The Chantry School

RISK MANAGEMENT ASSESSMENT (to be completed by assessor)

Title (Activity or Process)	Covid 19	**Reference No:**	V.7 5th March
Location/Dept	Whole School	**Lead Assessor's Name**	DD
Headteacher or Head of Dept	Andy Dickenson	**Authorising Head's Signature**	AD
Overall Rating	Moderate	**Review Date**	19th April

LIKELIHOOD	Severity				
	1 INSIGNIFICANT	2 MINOR	3 MODERATE	4 MAJOR	5 CATASTROPHIC
1 RARE	1 LOW	2 LOW	3 LOW	4 LOW	5 MODERATE
2 UNLIKELY	2 LOW	4 LOW	6 LOW	8 MODERATE	10 HIGH
3 POSSIBLE	3 LOW	6 LOW	9 Moderate	12 HIGH	15 EXTREME
4 LIKELY	4 LOW	8 Moderate	12 HIGH	16 EXTREME	20 EXTREME
5 ALMOST CERTAIN	5 MODERATE	10 HIGH	15 EXTREME	20 EXTREME	25 EXTREME

Item	Hazard	(Risk) Consequences	Person(s) at risk	Control/precautionary measures in place	Risk evaluation (after controls)			Notes
					Likelihood	Severity	Rating	Actions / Linked Documents
Cleaning and hygiene – protective measures	Risk of infection	Contract and spread virus	Staff, pupils and visitors	Programme of targeted cleaning for high touch areas, and minimal used rooms and facilities. 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 in place to clean down rooms where there are suspected cases. Process in place for PE where bubbles are crossing. Pupils are cleaning the pupil desk they sat in as they leave each lesson. Staff are cleaning down teacher desks as they leave each lesson. There is a cleaning regime for the lateral flow device testing including sanitisation by the trained team, use and disposal of PPE, dealing with bodily fluids and end of day clean down. All Covid waste is stored safely and collected by a specialist contractor in a regular basis. Hand washing regimes enforced. 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. Staff to advise AG when spray bottles get low. DJ to continue to order and mix sanitiser to 70% alcohol.	4	2	Mod	See cleaning regime document and rotas. See separate LFD Risk Assessment

					Head communicates 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. 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. Parents and pupils are aware that they should not attend school if they have symptoms and relevant isolation periods. Pupils developing symptoms on site will be sent home and asked to take a test. Stocks of soap/PPE/cleaning materials/hand sanitiser checked regularly. Appropriate signage posted around school. Ensuring there is sufficient PPE for those that will deal with suspected cases of the virus. Advice followed on how and when to use it. Follow WCF process for confirmed and suspected cases of Covid. First aid processes are clearly set out for all staff and particularly first aid staff including how to deal with suspected cases. Follow specialist advice provided by recognised professional and regulatory organisations e.g. DfE, WCF and the WHO. Head regularly attends online update meetings with WCF and other professionals Face masks must be worn by staff, pupils and visitors whilst moving around the school. Pupils are now asked to wear a face mask in the classroom, whilst queuing in the canteen and whilst outside during breaks unless eating. Face masks are a requirement on school transport. Masks will be disposed of safely and a supply of masks will be kept on site when needed. Advice will be given on the use of those masks in school. Keeping people on site to a minimum so essential visits only. Visitors to follow school process when on site. LFD testing introduced for regular visitors or visitors spending long periods on site.				See Staff Protocol document attached. See Pupil Protocol Attached See WCC flowchart and procedure. See reference to latest DfE guidance and WCF Risk Assessment Tool for useful links See Face Coverings policy. See Visitor Protocol

Use and monitoring of Accommodation	Risk of infection.	Contract and spread virus.	Staff, pupils and visitors	Social distancing measures for rooms in use and staff attending. 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. Screen have been applied where there the 2M rule is impossible to achieve. Children will be kept in their year groups 'bubbles' and will occupy certain areas of school for all lessons, toilets and for social time. During partial opening with limited numbers of pupils the bubbles may be relaxed as considered safe and appropriate e.g. sharing canteen serving areas. During partial opening, keep pupil numbers low in any one room: pupils on site to attend normal lessons to distribute sparsely. Be aware of where larger numbers are present and may hinder social distanced seating. Adapt as necessary. 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. Good ventilation is in place in all areas. Windows and doors are kept open where possible. Staff are allowed to balance warmth with ventilation based on occupancy in rooms at a given time. There are continued compliance checks during partial opening by site staff including water, fire and security. Subject specific risk assessments to be reviewed and revised as required. A room is allocated for anyone showing symptoms of the virus and a set procedure is in place to deal with suspected cases. See above. The hall has been set aside for pupil LFD testing and is set up as per the guidelines and risk assessment. Staff will be home testing from now and reporting their result directly to the NHS.	4	2	Mod	See also 'Re-opening School' document for further details. Cross reference to Shire Services issued guidance and risk assessment. See separate LFD testing risk assessment

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Staffing	Risk of Infection Staff Safety Staff availability Staff communication	Staff could contract and spread the virus. Staff Well-being and safety is affected. Lack of capacity to deliver teaching and school services Staff do not have sufficient information and advice.	Staff	We follow specialist HR advice on protecting staff and relatives e.g. those with medical conditions. 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. Staff are aware of the symptoms of Covid, isolation periods, what happens if they develop symptoms on site and how to book tests (additionally to LFD). 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. School day adapted to have a single lunch during partial opening. Staff must not gather in groups at this time and must remain socially distanced with any contacts they do have. Carry out individual risk assessments for staff who are particularly vulnerable. If the risk is greater than 'low' they should not be on site. Staff who are Critically Extremely Vulnerable are not allowed on site. Providing suitable levels of hygiene equipment and soap for staff. There are strict rules around hand sanitisation in the classroom and around the site. 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. 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. Twice weekly LFD testing at home is in place for all staff to pick up any who are asymptomatic and reduce the risk of further spread. There is clear advice on dealing with any positive tests. All staff involved in LFD testing have been appropriately trained.	4	2	Mod	See HR advice from Liberata Refer to Staff Protocol document See WCF flowchart See separate LFD testing risk assessment

				PPE will be issued to those staff that require it following the current advice e.g. first aid / LFD Testing			
				Check staffing capacity and timetables to enable delivery of lessons in year group 'bubbles' and ensure staffing is suitable in all other support services.			See Head's Re-opening document for details..
				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.			Cross reference to latest DfE guidance and WCF Risk Assessment Tool for useful links
				There is a clear absence reporting system and advice. Ensure there is comprehensive record keeping for attendance to support test and trace.			
				The school is well prepared for online learning should there be further lockdowns and partial opening in place.			
				Regular communication and briefings in place with staff groups and individuals by senior staff. Issue advice on contacts, self isolation, testing and updates on confirmed cases and what staff need to know.			
				Well-being activities and signposting to well-being advice. 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.			
				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.			
				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.			
				Successful recruitment practice with new appointments and employment processes including safeguarding / induction still working and up to date. Performance management is still taking place.			

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| 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 | Pupils | Pupils to have daily clear guidance on:
- 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.

During full opening, operate a flexible school day which includes staggered breaks, the delivery of the curriculum and keeping bubbles together. There is Increased supervision by staff of pupil bubbles ensuring children are following the rules.

During partial opening, when numbers are low e.g. 10% then staggered breaks and bubbles are not required to maintain social distancing.

There is comprehensive record keeping including classroom seating plans used to trace pupil contacts for positive results and pupils/parents advised of self-isolation procedure.

There is additional signage in place including one way entry / corridors, hand hygiene, face masks and social distancing. This includes outdoor signage encouraging hand, face and space.

All computer screens accessed by pupils and staff have clear pupil protocols around hand, face and space.

LFD testing of all pupils is going ahead from 8th March (full return date) to check for asymptomatic cases and reduce the spread further. There is clear advice from WCC/Health on how we deal with positive results

Safeguarding staff always on duty and safeguarding policy updated to reflect situation. Safeguarding advice updated and communicated to staff and parents.

Online learning tool (Teams) and processes established and working well should lessons need to revert to online from the classroom. There are well-being checks made to all pupils by staff. There is helpdesk support for using | 4 | 2 | Mod | Refer to Pupil Protocols document

See WCC Operating procedure |
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		unnecessary risk. Transport arrangements are creating unnecessary risk. Parents and pupils do not have sufficient information. Support systems are not strong enough.		Teams. Explore and develop IT solutions further e.g. stream lesson content across classrooms. More targeted supported to SEN and vulnerable pupils e.g. laptops, printed work and well-being support. Develop process for dealing with the likelihood of increased absenteeism due to normal illness or Covid spike. Develop a remote learning plan for those pupils who may be out of school for an extended period of time. Help manage parents' anxiety and expectations with clear update information about how the school is handling school organisation. Provide clear data about local infection rates and contact tracing to help inform decision making. Issue advice on contacts, self isolation, testing and updates on confirmed cases and what parents need to know. Well-being activities and advice / signposting is made available to pupils. 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. 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. Staggered finish times introduced. For pupils attending off site provision, ensure that risk assessments are provided and checked for both any additional transport arrangements and the educational setting Specialist advice being followed by senior team.				Follow WCC advice on possible or confirmed outbreaks of Covid. Refer to Transport document
Governance & Leadership	LT welfare Poor planning and	LT become ineffective due to workload. School does not operate	Staff, pupils and parents	Strong communications with all school users and following national and local advice amending school plans as needed. Develop a local and national picture of events to help inform decision making. 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.	3	2	Low	

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	communication. Poor focus on staff, parents and pupils	effectively and is not safe. School does not provide enough learning opportunities. Vulnerable pupils impacted negatively. De-motivated staff group School has negative publicity		LT meeting regularly and 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. LT ensuring that there are regular meetings for HOD's/HOY's/other as required. Governors are kept informed at scheduled meetings or by email and given sufficient information. They are involved in key decisions and are supportive of school Leadership, challenging and questioning as needed Governors to work with Leadership on all aspects of re-opening and provide support and advice as needed. Monitoring of safety, compliance, HR processes and financial impact. Building projects progressing				Refer to Governors meeting minutes / emails. Cross reference to latest DfE guidance and WCF Risk Assessment Tool for useful links
	Name of Assessors : AD/DD				Date: 5th March 2021			

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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
- 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