

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection risk of contracting COvid 19 by coming into contact with a positive case	TBC using grid below 4	TBC using grid below 5	TBC using grid below 20	<p><u>System of controls - Point 3 and 4</u></p> <p>Lateral flow testing in place for all staff and regular volunteers</p> <p>Circulation of Public Health documentation and procedures to community</p>	<p>Twice weekly timetable of LF Tests for staff to continue until end of September in first instance – Sunday and Weds by 9pm (call LC if positive) - system in place for recording and reporting and timetable for distribution of tests. Staff have all completed briefing session on return 6th Sept</p> <p>Weekly letter which gives guidance to parents on latest advice re isolation (include specific info for EAL families) - LA Update /public health document for parents</p> <p>Daily tracking of pupils' attendance and weekly attendance leads meeting – see flow chart (CN Lead) and isolation if families travelled out of country. Out of hours contact distributed to all staff and parents to report any COVid related issues or cases. NHS now responsible for track and trace.</p> <p>Suspected case in school – see COVid 19 guidance (August 21) Isolation room to remain (DR office) No longer need to isolate siblings. 1 person to remain and accompany child (staff member debriefed and action determined).</p> <p>Staff member, child or volunteer tests positive – isolate 10 days. Close contacts do not need to isolate but advised to seek PCR test. If staff member tests positive on LFT – advice to isolate and seek PCR test. If PCR negative within 2 days of LFT this overrides and can return to work.</p> <p>Visitors to site Visitors will only be admitted with prior arrangement. For track and trace purposes their details will be kept for 21 days (on inventory system). Visitors to be allowed to wear a mask inside the building if they wish to do so.</p>	TBC using grid below 2	TBC using grid below 4	TBC using grid below 8

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure																		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I																
			12					4																
Infection Risk of contracting Covid 19 from travelling to and from school	1	4	12	Signage and social distance measures in place for drop off and pick up of pupils.	<p>Increased staffing at start and end of day EWB and SLT from 8:40 am Children to have hands sanitised on entry and exit</p> <ul style="list-style-type: none"> All pupils to enter the site via the main gate and leave via the Pearson gate on a one-way system. EYFS to enter building via EYFS gate. Y1 to enter building via undercover area. Y2 to enter building via classroom doors. Y4/Y5 to enter building via back stairs entrance. Y3/Y6 to enter building via main office. <table border="1"> <thead> <tr> <th>Year Group</th> <th>Break</th> <th>Hall time for lunch</th> <th>Outdoor</th> </tr> </thead> <tbody> <tr> <td>F2</td> <td>N/A</td> <td>11:30 - 11:50</td> <td>11:50 - 12:30</td> </tr> <tr> <td>Lower School</td> <td>10:45 to 11:00</td> <td>12:00 – 12:30</td> <td>12:30 – 12:45</td> </tr> <tr> <td>Upper School</td> <td>11:00 to 11:15</td> <td>12:30 - 12:45</td> <td>12:45 - 13:15</td> </tr> </tbody> </table> <p>Staggered lunchtimes and reduction to 45 minutes.</p> <p>Appointments pre-arranged and risk assessed as to necessity</p>	Year Group	Break	Hall time for lunch	Outdoor	F2	N/A	11:30 - 11:50	11:50 - 12:30	Lower School	10:45 to 11:00	12:00 – 12:30	12:30 – 12:45	Upper School	11:00 to 11:15	12:30 - 12:45	12:45 - 13:15	1	4	4
Year Group	Break	Hall time for lunch	Outdoor																					
F2	N/A	11:30 - 11:50	11:50 - 12:30																					
Lower School	10:45 to 11:00	12:00 – 12:30	12:30 – 12:45																					
Upper School	11:00 to 11:15	12:30 - 12:45	12:45 - 13:15																					

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Infection Risk of contracting Covid 19 from moving around the school building	3	5	15	<p>System of controls - Point 3 Staggered lunch and playtimes for each Phase</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p>	<p>Mask wearing optional for staff and visitors</p> <p>Use of CO2 monitors (Autumn) to monitor air flow and identify places with potential poor air quality- top landing, upstairs corridor, bottom stair well, staff room, main office).</p> <p>Ventilation and good respiratory hygiene – all windows opened am by SFO and closed by class teacher. Doors open where possible to reduce touch surfaces and increase air flow. Classroom doors left open during break and lunchtimes to allow air flow when room is vacant.</p> <p>Timetabling – adapted to limit movement</p> <p>Assemblies to be limited to phases in hall (no whole school)</p> <ul style="list-style-type: none"> Monday – LC/CN whole school via zoom Tues IL/SF phase assemblies 4, 5, 6 in dining hall 1, 2, 3 in small hall Weds – Themed whole school assembly via zoom (teachers on rotation) Thurs singing assemblies 4, 5, 6 in dining hall 1, 2, 3 in small hall Fri – LC/CN celebration assembly whole school via zoom <p>Music Service – will conduct tuition in the small hall. Children to wash hands prior and after lesson in the pupil toilets. Hand sanitizer and wipes in all teaching spaces.</p>	1	5	5

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
					<p>Lunchtimes – Children eat lunch in hall with phase. Hall cleaned between phases.</p> <p>Staff to either eat with their class in the dinner hall or in the staff room. Due to staggered lunch, there will be no more than 6 members of staff in the staff room at any time.</p>			
Infection Risk of contracting Covid 19 from direct contact with others.	3	5	15	<p><u>System of controls - Point 1 and 2 and 4</u></p> <p>Where possible, pupils to remain within their allocated classes or phases</p> <p><u>System of controls - Point 1 and 2</u> Access to hand cleaning facilities, and ensure frequent hand cleaning across the school day for pupils and staff.</p>	<p>Catch it, Bin it, Kill it posters and signage in all areas.</p> <p>Tissues and swing bins in all classrooms and main communal areas. Children re inducted with RA on 8th Sept 2021.</p> <p>Dedicated staff who clean dinner hall prior to each sitting</p> <p>All teaching rooms have: Hand sanitiser Wipes Sink (not Hub) Paper towels Pedal bins Signage Phase Leader responsible for checking areas daily and report any issues to RS/JF</p> <p>Hygiene and handwashing Clear arrival and signing procedures for staff in place. Children wash hands at key times of the day – moving across rooms, around school, transition times of break and lunch etc.</p> <p>Face coverings all adults (including visitors) can choose to wear a face covering around any communal areas inside school. Face coverings will be available but staff are permitted to use their own if they prefer.</p>	2	5	10

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
					<p>Breakfast Club – children to remain in lower and upper school groupings.</p> <p>After-school clubs – to be operated as lower and upper school clubs.</p> <p>Updated /COVId 19 isolation rules and procedures communicated (direct contact only isolate if over 18 yrs and 6 months and not vaccinated – others seek PCR test of direct contact but can remain in school). Parents/staff aware of symptoms and need to isolate if person unwell until negative test result sought if symptomatic. Outbreak management updated – 5 cases or more in 10 days (contacts) or 10% of school population – seek further advice from Public health Dept and contingency plan (may revert back to bubbles, zones for effected cases, deep clean, masks etc) - see previous RA for March to July 21</p>			
Infection Risk of contracting Covid 19 from surfaces.	3	5	15	<p>Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc..</p>	<p>Cleaner on site full time. RS to lead</p> <p>Main clean takes place between 3:15 and 5:15 PM after school closure.</p> <p>Children’s Mobile phones must be handed to the front office and kept in a sealed labelled bag – at child and parents own risk. Birthday buns can be brought in but must be sealed and shop bought and consumed on premises following handwashing.</p> <p>Risk assessments completed for high risk children (GM to lead) Positive handling plans reviewed and communicated (JW) Behavior policy updated to ensure risky behaviours are sanctioned (Wizards as alternative if consistently rule break- JW Lead)</p>	2	5	10

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				Full deep clean of areas where confirmed Covid 19 has been identified.	Shared resources thoroughly cleaned after each use. Designated toilets for EYFS / Y1 and Y2 / Y3-Y6. Specific cubicles identified for each year group.			
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	5	20	<p><u>System of controls - Point 1 measure</u></p> <p>Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>All trust schools to follow flow charts in response to suspected cases. Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.</p> <p>Individuals to report any family members who are</p>	<p>1x isolation room (DRs room/Family Room) Equipment replenished and checked daily- BS to lead</p> <p>PPE in PPA room for staff and children. PPE available and staff trained as part of induction and guidance Intimate care plans updated (CT)</p> <p>Ensure all staff are clear with procedures and flow charts LC informed immediately if any suspected symptomatic people Circulate procedures to parents – BS via letter and twitter Risk assessment available to parents</p> <p>Staff vigilance and awareness of circumstance and symptoms- staff responsibility to inform LC.</p> <p>Staff vigilance as children arrive in the morning and throughout the day. Any child with symptoms must be accompanied by a staff member immediately to isolation room with same member of staff (Digital Thermometers available)</p> <p>CN informed so can adjust register and track isolation days. testing evidence etc</p> <p>On return to school following SI, teachers to check children for symptoms.</p>	2	5	10

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				<p>displaying signs of Covid 19.</p> <p>Pupils and staff members to not enter the building if they display signs of Covid 19.</p> <p>Deep clean of areas used by individuals who display symptoms.</p> <p>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.</p>	For staff who were previously clinically vulnerable or working in closer proximity or in communal area – mobile screens are provided if required (available in PPA room).			
Risk of contracting Covid 19 from a pupil /adult who requires medical attention and or personal care.	3	5	15	Staff to use appropriate PPE when attending to individuals who require care.	<p>Visors for high-risk activity if staff request (nappy changing, child vomiting etc).</p> <p>Aprons, gloves for PPE and disposed of after use. Double Bin bagged and disposed as per DFE Guidance.</p> <p>BS to ensure all PPE is in stock and replenish</p> <p>Staggered start dates for new to F1 and F2 to ensure children's needs are fully assessed and met and intimate care plans can be put in place (EYFS Teachers)</p>	1	5	5

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Risk of delayed evacuation of the building due to Covid 19 changes within school.	2	5	10	Within the first week of pupils returning schools, practice fire drills to take place.	Fire evacuation procedures revert to pre covid plan – no one way system in event of emergency exit via nearest exit Update individual evacuation plans for High Need Pupils – GM Critical incident plan updated and accessible with cascade of staff - LC	1	5	5
Risk of staff, children and any visitors not adhering to procedures	3	5	15	Ensure all staff have seen and understood COVID risk assessment Place adequate signage is displayed around school for staff, parents and children to adhere to.	<ul style="list-style-type: none"> Letter to parents for each class with procedures Posters displayed around the site Messages via MM, dojo, twitter and website 	2	5	10
Risk of vulnerable staff pupils or those living with vulnerable people contracting COVID	3	5	15	<ul style="list-style-type: none"> Individual RA in place for vulnerable staff including pregnant staff 		1	5	10

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of $4 \times 5 = 20$. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to $1 \times 5 = 5$.

Risk appetite

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer) The risk is transferred to a third party, for example through an insurance policy.
- Tolerate We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Remote	Unlikely	Possible	Likely	Certainty