

## Coronavirus control January 2022

Date: **17th January 2022 (V1.1)**

Ref	Potential Risk	School to calculate			Detail of Risk	ODST suggested steps to mitigate risk	What you could do / What you are doing	School to recalculate			School to add details		
		X Severity of impact	Y Likelihood of occurrence	Impact score				Residual Risk X (Impact)	Residual Risk Y (Likelihood)	Impact score	Risk owner	PROGRESS UPDATE - [DATE]	Direction of travel: Has the level of risk increased or decreased since v.1?
		1 (least serious) to 5 (most serious)	1 (remote) to 5 (almost certain)	(x times y)				1 (least serious) to 5 (most serious)	1 (remote) to 5 (almost certain)	(x times y)			
<b>A - Hygiene</b>													
<b>(Risk Owner: School)</b>													
A.01	Lack of effective infection protection and control when children arrive or depart the school setting	5	5	25	Significant risk of virus transmission with full numbers of pupils and parents arriving and leaving the site at the beginning and end of the school day.	<ul style="list-style-type: none"> <li>School to fully consider the best way to maintain accessing/egressing the school site- this could include any physical features around the school perimeter which can be utilised to support the viability of staggered drop off/pick up times, additional controls at the front of the school such as signage and/or distance and directional markings.</li> <li>Anyone showing symptoms should not attend the school at all.</li> <li>Encourage parents to communicate with the school electronically or by phone if there are day to day issues.</li> <li>School to organise hygiene arrangements for all persons coming to the premises to use before entering.</li> <li>Schools to consider all aspects of hand and respiratory hygiene for children, staff and visitors ie teaching around sanitising and 'catch it, bin it, kill'.</li> </ul>	Parents use all space on driveway and playground at drop off/pick up times. Parents reminded to wear a face covering when on school site. Visitors by prior arrangement only and reminded not to attend if Covid symptoms and wear a face covering when in school.	3	2	6	HT		

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<b>B - Infection Protection</b>													
<b>(Risk Owner: School)</b>													
B.01	Lack of effective infection protection and control within the classroom and educational spaces will significantly increase the potential for virus transmission	5	5	25	Significant risk of virus transmission where community infections remain high and the likelihood of infection spread whilst staff and pupils occupy the site	<ul style="list-style-type: none"> <li>- As per Govt guidance- effective ventilation to be applied to workplaces</li> <li>- Consideration given to ambient temperatures whilst ventilation is in place, regular checks that temperatures do not fall below 16 degrees C and that all staff and pupils are aware to raise concerns and bring additional layers of clothing if necessary</li> <li>Use gov't provided Air Quality CO Monitors in regularly used spaces, including classrooms, as appropriate to identify any areas of poorer air-flow.</li> <li>Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of Covid infection</li> <li>managing confirmed cases of COVID-19</li> </ul>	Due to current high level of cases in school: classes remaining separate in bubbles, children eating lunch in classes, one space outside per year group to be accessible (changed each week), warn and inform letters sent regularly, collective worship virtual, one class at a time to use hall for PE, one class at a time to visit St Lawrence Church, staff room used for children with medical needs only, staff use hall for break/lunch with windows open and keeping a distance from each other, face coverings worn by staff in communal areas and when on the playground at drop off/pick up times, PPE available for staff administering first aid, risk assessments for trips include covid precautions, sharing events with parents limited to one class and those parents only - outside or in the hall with windows open and parents reminded to take a lateral flow test before coming into school and requested to wear a face covering, staff taking lateral flow tests regularly.	3	3	9	HT		

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<b>C - Virus control- Cleaning (premises)</b>					<b>(Risk Owner: School)</b>								
C.01	School is unable to maintain correct enhanced cleaning standards	5	5	25	Increased demands on school cleaning standards and frequency	<ul style="list-style-type: none"> <li>School to regularly monitor and review the adequacy of personal hygiene arrangements in relation to pupil numbers and staffing levels each day.</li> <li>School to consider the use of hand PPE for staff if cleaning product supply could become compromised.</li> </ul>	Contract cleaners clean daily after school day, welfare support assistant cleans high-touch points throughout the school day.	3	1	3	SBM		

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<b>D - Virus control- Staffing</b>													
D.01	Schools are unable to sustain opening due to staffing matters	5	5	25	Availability of staff is compromised by self-isolation requirements, illness, domestic responsibilities and mental health impacts	<p>• School to ensure staff understand absence reporting procedures, and that these are robust enough to allow leaders to make timely decisions about staffing changes . An early identification of shortfalls needs to be carried out and ODST informed.</p> <p>• Strong communications to encourage pupils (or parents of primary/nursery/preschool children) and staff to undertake twice weekly LFD testing and reinforce advice on symptoms and case isolation. Schools to start to consider contingency plans for classes / year groups should staff become unwell</p>	School to consider staffing levels on a day by day basis and plans put in place to cover classes, moving staff around where necessary. Use of cover supervisor, regular supply teacher, Deputy Head and Head to cover classes. Class closure due to staffing as absolute last resort when all other options have been exhausted.	4	4	16	HT		

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<b>E - Virus control- Premises matters</b>													
<b>(Risk Owner: School)</b>													
E.01	Greater areas of the school are to be used without necessary servicing and maintenance in place	5	5	25	Safe place of work systems are not maintained and staff and pupils are put at greater risk with particular attention to any temporary structures and any additional buildings being used away from the school site.	<ul style="list-style-type: none"> <li>Review all fire arrangements to ensure they are appropriate</li> <li>Maintain testing of fire systems and equipment</li> <li>Ensure fire doors are serviceable</li> <li>Drain down and refresh the entire water system-</li> <li>Weekly flush of infrequently used outlets</li> <li>Clean and descale shower heads</li> <li>Monitor water temperatures</li> <li>Gas appliance checks are resumed</li> <li>Gas appliances are within annual inspection- rear</li> <li>Reactivation of ventilation systems to ensure satisfactory function</li> <li>Ensure access and control systems are fully functioning normally</li> <li>Ensure internal and external lighting is functioning properly</li> <li>CCTV- where fitted- is functioning properly</li> <li>Drainage systems are functioning properly</li> <li>Any lifting or pressure equipment is tested satisfactorily and within annual inspection cycle- rearrange if not</li> <li>Particular attention to pest or insect infestation and, if present, suitably controlled</li> <li>Risk assessments are in place for any unconventional or new situations present at the site</li> <li>Staff training in all relevant areas is confirmed to be valid and addressed if not</li> </ul>	All maintenance, checks and annual H&S audit in place as usual. All recorded on Smartlog system and overseen by School Business Manager.	3	1	3	SBM		
<b>F - Curriculum matters</b>													
<b>(Risk Owner: School)</b>													
F.01	Schools are unable to provide suitable teaching provision for attending pupils and non-attending pupils  School is required to support home learning for those children having to isolate or quarantine.	5	5	25	Children are not learning within the school or as part of home learning. Lack of assessment opportunities means teachers are not aware of gaps in children's knowledge and starting points for learning. Risk that online learning is either unavailable or ineffective for pupils and parents to access. Opportunities for consolidation of learning have been missed. Current curriculum planning does not take into account children's gaps and need to re-visiting of knowledge and skills. Progression and continuity has been lost within classrooms and within, across and beyond year groups.  Managing staff teaching in school and providing resources for home learning provides an additional strain and is hard to manage.	<ul style="list-style-type: none"> <li>Check access and effectiveness of home learning in place.</li> <li>Decide and plan on minimum amount and quality of activities and home learning – establish expectations for teachers to plan, deliver and feedback around learning.</li> <li>Check and consider training opportunities and CPD need for teachers and support staff.</li> <li>Consider at what point your curriculum might be able to resume once all other steps have been taken and learning shows this is possible.</li> </ul>	Remote learning plan in place and working effectively. As much as possible, home learning mirrors learning in school. Parents are supportive and vast majority support children to access home learning set. Staff know how to provide remote learning using Google Classroom. Google Classroom used for homework so children know how to access this. Curriculum continues as normal with plan in place to focus on key objectives and build on any gaps in learning.	3	2	6	HT		

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<b>G - Virus control- Equality, legal and reputational matters (Risk Owner: School)</b>													
G.01	Equality, legal and reputational issues are impacted by return to school arrangements - <b>PRIOR to opening</b>	5	5	25	Perception of discrimination around the kind of pupils being readmitted and the equality issues related to staggering attendance of pupils particularly if sections of the community are over or under represented. Parental attitudes to school become soured and grievances voiced	<ul style="list-style-type: none"> <li>School to carefully consider the implications of their new arrangements and how they will impact upon the various sections of their community.</li> <li>Strong communication with parent group and wider sections of the community, if necessary, clearly outlining the school's strategy towards pupils attending and those remaining at home.</li> <li>Identify any actions or strategies which will minimise the risk of discrimination Reviewed/updated Child Protection Policy in place</li> </ul> <p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.</p> <p>Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>	School specific COVID outbreak management plan written, in line with expectations in DfE Contingency Framework. Headteacher to attend weekly Public Health meetings to be kept up to date with most recent local information and advice. Chair of Governors/H&S Governor to be available to support any immediate decisions needing to be made and to be kept up to date with advice from DfE and Public Health. Plan available to all staff and parents on website. Regular communication to parents regarding situation in school via weekly school newsletter.	3	2	6	HT		

Key to Changes in Risk Level

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**Risk Ranking**

- 1 to 6** **Manageable Risk:** Overall rating is 6 or less. Content to carry these risks. Monitor and track any change.
- 7 to 14** **Material Risk:** Overall rating is 7-14. Concerned about these risks. Need to be managed as a priority.
- 15 to 25** **Significant Risk:** Overall rating is 15 or above. Most concerned about these risks which are significant and should be referred to LGB for regular review.

Up
Same
Down

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Updated:	date	V1.2