

Assessment Conducted by	Mark Stouph	Job Title
	Jo Heaton	
	Hayley Swinhoe	
	Sarah Armstrong	
Date of assessment	17.10.21	Review interval

Matrix for determining risk

IMPACT LEVEL		
		(
	Very Unlikely	Unlikely
Crisis	Moderately High	Moderately High
Critical	Moderately Low	Moderately High
Moderate	Minor	Moderately Low
Marginal	Minor	Minor
Negligible	Minor	Minor

What are the hazards?	Who might be harmed?	Risk rating
Risk of infection and spread of covid 19	Staff, visitors, pupils or contractors	Moderately High
Lack of or out of date medical information could increase risk of illness to pupils and staff	Staff, visitors, pupils or contractors	Moderately High
Risk that shared use of certain equipment could increase infection exposure risk	Staff, visitors, pupils or contractors	Moderately High

ack of information when entering school could risk virus being troduced	Staff, visitors, pupils or contractors	Moderately High
Lack of governance resulting in risk of controls not being observed	Staff, visitors, pupils or contractors	Moderately High

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Risk to vulnerable groups (clinically extremely vulnerable & vulnerable staff & pupils)	Staff & pupils	Severe
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Risk of Infection from nersons displaying corporative symptoms	Staff visitors nunits or contractors	Moderstels
Risk of Infection from persons displaying coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High
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Risk of Infection from persons becoming ill on site with coronavirus	Staff, visitors, pupils or contractors	Moderately High
	Staff, visitors, pupils or contractors	Moderately High
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	Staff, visitors, pupils or contractors	Moderately High
Risk of Infection from persons becoming ill on site with coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High
	Staff, visitors, pupils or contractors	Moderately High
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Unrestrictive access could increase risk of infection	Staff, pupils, visitors & contractors	Moderately high

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Infection risks during transportation	Pupils, staff	Moderately High
		moderately high
Risk that poor hygiene could cause increased infection transmission	Staff, pupils, visitors & contractors	Severe
Risk of a lack of or inadequate cleaning causing infection	Staff, pupils, visitors & contractors	Severe
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Not observing social distancing could increase risk of infection	Staff, pupils, visitors & contractors	Moderately High
Inadequate First Aid could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Infection risk from Frequently touched entry systems, panels, etc.	Staff, pupils, visitors & contractors	Moderately High
Enclosed areas could increase risk of infection	Staff, pupils, visitors & contractors	Severe
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Educational Visits could increase infection risks	Staff, pupils and others	Moderately High
Inadequate PPE or inappropriate use could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Relaxation of control measures could cause risk to Staff wellbeing.	Staff	Moderately High

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Contractors attending site could introduce infection	Staff, pupils, visitors & contractors	Moderately High
Risk that pupils will be anxious returning to school with reduced measures	Pupils	Moderately High
in place.		
Fire safety risks	Staff, pupils, visitors & contractors	Severe
Risk of inadequate controls within the catering provision could increase	Staff, pupils & contractors	Moderately High
the risk of infection	, p. p	woderately high

Safeguarding risks	Pupils	Severe
Protected characteristics could impact upon risk to individuals	Staff and pupils	Moderately High
Risk that central government could decide to enforce local restrictions which require schools to revise delivery models at short notice	Staff and pupils	Moderately Low



Operational risk assessment for school reopening

		staff
Health & Safety advisor		
CEO	Persons covered by this risk assessment	pupils
СОГО		contractors
Headteacher		visitors
Monthly	Date of next review	17.11.21

PROBABILITY		
that the risk will occur during the lifetime of the activity)		
Possible	Likely	Very Likely
Severe	Severe	Severe
Moderately High	Severe	Severe
Moderately High	Moderately High	Moderately High
Moderately Low	Moderately Low	Moderately Low
Minor	Minor	Minor

Control measures	Do you need to do anything else to	Responsible person
	manage this risk?	
Staff are encouraged to engage in LFD testing to detect and	LFD testing Risk assessment to	Headteacher
prevent attendance of people who are infectious but	be reviewed regularly	
asymptomatic.	bereviewed regularly	
Additional Handwashing facilities have been added to the		Headteacher
school site and schools will ensure adequate supplies of		
handwashing products are available on site.		
Staff are to be provided with support and time to provide		Headteacher
remote learning for any pupils who cannot attend school as		
per the Provision of Remote Education (Temporary		
Continuity Direction). Staff workload will be managed to		
ensure any remote learning systems are in place.		
All doors and windows to be opened for ventilation where		office manager
possible, taking risk assessments for individual pupils and		eee
site specific issues and weather conditions into account.		
All guidance to be followed if there is a positive case in		Headteacher
school, including provision of a room in school for immediate		
isolation whilst awaiting collection.		
Ensure relevant staff are on site including first aiders, fire		Headteacher
wardens and safeguarding support.		
Remind parents/staff of the need to provide up-to-date		Office manager
medical information and maintain records for pupils and		
staff		
Staff shall continue to adhere to the medical needs		Headteacher
procedures regarding the administration of medication.		
Medication to be provided by parent / carer at home		
wherever possible.		
If staff are based at sites which are not their usual location,		Headteacher
they should ensure relevant medical information is shared		
with them so these can be assessed, and steps taken to		
manage them as above.		
Resources that are shared between users (e.g. sport, art,		Headteacher
science resources) should be cleaned frequently.		

The shility to also a submerst used in the delivery of	
The ability to clean equipment used in the delivery of	Headteacher
therapies will need to be assessed e.g. sensory equipment.	
Schools will need to determine if this equipment can withstand cleaning and disinfectant between each use.	
Where cleaning or disinfecting is not possible or practical,	
resources should be restricted to one user or left unused for	
a period of 48 hours (72hours for plastics) between use by	
different individuals. Increased handwashing should be carried out before and	
after handling equipment especially if used by more than	Headteacher
one user.	
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Woodwind and Brass instruments should not be shared by	Headteacher
users where possible. If instruments have to be shared	
individual mouthpieces should be used. The mouthpiece	
should be stored in named packaging and changed by the	
pupil where possible. Schools will work with pupils to put in	
place, age appropriate systems for cleaning of instruments.	
All staff to receive appropriate training including PPE fit	U sa sita sa si su
training which will be made available on the All staff Team to	Headteacher
allow staff to refresh themselves.	
Clear communication with parents and carers is essential	Headteacher
from the school so they understand what systems are in	
place in school particularly if schools are required to increase	
measures following an outbreak on advice from PHE. All	
persons likely to come into the school grounds should be	
informed they must not attend if they are displaying any	
symptoms of coronavirus. Parents and carers must be	
repeatedly reminded that they must keep pupils at home	
who display any of the symptoms. They must also be	
reminded of the necessity to inform school immediately and	
to take their child to be tested at the earliest opportunity	
and inform school of the results. Communication may be by	
newsletters, letters, emails, signs and any other appropriate	
measures. School should take care to consider the needs of	
SEND pupils and those who may require support to	
understand the systems and protective measures.	
Schools will review their home school agreements to ensure	
parents and families understand the expectations around	Headteacher
their contribution to managing risk. Ensure safeguarding and behaviour policies are updated as	L La selta se se su
required and shared and understood by all staff and	Headteacher
volunteers. All safeguarding training should continue to be	
kept up to date.	
All staff are made aware of the updated guidance and all	Headteacher
aspects of the risk assessment and this is published on the	Headleacher
school website following each review.	
All pupils should be taught how to hand wash, use hand	Headteacher
sanitiser and 'catch, bin and kill it'. Guidance is available at	neauleacher
https://www.nhs.uk/live-well/healthy-body/best-way-to-	
wash-your-hands/ Pupils should be supervised when hand	
washing to ensure it is being done correctly.	
Clerked Board Meetings continue to take place. If additional	
controls are in place or to allow attendance (e.g. of isolating	CEO/COFO
directors) these meetings may be virtual.	
Chair of Board (and Vice Chair) in regular communication	Ch -:
with CEO, COFO, Chairs of LGBS.	Chairs
Headteacher is in regular communication with Chair of LGB.	
Information disseminated to LGBs by Chairs of LGB.	Headteacher
Diarised LGB meetings to take place If additional controls are	
in place or to allow attendance (e.g. of isolating LGB	CEO/COFO
individuals) these meetings may be virtual.	
Board use CST governance framework to support decision	
making.	CEO/COFO
The Trust will take into account all local information,	Board
including local infection rates, R rates and other relevant	Board
-	
information when making decisions.	

Clinically extremely vulnerable persons Children who are	Headteacher
confirmed as clinically extremely vulnerable should attend	
school unless they are one of the very small number of	
children and young people who are under paediatric or	
specialist care and have been advised by their clinician not to	
attend. This small number of children will access remote	
education.	
Clinically vulnerable persons Staff who are clinically	Headteacher
vulnerable can continue to attend the workplace but must	
follow the system of controls to minimise the risk of	
transmission.	L L a a dha a ala a u
Pregnant staff All staff who are pregnant will have an	Headteacher
individual workplace risk assessment and will only attend the	
workplace if the risk assessment advises it is safe to do so.	
Pregnant women who are 28 weeks and beyond or with	
underlying health conditions that place them at a greater	
risk of severe illness from coronavirus should take a more	
precautionary approach. If risks can't be eliminated or	
reduced to an acceptable level then alternative work or	
working arrangements will be offered (e.g. working from	
home). This will be for a very small number of women.	
Pupils or staff who live with someone who is clinically	Headteacher
extremely vulnerable or clinically vulnerable including those	
who are pregnant, can attend their education or childcare	
setting and should maintain good prevention practice in the	
workplace and at home.	
All persons who are displaying symptoms must not come	Headteacher
into school and should follow government guidance on self-	
isolating and testing. Symptoms include a high	
temperature, a new continuous cough, loss or change to	
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Whilst awaiting pickup, persons should be isolated in a	H	eadteacher
separate area with a closed-door and ventilation. Pupils will		
need to be supervised whilst this takes place. A separate		
room will be available for potential isolation of staff and		
pupils. This room will be deep cleaned after the use of the		
room, by cleaning or site staff.		
A fluid resistant facemask (IIR) should be worn by the	Н	eadteacher
		cuatedenci
supervising adult if a distance of 2m cannot be maintained. If		
contact with the child or young person is necessary then		
gloves, and apron and a suitable facemask should be worn		
by the supervising adult. If a risk assessment determines that		
there is a risk of splashing to the eyes, for example from		
coughing, spitting or vomiting then eye protection should		
also be worn. After use the PPE should be bagged as per the		
guidance, a dated label to assist with disposal after the		
required time period, and stored appropriately on site		
before putting into bins.		
Where the child, young person or staff member tests	H	eadteacher
negative, they can return to their setting and they can end		
their self-isolation.		
Where a child, young person or staff member tests positive	H	eadteacher
Schools need to insert local arrangements for reporting		
positive cases if required. NHS test and trace will work with		
individuals and/or their parents to identify close contacts.		
Contacts from a school setting will only be traced by NHS		
Test and Trace where the positive case and/or their parent		
specifically identifies the individual as being a close contact.		
This is likely to be a small number of individuals who would		
be most at risk of contracting COVID-19 due to the nature of		
the close contact. Schools may be contacted in exceptional		
cases to help with identifying close contacts. Individuals are		
not required to self-isolate if they live in the same household		
as someone with COVID-19, or are a close contact of		
someone with COVID-19, and any of the following apply:		
they are fully vaccinated		
they are below the age of 18 years and 6 months		
they have taken part in or are currently part of an approved		
COVID-19 vaccine trial		
they are not able to get vaccinated for medical reasons		
Instead, they will be contacted by NHS Test and Trace,		
informed they have been in close contact with a positive		
case and advised to take a PCR test. We would encourage all		
individuals to take a PCR test if advised to do so.		
As part of the national testing trace programme, if other	Ц	eadteacher
cases are detected within school, the school will liaise with	11	cuateucher
Public Health England (PHE) local health protection teams		
who may conduct a rapid investigation and may advise		
school on the most appropriate action to take.		
Deep clean core areas that staff or pupils have been in with	I.,	andtandar
standard cleaners and disinfectants.	H	eadteacher
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A separate sanitary facility should be provided for individuals	H	eadteacher
who display symptoms. They should be cleaned and		
disinfected using standard cleaning products before being		
used by anyone else as should any areas they are isolated in.		
Doorgards should be used to hold open doors where suitable	H	eadteacher
(Safeguarding procedures should still be adhered to). Where		
this is not possible door handles should be regularly cleaned		
and sanitised to prevent infection.		
Preferred communication from parents with school staff will	Н	eadteacher
be by phone, email or the virtual platform. If a parent needs		
to drop something off/pick something up at school then this		
er er ek er		
should be pre-arranged where possible.		
	H	eadteacher
should be pre-arranged where possible.	H	eadteacher
should be pre-arranged where possible. Suppliers, contractors and visitors will be informed as far as	H	eadteacher

Schools should bulk buy to reduce the number of deliveries.	Office manager
Staff should wash hands before and after handling	
deliveries.	
Whilst face coverings are not required in schools	Headteacher
government guidance still recommends over 11's wear face	
coverings on public transport and dedicated transport to	
school.	
	Headteacher
Hand sanitisers available at entrance points to the building	riedutedener
and staff, visitors and pupils should use them on entry.	
Pupils and staff should wash their hands with soap and	
water for at least 20 seconds on entering school and at	Headteacher
0	
regular intervals throughout the day, particularly after going	
to the toilet, touching faces, coughing or sneezing, learning	
outside and before and after eating.	
If sinks are not available close to or in classrooms and work	Headteacher
areas, then handwashing facilities and/or hand sanitisers	
should be provided.	
Additional hand washing facilities will be provided where	Headteacher
required.	rieddeeddier
All persons should wash their hands before leaving the	Headteacher
premises.	i icauledulei
Tissues will be available in all group areas and should be	
single use only and binned after use in lidded bins.	Headteacher
Any waste products used by staff or pupils showing	11
symptoms whilst in school shall be double bagged and kept	Headteacher
securely for 72 hours before being disposed of via the usual	
waste disposal route. Bags should be clearly labelled with	
the disposal date i.e. 72 hours after bagging and stored	
before being put into the normal waste collection bins after	
the 72-hour period has elapsed. Note the virus cannot	
survive on a surface from more than 72 hours according to	
current guidance.	
	Office manager
Staff opening post should wash hands thoroughly after	Office findinager
touching the post. Envelopes to be disposed of in lidded bin.	
Staff bringing their own food into school that requires	l la adta a shar
storage in the communal fridge should be in a labelled	Headteacher
washable box. Antibacterial wipes and/or spray will be	
available for staff to wipe down the kettle, microwave etc.	
after use if they choose to use them. Staff should ensure	
they clean up after themselves in staffrooms/staff kitchens	
etc. Washing facilities are provided for staff use.	
Staff are to wash hands on entry to staff rooms before and	Headteacher
after preparing food and drinks and before leaving.	
Water dispensing systems can be used and additional	Headteacher
Water dispensing systems can be used and additional	
cleaning should be implemented, particularly of dispensing	
handles after each use. Hand sanitiser/hand washing should	
be available to use before and after each use	
Concretelessing	
General cleaning	
Cleaning should be carried out using standard cleaning	Headteacher
chemicals and disinfectant and or anti-viral wipes and	
sprays.	
A dedicated provision of clean products in each classroom or	Headteacher
work area will be available to allow for additional cleaning of	
surfaces in use containing hand sanitisers, anti-viral wipes,	
sprayers, paper towels, soap, tissues etc. in a container	
storage box so it is easy to pick up and move around the	
space as required. These should be stored out of the reach	
of pupils. Cleaning should be prioritized to cover regularly touched	
Cleaning should be prioritised to cover regularly touched	Headteacher
surfaces such as door handles, tables, chairs, toilets, wash	
basins etc. and should be done with hot soapy water and	
disinfectant.	
Shared materials and surfaces should be cleaned and	Headteacher
disinfected more frequently.	
All staff using cleaning materials should have access to and	Headteacher
have read the relevant COSHH assessments.	

Rooms used for isolating persons displaying symptoms	Headteacher
Rooms used for isolating pupils or staff who display	
symptoms of coronavirus will undergo a deep clean of that	
room, if that cannot happen then it should be left for 72	
hours then a normal clean should be undertaken. A back up	
room should be available in case it is required.	
Clothing There is no need for anything other than normal	Headteacher
personal hygiene and washing of clothes. Uniform will be	i i cuatea circi
worn by pupils.	
	Headteacher
Hygiene suites and intimate care facilities Hygiene suites	incudiculier
and intimate care facilities should be cleaned between pupils	
including slings and hoists, control panels, etc	
Schools should adhere to all the PHE guidance contained in	Headteacher
the DfE guidance including adhering to all protective	Theddteddher
measures.	
Minimise contact with individuals who are unwell by	Headteacher
ensuring that those who have coronavirus symptoms or are	Treadceacher
isolating as required by NHS track and trace do not attend	
school.	
Clean hands frequently over the school day.	Headteacher
Ensure good respiratory hygiene by promoting the 'catch it,	Headteacher
bin it, kill it' approach	
When volunteers are used in the school building, due	Headteacher
attention should be paid to ensuring they are trained in the	
systems and expectations, the risk assessment shared and	
their deployment should follow all aspects of the risk	
assessment.	
All areas should be ventilated. Where adequate ventilation is	Headteacher
not available or areas are crowded with people who you	
would not normally come into contact with the	
recommendation is face coverings will still be worn.	
Staff working with children with significant medical needs	Headteacher
that make them vulnerable to coronavirus should have an	
individual risk assessment carried out which may	
recommend the wearing of face coverings.	
Assemblies/gatherings/whole school worship can now take	Headteacher
place for children. For events where parents and visitors are	
invited into school e.g. community worship, school	
performances, parents consultations, school must ensure	
areas have a good source of ventilation. Where this is not	
possible other measures will need to be considered e.g.	
reduced capacity or face coverings.	
Ensure adequate first aid provision for the numbers of staff	Headteacher
and pupils on site.	
Where possible, without causing further injury or	Headteacher
discomfort, first aid to be administered in a well ventilated	
area.	
PPE equipment to be provided in each first aid box and used	Headteacher
by staff administering First Aid. All staff trained in use of PPE.	
PPE to be disposed of appropriately.	
Telephones and in school communication devices should be	Headteacher
wiped with anti-viral wipe after each different user.	
Sanitisers should be used before touching biometrics	Headteacher
systems if they cannot be cleaned between users.	
Ventilation	
	Headteacher
Rooms should be well ventilated. Safeguarding and health	neauteather
and safety must be assessed to see if this is appropriate	
especially for younger children and pupils with SEND needs	
and fire procedures will need to be adhered to ensure those	
doors are closed should fire alarm sound. Consider use of	
automatic 'doorguard' systems if appropriate.	

Where possible and appropriate open windows to	Headteacher
classrooms, offices, staff rooms. Encourage appropriate	
clothing, particularly during colder weather to ensure there	
is a balance between the need for ventilation and having a	
comfortable working environment.	
Mechanical ventilation is a system that uses a fan to draw	Headteacher
fresh air or extract air from a room. These should be	
adjusted to increase the ventilation rate wherever possible	
and checked to confirm that normal operation meets current	
guidance and that only fresh outside air is circulated If	
possible, systems should be adjusted to full fresh air or, if	
this is not possible, then systems should be operated as	
normal as long as they are within a single room and	
supplemented by an outdoor air supply.	
Schools should check that any new bookings have adequate	Headteacher
financial protection in place.	
You should undertake full and thorough risk assessments in	Headteacher
relation to all educational visits and ensure that any public	
health advice, such as hygiene and ventilation requirements,	
is included as part of that risk assessment	
Staff conducting activities such as close intimate care e.g.	Headteacher
nappy changing, invasive medical procedures, assisting with	
feeding necessities and other close contact with pupils	
should wear disposable gloves and aprons and may need IIR	
facemasks and eye protection e.g. where there is a risk of	
spitting, vomiting, etc This would need to be assessed on a	
case by-case basis.	
If PPE is identified as necessary for certain activities or staff	Headteacher
through a risk assessment, this will be provided by the	
school. A face covering is a covering of any type which	
covers your nose and mouth. Face coverings are not	
classified as PPE.	
Reusable eye protection should be thoroughly cleaned and	Headteacher
disposable PPE should be changed between each individual	
person being assisted.	
person being assisted. The school will consult with and involve staff in the setting	Headteacher
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Safeguarding procedures need to be reviewed to ensure all systems comply with the risk assessment and government guidance. Designated leads/deputies should be provided with time to deal with any new safeguarding issues, concerns and referrals.	Headteacher
Communication with school nurses should be maintained.	Headteacher
Schools must consider the impact on staff and pupils with protected characteristics, including race, age and disability in the approach to managing risk. This includes the use of individual risk assessments where appropriate.	Headteacher
If people with significant risk factors are concerned, Headteacher should discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.	Headteacher
Schools have experience of delivering remote learning following national lockdowns and bubble closures	Headteacher
Schools have technology in place to allow the delivery of education to be conducted remotely	Headteacher
Government have updated the Contingency framework to outline how schools should operate and an outbreak management plan will be in place.	Headteacher

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