



# Ash C of E Primary School (011)

## Risk Management - Assessment Report

<b>Risk Area:</b>	COVID-19
<b>Assessment Framework:</b>	September 2020 COVID-19: Wider School Re-opening
<b>Work Area or Activity:</b>	COVID-19 Full Opening RA
<b>Competent Person</b>	Rebecca Bennett
<b>Assisted by:</b>	Catherine Whitehead
<b>Groups Affected:</b>	Staff, Visitors and Pupils
<b>Notes:</b>	<p>THIS IS A REVIEW TO REFLECT TIER 4 and increased controls</p> <p>RA reviewed to include Gov COVID 19 Tier 4 restrictions upon school opening Jan 5th 2021</p> <p>Review of RA based on new tier guidance</p> <p>Review of pre-September plans and in line of guidance issued 28.8.20</p>

This is a review of an assessment carried out on 09/09/2020

This is a review of an assessment carried out on 29/12/2020

This is a review of an assessment carried out on 03/01/2021

<b>Assessed on:</b>	04/01/2021	<b>Risk Rating:</b> Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk	
<b>To be Reviewed on:</b>	04/02/2021		
<b>What are the Hazards?</b>	<b>What is already being done?</b>	<b>Is this considered satisfactory?</b>	<b>Risk Findings</b>
Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?	Yes, please see additional RA and checklist completed. Comprehensive checks and adjustments to the site, the circulation of staff and pupils and the cleaning regime have been made. Significant controls are in place to reduce contacts. JAN 21 UPDATE- PLAN IN PLACE TO STOP ANY CROSSING OF BUBBLES BY STAFF FOR TEACHING TT	Yes	Severity: 3 Likelihood: 2 <b>Risk Rating:</b> <b>6</b>
Will you review existing department induction programmes to make sure all members of the team understand their role and responsibilities, and to ensure all the team understands new ways of working?	INSET session has covered how we are COVID-secure, all staff in attendance. Daily monitoring is in place across the senior team. Safeguarding inductions have taken place for new	Yes	Severity: 3 Likelihood: 2 <b>Risk Rating:</b> <b>6</b>

	staff. JAN UPDATE- CONTROLS INCREASED, NO SHARED SPACES AND MASKS IN COMMUNAL AREAS		
Along with the normal volunteer checks that a school is required to undertake, are procedures in place to support these individuals and consideration given to the types of roles they are assigned (including minimising mixing between groups of pupils)?	As yet, no volunteers are in post. Should they be considered, they would only work within one bubble of the school and would receive the usual induction process. Governor visits will be subject to the same controls as any other visiting staff and will not have contact with pupils at this time to minimise contacts.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Have schools followed the guidance for breakfast and out of school provision at <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak?">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak?</a>	Yes, please see additional documents relating to this. All measures will be in place and the use of the Village Hall has it's own RA process that has been shared with the school. Inspection of the Village Hall has also taken place. DECEMBER UPDATE- School site now in use for wrap around care. JAN UPDATE- BUBBLES TO BE KEPT FURTHER SEPARATED AT BREAKFAST AND AFTER SCHOOL CARE, CONSIDER STAFFING ONE STAFF MEMBER PER BUBBLE	Yes	Severity: 3 Likelihood: 2 <b>Risk Rating:</b> 6
Have appropriate levels of support been identified by the headteacher to those individuals on an ITT programme within the school environment?	Not relevant at present	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance: <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a> and <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a>	JAN UPDATE- WE WILL FOLLOW THE DFE CONTINGENCY FRAMEWORK SHOULD THIS BE REQUIRED. FURTHER VENTILATION AND CONTROL MEASURES HAVE BEEN INTRODUCED, SEE SWPS  All guidance has been followed in line with recent updates, and staff training delivered on this on Friday the 4th of September. Control measures are in	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4

	<p>place across the environment including the creation of bubbles to avoid contact between groups. Limits have been placed on the use of facilities according to a safe working ratio to ensure there can be appropriate social distancing between adults. An extensive additional cleaning and handwashing programme has been developed. Any shared areas have been re-configured to remove any unnecessary items and to ensure the correct number of occupants. A staggered start and end to the day has been implemented with an appropriate one-way system in place for parents and carers to use. Staff will monitor this daily.</p>		
<p>Have you reviewed and updated relevant risk assessments to ensure they meet COVID guidance e.g. playground eqpt, cleaning regimes, COSHH assessments?</p>	<p>JAN UPDATE- ALL REVIEWED TO REFLECT CHANGE IN TIER RESTRICTIONS, NUMBERS SHARING OUTDOOR SPACES AT LUNCHTIME REDUCED All RAs are being reviewed and appropriate additional cleaning is in place. DECEMBER UPDATE- Cleaning regime in place and holiday cleaning added to.</p>	Yes	<p>Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4</p>
<p>Have you shared your risk assessment with the staff, governors and parents? Publishing onto the school website is a recommended option to demonstrate transparency.</p>	<p>JAN UPDATE WILL BE PUBLISHED ON THE SCHOOL WEBSITE This risk assessment has been shared with governors, staff and parents and will be displayed on our school website. DECEMBER UPDATE- Will be shared again following tier changes</p>	Yes	<p>Severity: 0 Likelihood: 1 <b>Risk Rating:</b> 0</p>
<p>Have you communicated the new arrangements and procedures to staff and parents, particularly towards any new intake year groups and children?</p>	<p>All parents and carers are receiving regular communication from the school via email and the school website to ensure they are aware of all arrangements and any changes. We also use social media</p>	Yes	<p>Severity: 0 Likelihood: 1 <b>Risk Rating:</b> 0</p>

	to issue reminders and notices as appropriate.		
Have you set up a suitable review process to ensure that the preventative and protection measures are effective e.g. this could be an agenda item at staff meetings, Governor health and safety walkdowns/meetings etc.?	COVID-19 arrangements are a standing item on both staff and govs meetings. Weekly health and safety walks are taking place. Governors will be asked to complete walk-rounds when and if this is appropriate and can be made COVID secure. DECEMBER UPDATE- ALL to be reviewed. Governor H and S walk took place and report complete. JAN UPDATE- WILL UPDATE GOVS FURTHER WITH TIER CHANGES	Yes	Severity: 0 Likelihood: 1 <b>Risk Rating:</b> 0
Has the school established access to high quality online resources, facilitated staff training for pupil interaction, assessment and feedback and have a process for providing remote education to those without online access and/or require additional adult support in the event of a local lockdown or for those pupils who are unable to attend school based on clinical/Public Health advice?	We have a comprehensive remote offer via Google Classroom. Staff have received training and support on the delivery of online provision and this was well-received by our families during the previous lockdown period. Pupils who do not have online access will be provided with appropriate work for home and regular contact will be maintained to support the child's education and welfare should they need to self-isolate. DAILY PHONECALLS WILL Monitor welfare. DSL Will be made aware in the usual way if there are any concerns in person and always on the same day. JAN UPDATE- VULNERABLE AND CRITICAL WORKER LIST TO BE PREPARED IN THE EVENT OF ANY LOCKDOWN	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Does the school have a platform where it is able to listen to concerns and provide reassurance to parents of pupils who are anxious or have significant risk factors? This may be in the form of telephone conversations, virtual meetings and regular communication with parents.	Parents are able to contact the school office at any time with any concerns they may have. We have also added resources to our website that can support families should they be experiencing any difficulties, or need a bespoke plan/ risk assessment or any further signposting or support. JAN UPDATE- ALL FAMILIES WILL BE	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4

	CONTACTED REGULARLY TO CHECK THEY ARE WELL AND SUPPORT WILL BE OFFERED		
Does the school have a process in place to identify those pupils and families who require additional support and is able to put systems in place to enable this?	Class teachers, the safeguarding team and the school SENCO identify any children and families who may require support. The Early Help process will be started for any family who require this. We encourage families to let us know, and we are available for appointments and phone calls should this be required. We are also developing our family offer to engage with a wide variety of agencies to support our families throughout the year. DECEMBER UPDATE_ There is a two-weekly safeguarding meeting held to RA all pupils on the roll JAN UPDATE- THIS MEETING WILL MOVE TO WEEKLY TO ENSURE WE HAVE IDENTIFIED ANY EMERGING NEEDS	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Does the school have a contingency programme in place in the event of a local lockdown? This may include recognising that if rates of the disease rise in local areas, children (or family members) and teaching staff from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent	In the event of a local lockdown, we will assess our safe working ratio at all times to decide whether or not certain bubbles in the school need to be closed. If this is were to be the case, we would implement our google classroom for any pupil who is not able to attend, in order for them to access our teaching and learning opportunities. In the event of any emergency measures closing part of the school, we are able to inform parents remotely via social media and email/ text. This information would also be published on our website.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?	The business continuity plan has been updated to reflect current position, see plan for info.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Have you reviewed your critical incident plan to take account of any required support mechanisms e.g. bereavement, critical illness, isolation etc?	The critical incident plan has been updated	Yes	Severity: 3

			Likelihood: 2 <b>Risk Rating: 6</b>
Has the school updated their behaviour policy to reflect new rules and practices?	We have developed an appendix to the behaviour policy for staff and parents to be aware of. This includes arrangements for additional support, the early identification of any behaviour issues that may be arising, and the mechanism for additional support. Any sanctions will be used as a last resort.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating: 1</b>
Does the school have an effective system to monitor absences and effectively react to regular occurrences of absenteeism?	Daily monitoring of the attendance register in place. Weekly monitoring of session absence in place and attendance policy has been re-written.	Yes	Severity: 2 Likelihood: 1 <b>Risk Rating: 2</b>
Have any role changes, such that staff can be employed flexibly within the school, been discussed and agreed with the individuals concerned? This may need to be recorded on an Individual Risk Assessment if concerns are raised by the individual.	Any changes have been agreed with members of staff and the headteacher. All staff have been offered the opportunity to raise any concerns about control measures and all reasonable steps have been taken to ensure these are resolved. Regular team and staff meetings will ensure any issues can be resolved as soon as possible.	Yes	Severity: 0 Likelihood: 1 <b>Risk Rating: 0</b>
For any staff that may be required to quarantine upon return to the UK from a pre-booked foreign holiday (as agreed in the HR policy), are procedures in place to enable the member of staff to work from home during the quarantine period?	If any member of staff should be in this position, appropriate work would be provided according to the needs of the school at that time. For example, delivering online learning if it were a teaching member of staff.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
If schools are intending to maximise the use of their site, such as rooms in an associated place of worship for schools with a religious character, has a risk assessment been undertaken to assess the suitability of the building, including a fire risk assessment?	If we were to use a place of worship for any school related activities, we would use the appropriate RA. NONE PLANNED AT PRESENT, WORSHIP ALL REMOTE or outdoors	Yes	Severity: 0 Likelihood: 1 <b>Risk Rating: 0</b>
Where schools were previously using associated buildings for an extension of their school premises e.g. village halls, community centres, associated places of worship for lunch/break times, school productions etc, has the partnership agreement been reviewed (which includes the FRA and confirmation of the building being COVID-19 secure in line with government	The use of the village hall has been reviewed, and RAs shared to check and agree COVID secure arrangements. The HT and the SBM have inspected the hall. JAN UPDATE_VILLAGE	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>

guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a> )	HALL NOW NOT IN REGULAR USE BY THE SCHOOL		
Have you set in place regular communications on social distancing arrangements to reinforce key messages and any emerging new Government guidance? As part of this, have you considered translation into the preferred language of employees for whom English is not the first language?	Regular communications are in place and we place relevant links on our website for parents and carers to access. JAN UPDATE- School reception will be CLOSED TO PARENTS AND CARERS, phone calls only. No meetings will be held in person with parents in the school building. This will be communicated to parents prior to the start of term. Parents must leave the school site immediately they have dropped off their child.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Have you considered online meetings wherever possible (e.g. staff meetings), in order to reduce social contact and time spent in the school building?	A proportion of our meetings for very small groups (wearing masks) will be held in person if a large space can be used. Meetings will also be held online using microsoft teams. Online staff groups have been set up to facilitate this. Each room in the school has a prescribed limit of occupants.  JAN UPDATE_ ALL STAFF ARE NOT TO MEET IN ROOMS WITH THOSE NOT IN THEIR BUBBLE< LUNCH ROTA IN PLACE FOR STAFF ROOM USE  JAN UPDATE- As of Jan 21 until further notice, all staff meetings will be held remotely if they are longer than 15 min. All PPA will be taken at home where this is possible, to minimise the number of staff onsite at any one time.	Yes	Severity: 2 Likelihood: 3 <b>Risk Rating: 6</b>
		N/A	Severity: 0 Likelihood: 0 <b>Risk Rating: 0</b>

Rebecca Bennett

Signed .....

Dated .....

Co-ordinator

Signed .....

Dated .....

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