2 - Low	2 - Low	LOW	If staff/children come to school wearing face masks they must store them in a plastic bag until the end of the day. Hands must be washed after removing the mask. Current guidance states that masks are not required in primary school settings.	2 - Low	1 - Very low	LOW	AHS & staff	01-Sep	Green		
Shared equipment	Children and staff	Risk of infection	Limiting of shared resources	3 - Medium	3 - Medium	MEDIUM	For individual and very frequently used equipment, such as pencils and pens,staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	3 - Medium	2 - Low	MEDIUM	Staff	01-Sep	Green		
Potential issue with disposal of additional blue roll/tissues	Children and staff	Risk of infection	Bins in classroom	3 - Medium	4 - High	MEDIUM	Audit bin use w/c 13.7 and larger classroom bins ordered 13/7. Larger bins ordered in readiness for September for all classrooms.	3 - Medium	2 - Low	MEDIUM	JT	20-Jul	Green		
Children lining up in the CarPark	Children and staff	Risk of accident	None	2 - Low	4 - High	MEDIUM	Move cars to ring area only or outside on the turing circle. Paint spots on tarmac so that children know where to stand	1 - Very low	4 - High	LOW	AHS	16.9.20	Green		

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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
1	4	2	8.71
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	4	0	6.43
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	3	1	3	0	0
Severity	1	0	3	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?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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)	Children and staff	Risk of infection	Digital thermometer	3 - Medium	5 - Very high	HIGH	• Parents told that they must NOT send their child to school if they or any member of their household are showing signs of Covid19.BDMAT boards up on gates.Pupil isolated in Boys changing room and sent home as soon as possible . Digital thermometer in school for use. Fluid resistant face masks purchased in the event a member of staff needs to be in contact with a child whilst parents arrive. Boys changing room thoroughly cleaned at the end of the day and any PPE disposed of,double bagged and isolated for 72 hours if a positive test is recorded.School will have testing kits to give to parents where it is thought they may not be likely/able to access testing centre. • Parents of classmates informed (similar system to headlice alerts) so they can be extra vigilant with their monitoring	3 - Medium	4 - High	MEDIUM	AHS	01-Jun	Green		National guidance
We do not have any PPE in school and we may require this if pupils develop symptoms and need assistance (particularly pupils with SEND)	Children and staff	Risk of infection	PPE has been purchased and is ready for 1/6	1 - Very low	1 - Very low	LOW	PPE has been purchased	1 - Very low	1 - Very low	LOW	AHS	20-May	Green		National guidance Local authority procurement might be an option?
Member of staff begins to show symptoms when in school (cough and/or temperature developing)	Children and staff	Risk of infection	None	3 - Medium	4 - High	MEDIUM	• Member of staff isolated and sent home and instructed to use the DfE website to arrange a test (may then be able to return to work if negative). Tets and trace system used to isolate other close contacts. Advice sought from PHE when an outbreak occurs.	3 - Medium	3 - Medium	MEDIUM	AHS	01-Jun	Green		National guidance
Staffing shortages as a result of staff self-isolating	Children and staff	risk of infection	None	3 - Medium	5 - Very high	HIGH	• 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 although this may mean more teachers in contact with each 'bubble' of children and TAs to cover (where they are happy to do so) • Use TAs to cover a class bubble , under teacher direction , where possible.Consider the implications of sharing staff between schools in the same MAT, if this becomes necessary	3 - Medium	3 - Medium	MEDIUM	AHS	01-Jun	Green		National guidance
Test and Trace	All	Possible Infection	None	2 - Low	4 - High	MEDIUM	Anyone who displays symptoms must be isolated and then sent home. School have a limited number of testing kits to give to parents if this will increase probability that they will be tested. Parents to be instructed to ring 119 or email to book a test. School to keep a register of any absences due to Covid symptoms to support test and trace.	2 - Low	3 - Medium	MEDIUM	Admin & AHS	01-Sep			
Multiple suspeacted cases	All	spread of infection	None	1 - Very low	5 - Very high	MEDIUM	Refer to guidance and contact PHE for further advice	1 - Very low	4 - High	LOW					
Outbreak in local area	All	Spread of infection	None	1 - Very low	5 - Very high	MEDIUM	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. As above, follow local Public Health England guidance. (Tier 1-4) In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.	1 - Very low	4 - High	LOW					

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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	2	2	15.00
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	4	0	9.50
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	3	1	0
Severity	0	1	2	1	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?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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	Pre- school children		Letter sent to parents of children expected in Sept 20				• 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 Induction session 9-11 arranged for last week of term. Hour parent and child								
Transition into Y1	YR children	Poor pupil progress	Decision made for current class teachers to move into Y1 with the children	4 - High	4 - High	HIGH	• EY children who have returned to school (64%) have continued to maintain strong relationship with JV/LC • From September, Y1 will need to be more EY based provision initially to support transition, as many pupils will not be ready for a more formal education. JV/LC developing outdoor provision more extensively for AUT term in particular.	4 - High	2 - Low	MEDIUM	Teaching staff	June	Green		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	Poor pupil progress	No summer assessments will be carried out and the impact of a term's home learning will no be known for some time	5 - Very high	4 - High	HIGH	• Pupils in all year groups who did return before the summer break, were able to meet their new teacher for between 2 days and several weeks. • If not, teachers have produced an information leaflet for parents/carers and children sharing information in relation to their new year group	3 - Medium	4 - High	MEDIUM	teaching staff	June	Green		
Transition from Y6 to Y7	Y6 children	Unsettling time for Y6 children , especially those for whom a secondary place has not been allocated	Y6 teacher has already been in contact with secondary schools to pass over social and emotional land academic information	3 - Medium	4 - High	MEDIUM	• Phone calls between relevant primary school and secondary school staff (inc SENCos) • If Y6 pupils return to school before the summer break, they may be able to have some virtual contact with their secondary schools. • 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	NB and secondary teachers	June and July	Amber		National guidance Local guidance re transition
Visitors from nursery provision or from secondary schools to aid transition	Adults and children	Risk of infection	None	3 - Medium	4 - High	MEDIUM	Minimise visitors onto school site. No one to enter school site who has any Covid19 symptoms. Hands to be washed immediately on entering school site (and on leaving) Visitor to be restricted to one bubble if there is contact with children	3 - Medium	3 - Medium	MEDIUM	HT	Jul-20			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

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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	2	0	6.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	0	0	4.00
			LOW

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	2	0	0	0
Severity	0	2	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) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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	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 finance committee has been unable to meet	whole school	children and staff	BDMAT are overseeing the budget setting during the summer term	2 - Low	3 - Medium	MEDIUM	• Governing bodies to arrange virtual meetings so that quorate meetings can be arranged	2 - Low	2 - Low	LOW	AHS & DMD	June	Amber		Extension to budget setting deadlines confirmed by WCC
Cancelled trips need to be refunded, but venues/coach companies have not yet issued refunds	Individual families	Financial impact	none	3 - Medium	2 - Low	MEDIUM	• 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) Marle Hall query for Nov ??	2 - Low	2 - Low	LOW	Admin	June	Amber		

Formulas Don't delete

END OF TABLE - DO NOT ENTER INFO BELOW HERE

Review | Response | Recovery | Reform

Warwickshire County Council

10 - Building Work & Logistics

NOTES

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- 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
1	3	1	9.20
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	3	0	6.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	1	2	1	1	0
Severity	1	1	2	1	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	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	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
Will summer building work still go ahead?			n/a - none planned				• 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?								National guidance re contract management during COVID-19.
Children continue to eat in the classroom to maintain bubbles	children	Availability of food options	Educaterers have been providing lunches throughout	1 - Very low	5 - Very high	MEDIUM	• Kitchen staff to put together provisional food orders based upon a range of hypothetical scenarios number of pupils returning at any given time, YR, 1 &2 will eat in the hall so they have hot dinner option. KS2 will eat in their classroom and have choice of hot/cold delibag AHS to liaise with KD.	1 - Very low	4 - High	LOW	Educaterers -Kerry	01-Jun	Green		National guidance eg FSMs Local negotiations/arrangements with Educaterers, if relevant.
There may be a shortage of disposable stock in school (hand towels, tissues, etc)	Children and staff	Risk of infection	Good stock control and appropriate stock levels	3 - Medium	4 - High	MEDIUM	• Schools to order these now so that it is not an issue when the school re-opens	2 - Low	3 - Medium	MEDIUM	Kerry	ongoing for 1/9	Green		
Accommodating staggered starts and finish times				3 - Medium	3 - Medium	MEDIUM	Communicate by the end of July with parents so that they can plan for staggered sarts/ends to the day	3 - Medium	2 - Low	MEDIUM			Amber		
School uniform	Children and staff	Risk of infection	None - children currently wearning uniform	2 - Low	2 - Low	LOW	Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Second hand uniform is available free to mitigate any families with finanacial difficulties in buying new uniform.	2 - Low	1 - Very low	LOW	Admin	01-Sep	Green		
Woodpeckers Wrap around care	Children , parents and staff	Risk of infection	Currently only providing care to limited chidiren form limited key worker bubbles	4 - High	4 - High	HIGH	Wraparound provision will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. Schools can consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreaks much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.	4 - High	3 - Medium	MEDIUM	AHS & LL	by 15/7	Amber		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

11 - Recruitment & Staffing

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	3	0	8.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	2	0	5.00
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	2	0	2	0	0
Severity	0	2	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	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	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
New staff need to be recruited for September	n/a						• 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)								
Staff induction	n/a						• 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								
Staff mental wellbeing	Staff	Wellbeing	Good pastoral support in place BDMAT health servces	3 - Medium	4 - High	MEDIUM	All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. BDMAT access to Health Assured Helpline The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	3 - Medium	3 - Medium	MEDIUM					
Staff deployment- teachers and Tas	Staff	Riask of infection	Staff have been very felxible in terms of working conditions and deployment	2 - Low	4 - High	MEDIUM	Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals, taking into account workload and wellbeing. Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.	1 - Very low	3 - Medium	LOW					
Supply and temporary staff	Staff	Risk of infection	No supply used to date and not used often anyway	1 - Very low	3 - Medium	LOW	Supply staff and other temporary workers can move between schools but we will only use supply in last resort. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers STS, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils and leave details of contacts with children with admin for test and trace purposes.	1 - Very low	2 - Low	LOW					
Volunteers	Staff and children	Risk of infection	None in summer term	3 - Medium	3 - Medium	MEDIUM	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	3 - Medium	2 - Low	MEDIUM					

Formulas Don't delete (column header note for OVERALL CURRENT RISK and OVERALL FUTURE RISK columns)

END OF TABLE - DO NOT ENTER INFO BELOW HERE

12 - Miscellaneous

NOTES

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	4	2	11.33
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	2	1	8.60
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	3	1	0
Severity	1	1	2	0	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	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	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	Children	Uncomfortable	None	4 - High	2 - Low	MEDIUM	• Make second hand uniform items available in school FOC (parent to request and uniform can be sent home with children -if they are in/ parents can collect if childern not in)	3 - Medium	1 - Very low	LOW	Admin	June	Amber		
Wrap around services – before and after clubs, breakfast club etc.	Children and parents	Difficulty in working for parents	Woodpeckers has been open over the whole of lockdown - But uptake v small	4 - High	4 - High	HIGH	Separate risk assessment for Woodpeckers - ascertaining demand currently (9.7)	4 - High	3 - Medium	MEDIUM	LL	29-May	Amber		National guidance HR support
Summer Schools for disadvantaged pupils	Children	Lack of progress/Impact on mental health	None	2 - Low	4 - High	MEDIUM	No current plans for any form of summer school								National guidance on use of Yr7 catch up and/or PP?
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)	n/a						• Assess the likelihood of 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								Local guidance from community groups Public Health guidance
Staff training implications	Staff and children	Quality first teaching/ improved leadership	High level of engagement with CPD during home working	3 - Medium	3 - Medium	MEDIUM	• Staff now all aware of current DFE guidance - all have read DFE guidance foe September opening and communication from AHS w/c 13.7	3 - Medium	3 - Medium	MEDIUM	AHS	01-Jun			Public health guidance. School nurse service?
Governors may be called upon to support leaders for example in appeals, challenging situations or communication with parents			Governors kept informed by email. Regular meetins between head and chair of governors	3 - Medium	4 - High	MEDIUM	• Governors are ensuring that all school policies are up-to-date, reflecting the latest national and local guidance. • Behaviour, attendance, safeguarding, social distancing, risk assessments are all being regularly reviewed.	2 - Low	2 - Low	LOW	AHS & DMD	01-Jun			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	Children	Access to education	None				• 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.								Local guidance – admissions and appeals team
Will Ofsted inspections begin as soon as schools return?	Everyone!	Distraction from children and assisting them to cath up and feel secure	None	3 - Medium	5 - Very high	HIGH	No inspections in Autumn term- some monitoring visits to check how catch up is progressing..	3 - Medium	5 - Very high	HIGH					National guidance from DfE

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Woodpeckers

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	2	5	14.29
			HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	7	0	8.57
			MEDIUM

RISK BREAKDOWN

CURRENT:

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

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	5	2	0
Severity	0	3	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	OVERALL CURRENT RISK level 1 - 25 (fills automatically) **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) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically) **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
Mixing of bubbles	Staff and children	Risk of infection	Reduced capcaity and only open to key workers	4 - High	4 - High	HIGH	Operate three larger bubbles R&1 /2&3/4,5&6.Operate outside whenever possible. Usethe hall , IT space and Woodpeckers spaces inside if wet. Three different drop off and collection points to ensure no mixing between the three bubbles and facilitiy to wash/sanitise hands on entry and exit. One member of staff to work with each bubble .	3 - Medium	2 - Low	MEDIUM					
Ability to provide food	Children	Lack of breakfast/snack	None	3 - Medium	3 - Medium	MEDIUM	Mornings - cereal option only. Two groups -separate in the hall and one in Woodpeckers. Evenings- fruit and healthy packaged individual snack. Parent to send in named water bottle which will be refilled and washed daily in school.	3 - Medium	2 - Low	MEDIUM					
Ability to keep similar groups	Children and staff	Risk of infection		4 - High	4 - High	HIGH	Consistently the same mix of two or three year groups in each Woodpecker groups (1,2,3). No ad hoc ' on the day' bookings to ensure that procedures run smoothly.	3 - Medium	3 - Medium	MEDIUM					
Staffing concerns	Staff		N/A	4 - High	4 - High	HIGH	Increase staff hours to ensure each of the three groups has one member of staff with them from 7.30 to 6.00. Walkie Talkie and email comunication between staff to ensure effective registering of children . Phone communication will be necessary for collection - staff to sign disclaimer for phone use during this time..Only one morning drop off time available to parents to ensure Woodpeckers can assign children to correct groups.	4 - High	3 - Medium	MEDIUM					
Financial viability	BDMAT	Lack of income	N/A	4 - High	4 - High	HIGH	Intial projected figures for September , with additional hours needed for staff will be a cause of concern but school recognises the need to provide this facility for parents.	4 - High	3 - Medium	MEDIUM					
Test and isolate	Staff and children	Risk of infection		3 - Medium	4 - High	MEDIUM	PHE guidance will be adhered to if a child /staff member becomes ill whilst at Woodpeckers Isolation area - Boys changing room.	3 - Medium	3 - Medium	MEDIUM					
Staff illness	Children	No availablity of Woodpeckers	SH cover?	3 - Medium	5 - Very high	HIGH	LL to brief SH regarding new arrangements and SH to cover where possible	3 - Medium	2 - Low	MEDIUM					

END OF TABLE - DO NOT ENTER INFO BELOW HERE