

The Chantry School

RISK MANAGEMENT ASSESSMENT (to be completed by assessor)

| RISK MANAGEMENT ASSESSMENT (to be completed by assessor) | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------|---------------------------|----------------------------|--|------------------------------|---|------------------|--|---------------------------------|---------------------|--------------------|----------------|------------------|------------|-------------------|-----------------|-----------|----|----------------------|----|----------------------|-----------|-------------|
| Title (Activity or Process) | Covid 19 | | | Reference No: | v.4 28 th Oct. | RISK/CONSEQUENCE | | | | | | | | | | | | | | | | | |
| Location/Dept | Whole School | | | Lead Assessor's Name | DD | LIKELIHOOD | RISK/CONSEQUENCE | | | | | | | | | | | | | | | | |
| Headteacher or Head of Dept | Andy Dickenson | | | Authorising Head's Signature | AD | 1 RARE | 2 UNLIKELY | 3 POSSIBLE | 4 LIKELY | 5 ALMOST CERTAIN | 1 INSIGNIFICANT | 2 MINOR | 3 MODERATE | 4 MAJOR | 5 CATASTROPHIC | | | | | | | | |
| Overall Rating | Moderate | | | Review Date | 28 th Nov. | 1 RARE | 2 UNLIKELY | 3 POSSIBLE | 4 LIKELY | 5 ALMOST CERTAIN | 1 LOW | 2 LOW | 3 LOW | 4 LOW | 5 MODERATE | | | | | | | | |
| Task/Equipment/ Materials/ Activity, etc | Hazard | (Risk) Consequences | Person(s) at risk | Existing controls currently used (What are we doing now?) | Risk evaluation | Following all current and future controls | | Additional control/precautionary measures required | | | | | | | | | | | | | | | |
| | | | | | | Severity | Like lihood | Rating | Full Return of Pupils and Staff | | Control Measure | | By Who / By When | | | | | | | | | | |
| Cleaning and hygiene – protective measures | Risk of infection | Contract and spread virus | Staff, pupils and visitors | <ul style="list-style-type: none"> Keeping people on site to a minimum so essential visits only. Visitors to follow school process when on site. See attached Programme of targeted cleaning for high touch areas, and minimal used rooms and facilities. Hand washing regimes enforced. Daily routines document (NC)? Follow specialist advice provided by recognised professional and regulatory organisations e.g. DfE, WCF and the WHO. | 4 | 2 | Mod | <p>Stocks of soap/PPE/cleaning materials/hand sanitiser checked regularly.</p> <p>Ensure there is sufficient PPE for those that will deal with suspected cases of the virus. Advice followed on how and when to use it.</p> <p>Follow WCC process for confirmed and suspected cases of Covid. See attached flowcharts and WCC procedure document.</p> <p>Appropriate signage posted around school.</p> <p>A new cleaning rota that includes day time cleaning of high touch, high risk areas with at least 2 cleaning staff on duty all day. Process on place to clean down rooms where there are suspected cases. Process in place for PE where bubbles are crossing. See cleaning regime document.</p> | | | | Site – ST lead | Weekly | DD | Weekly | Leadership Team | As occurs | AG | 31 st Aug | DD | 31 st Aug | All staff | Each lesson |

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| | | | | | | | <p>Strict process on hand sanitisation introduced. All pupils will sanitise hands off/on the bus on entering and leaving each lesson and break times using own hand sanitiser or spray provided and kept in each room. All staff and pupils to wash hands with hot water and soap at least every 5th hand cleanse.</p> <p>Staff to advise AG when spray bottles get low. DJ to continue to order and mix sanitiser to 70% alcohol.</p> | AG/DJ | |
| | | | | | | | <p>Head to communicate new cleanliness and social distances measures to staff on site. This includes staff cleaning down teacher desk and area for next member of staff in the classroom. See Staff Protocol document attached.</p> | AD / Teachers | As Required |
| | | | | | | | <p>Head's regular message to pupils and parents reinforced by teaching staff as part of notices i.e. a daily reinforcement of do's and don'ts.. See Pupil Protocol Attached</p> | AD/DD | As require |
| | | | | | | | <p>Face masks are now mandatory (due to a high transmission rate) for both staff and pupils in communal areas and whilst moving around school. Masks are optional for staff and pupils in classrooms. See Head's email 2.11.20</p> | AD | On-going |
| | | | | | | | <p>Masks will be disposed of safely and a supply of masks will be kept on site for when needed. Face masks are a requirement on school transport and advice will be given on the use of those masks in school. See Face Coverings policy.</p> | AD | On-going |
| | | | | | | | <p>First aid processes are clearly set out for all staff and particularly first aid staff including how to deal with suspected cases.</p> | All staff | As req. |

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| | | | | | | | | Cross reference to latest DfE guidance and WCF Risk Assessment Tool for useful links | | |
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| Use and monitoring of Accommodation | Risk of infection | Contract and spread virus. | Staff, pupils and visitors | <ul style="list-style-type: none"> Social distancing measures for rooms in use and staff attending. Good ventilation in place. Continued compliance checks including water, fire and security. Follow advice provided by subject specialist organisations to ensure safe operation of e.g. PE, DT | 4 | 2 | Mod | <p>Although children will not be socially distancing (in their bubble – see below), staff will continue to apply the 2 metre rule and furniture in classrooms have been set up to ensure this applies. Screens have been applied where there the 2M rule is impossible to achieve.</p> <p>Children will be kept in their year groups 'bubbles' and will occupy certain areas of school for all lessons, toilets and for social time. See 'Re-opening School' document for further details.</p> <p>Subject specific risk assessments to be reviewed and revised as required.</p> <p>A room is allocated for anyone showing symptoms of the virus and a set procedure is in place to deal with suspected cases.</p> <p>Canteen serving areas and facilities modified around to prevent touching food and equipment. There is strict hand sanitisation processes in place. Contactless cards made available, added cleaning implemented and staff social distancing. Cross reference to Shire Services issued guidance and risk assessment.</p> <p>Cross reference to latest DfE guidance and WCF Risk Assessment Tool for useful links.</p> | DD | 31 st Aug. |
| | | | | | | | | | Teachers | Sept |
| | | | | | | | | | HODS | Sept |
| | | | | | | | | | AD/DD | As required. |
| | | | | | | | | | DD | Sept |
| | | | | | | | | | AD/DD | Weekly |

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| Staffing | Risk of Infection | Staff could contract and spread the virus. | Staff | <ul style="list-style-type: none"> Following specialist HR advice on protecting staff and relatives e.g. those with medical conditions. Providing suitable levels of hygiene equipment and soap for staff. Prepared to return to online learning if a second wave of the virus happens. Regular communication with staff groups and individuals by senior staff. Well-being activities and signposting to well-being advice. Clear absence reporting system and advice. Successful recruitment practice with new appointments and employment processes including safeguarding still working and up to date. | 4 | 2 | Mod | Staffing capacity and timetables to deliver lessons in year group 'bubbles' and staffing is suitable in all other support services. See Head's Re-opening document for details. | AD / DD | Sept. |
| | Staff Safety | Staff Well-being and safety is affected. | | | | | | Develop contingency plans for staff absences should there be excessive illness due to Covid or other. Provide support mechanisms where needed e.g. child care. | AD/NC | As required |
| | Staff availability | Lack of capacity to deliver teaching and school services | | | | | | Continue to protect all staff and their relatives by continuing with social distancing and strong hygiene routines. Staff work rooms and staff room to be used minimally and with social distancing implemented. Signage on office doors should be in place with max numbers allowed. | AD | On-going |
| | Staff communication | Staff do not have sufficient information and advice. | | | | | | Carry out individual risk assessments for staff who are particularly vulnerable. If the risk is greater than 'low' they should not be on site. | DD | As required |
| | | | | | | | | Develop knowledge of the local infection rates and contact tracing success to help inform decision making. | AD | Weekly feedback |
| | | | | | | | | PPE will be issued to those staff that require it following the current advice e.g. first aid. | DD | As required |
| | | | | | | | | There will be no close contact between staff and pupils in lessons or social areas including TA's. TA's to use mini whiteboards and have hand gel allocated. | AD/RR | As and when |
| | | | | | | | | Testing kits are in place with process and a process for dealing with symptomatic staff. There is clear advice from WCC/Health on how we deal with positive and negative results. | AD/DD | As req. |

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| | | | | | | | <p>Ensure there is comprehensive record keeping for attendance to support test and trace.</p> <p>Teachers will move around the school to teach in the bubbles. They must ensure that teachers desks are cleaned down as they leave and that they do not share equipment. Refer to Staff Protocol document</p> <p>Furniture will be moved in classrooms and offices to ensure all staff are socially distanced from pupils and from other adults as much as possible.</p> <p>Continue to develop well-being advice for staff and develop system to maintain contact and provide one to one support as needed. Encourage downtime as appropriate. Promote the free 'Education Support' website for staff. Stress Awareness course available to staff online. Make use of mental health first aid staff in school.</p> <p>Develop systems for the induction of new staff and also for the performance management of staff during the autumn term.</p> <p>Staff will need to seek permission from the Headteacher before visiting other organisations in relation to work. Staff should request something in writing regarding that organisation's protocol for visitors. Staff should not visit if they are not satisfied that they will be safe.</p> <p>Staff to send out visitor protocol in advance if school visits have been arranged. Reception will also share the protocol on arrival and log contact details for test and trace.</p> | <p>NC</p> <p>Teacher</p> <p>Site</p> <p>AD</p> <p>AD/NC</p> <p>AD / staff</p> <p>All staff</p> | <p>Weekly</p> <p>Daily</p> <p>31st August</p> <p>As required</p> <p>Autumn Term</p> <p>As req.</p> <p>As requ.</p> |
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| | | | | | | | Issue advice on contacts, self isolation, testing and updates on confirmed cases and what staff need to know. Cross reference to latest DfE guidance and WCF Risk Assessment Tool for useful links | AD AD / DD | AS req. As req. | |
| Pupils | Risk of infection Pupil Welfare Pupil Learning | Contract and spread the virus Safeguarding processes are not operating appropriately Vulnerable pupils are not being monitored effectively. Pupil well-being is impacted by poor practice. Online learning is not effective. Curriculum is unmanageable or not effective. The use of the site is creating unnecessary risk. | Pupils | <ul style="list-style-type: none"> • Clear instruction to pupils on site regarding hygiene and social distancing. Refer to NC document. • Safeguarding staff always on duty • Safeguarding policy updated to reflect situation • Safeguarding advice updated and communicated to staff and parents. • Well-being checks made to all pupils by staff. • Pupil voice • More targeted supported to SEN and vulnerable e.g. laptops, printed work. • Online learning tool (Teams) and processes established and working should lessons need to revert to online. • Helpdesk for use of Teams. • Well-being activities and advice been made available to pupils e.g. LR. • Regular communication with parents including whole school updates by Head / Deputy. | 4 | 2 | Mod | Operate a flexible school day which includes staggered breaks, the delivery of the curriculum and keeping bubbles together. See Head's 'Re-opening' document. Pupils to have daily clear guidance on: <ul style="list-style-type: none"> - Use of the buildings and protocols for queuing and movement around the site. - Use of dining areas. - Social distancing from staff and other year groups. - Hygiene and hand sanitisation - Use of resources and not to share. Refer to Pupil Protocols document This will include comprehensive signage, regular message to pupils by teacher in charge. Increased supervision by staff of pupil bubbles ensuring children are following the rules. In the event of school closure / extended absence an increased scrutiny and intervention for those considered vulnerable and SEN or who require additional support for well-being / online learning. Testing kits are in place with process and a process for dealing with symptomatic staff. | AD AD Teacher/ JB Teacher/ Supp Staff ML/RR AD/DD | Sept Sept. Daily Daily Weekly As req. |

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| | | <p>Transport arrangements are creating unnecessary risk.</p> <p>Parents and pupils do not have sufficient information.</p> <p>Support systems are not strong enough.</p> | | <ul style="list-style-type: none"> Specialist advice being followed. | | | <p>There is clear advice from WCC/Health on how we deal with positive and negative results. See WCC Operating procedure</p> <p>Seating plans used to trace pupil contacts for positive results and pupils/parents advised of self-isolation procedure.</p> <p>Develop process for dealing with the likelihood of increased absenteeism during the autumn term due to normal illness or Covid spike. Follow WCC advice on possible or confirmed outbreaks of Covid. Ensure online learning is 'ready to go'.</p> <p>Additional signposting to well-being support as provided by WCF.</p> <p>Explore and develop IT solutions further e.g. stream lesson content across classrooms.</p> <p>Ensure there is comprehensive record keeping for attendance to support test and trace.</p> <p>New Head of Year 7 to support for transition pupils.</p> <p>Help manage parents' anxiety and expectations with clear information about how the school is handling school organisation. Provide clear data about local infection rates and contact tracing to help inform decision making.</p> <p>Develop a remote learning plan for those pupils who may be out of school for an extended period of time .</p> | <p>Leadership Team</p> <p>ML/LR</p> <p>AD/JB</p> <p>ML/AP</p> <p>JRH</p> <p>AD</p> <p>MP/ NC</p> <p>AD</p> | <p>As req.</p> <p>Weekly</p> <p>As req.</p> <p>Weekly</p> <p>On-going</p> <p>As req.</p> <p>Sept</p> <p>Sept.</p> |
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| | | | | | | | | <p>Work with LA/coach companies to provide details of transport arrangements including how year group bubbles will work with seating plans and the safe use of face masks. Refer to Transport document</p> <p>Encourage parental staggered drop off and pick up if parents choose not to use coaches. Provide guidance to parents on safe drop off / pick up practice including social distancing.</p> <p>For pupils attending off site provision, ensure that risk assessments are provided and checked for both any additional transport arrangements and the educational setting</p> <p>Issue advice on contacts, self isolation, testing and updates on confirmed cases and what parents need to know.</p> <p>Cross reference to latest DfE guidance and WCF Risk Assessment Tool for useful links</p> | AD | Sept. |
| | | | | | | | | AD/RR | As require | |
| | | | | | | | | AD | As req. | |
| | | | | | | | | AD/DD | Weekly | |
| | | | | | | | | | | |
| Governance & Leadership | <p>LT welfare</p> <p>Poor planning and communication.</p> <p>Poor focus on staff, parents and pupils</p> | <p>LT become ineffective due to workload.</p> <p>School does not operate effectively and is not safe.</p> <p>School does not provide enough learning opportunities.</p> <p>Vulnerable pupils impacted negatively.</p> | Staff, pupils and parents | <ul style="list-style-type: none"> Strong communications with all school users and following national and local advice amending school plans as needed. LT meeting every other day continually evaluating processes and planning. LT members sharing workload and have distinct areas of focus e.g. safeguarding, online learning, H&S, HR and finance but are overlapping as needed to support team. | 3 | 2 | Low | <p>All future planning taking into consideration all areas above applying flexibility as needed by constantly reviewing the re-opening processes and as changes emerge nationally and locally.</p> <p>Governors to work with Leadership on all aspects of re-opening and provide support and advice as needed.</p> <p>Chair to send out occasional communications to parents and staff to keep communication at a high level.</p> <p>Cross reference to latest DfE guidance and WCF Risk Assessment Tool for useful links</p> | <p>LT/Govs</p> <p>LT/Govs</p> <p>PW</p> <p>LT/Govs</p> | <p>Weekly</p> <p>Weekly</p> <p>As require.</p> <p>Weekly</p> |

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| | | <p>De-motivated staff group</p> <p>School has negative publicity</p> | <ul style="list-style-type: none"> • LT ensuring that there are regular meetings for HOD's/HOY's/other as required. • Governors are kept informed at scheduled meetings and given sufficient information. They are involved in key decisions and are supportive of school Leadership, challenging and questioning as needed (refer to Governors meeting minutes). • Monitoring of safety, compliance, HR processes and financial impact. • Building projects progressing. | | | | | | | |
| <p>Names of Persons involved in the Activity/Process/Operation:</p> <p>.....All staff.....</p> | | | | | | | <p>Signature and Date:</p> <p>.....</p> <p>... Copy to all staff and Governors sent</p> <p>.....</p> <p>.....</p> | | | |
| <p>Names of Assessor:</p> <p>.....Dave Darling</p> | | | | | | | <p>Signature and Date:</p> <p>.....</p> | | | |

Useful Links

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed Theme and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Preparing for the wider opening of schools from 1 June <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>
- Actions for schools during the coronavirus outbreak <https://www.gov.uk/government/publications/covid-19-school-closures>
- Worcestershire Covid 19 Education Bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools
- Reopening Council Buildings Checklist 120520: <http://www.worcestershire.gov.uk/recoveryschools>
- Covid 19 Schools Phased return space planning considerations <http://www.worcestershire.gov.uk/phasedschoolsreopening>
- Worcestershire County Council recovery planning risk assessment tool www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_advice_and_guidance_for_schools/2227/coronavirus_covid-19_worcestershire_recovery_planning_schools_risk_assessment_tool

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Managing school premises during the coronavirus outbreak: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- HR Update for School Leaders: http://www.worcestershire.gov.uk/downloads/file/12539/education_and_early_help_bulletin_covid-19_update_36_-_18_may_2020
- Governor Services Wellbeing message http://www.worcestershire.gov.uk/downloads/file/12512/education_and_early_help_bulletin_covid-19_update_31_-_6_may_2020
- Staff Well-being [Education Support](#)

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- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>

Further links available from latest Worcestershire phased return re-opening template Risk Assessment.