



# Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for **Spread/transmission of COVID-19**

<b>Service</b>		<b>Team / Section</b>			
<b>Assessment Date</b>	<b>August 2021</b>	<b>Review Date</b>	<b>December 2021 or earlier if guidance changes</b>	<b>Reference Number</b>	

What are the hazards? <i>(i.e. what can cause harm)</i>	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when
COVID transmission on public transport on way to/from school	Parents Pupils Members of staff	Staggered start times and guidance shared with parents – but the staggered start times are not continuing.	Medium	Liaise with any families directly that use public transport to get to school to see if further support is needed e.g. different start time, space at Kidzone	G Webb	
COVID transmission in assemblies	Pupils Members of staff	Assemblies are currently all online or only held in year groups but Government guidance says that they can now start to be held in person again.  Current control measures for returning to whole-school assemblies would therefore considered to be none at this point.	High	Deliver upper and lower key stage assemblies separately and keep a gap between year groups to reduce transmission.  Ensure doors and windows are open for ventilation.	G Webb	

COVID transmission on trips/events	Pupils Members of staff	Masks on coaches. COVID risk assessment completed for each trip to consider specific factors of the trip and location and mitigate risk.	Medium	All trips to be planned via the EVOLVE systems following up to date guidance.	G Webb M Issitt (EVC)	
COVID transmission when parents or visitors come in to school for meetings etc	Parents Members of staff Visitors	LFT tests are requested prior to visiting where possible/appropriate  Visitors are asked to wear masks when moving round school and in enclosed/crowded spaces with people they do not usually come into contact with.  Meetings are held in the biggest space available with windows/doors open and adequate spacing between people, especially those that are not normally in contact with one another.	Medium	Review each meeting/visitor on a case-by-case basis and in line with the most up-to-date guidance and information available at the time.	G Webb	
COVID transmission when parents or visitors come in to school for mass gatherings/events	Parents Members of staff Pupils Visitors	Events attended by parents are currently not happening due to previous restrictions put in place.  Current control measures for returning to whole-school assemblies would therefore considered to be none at this point.	High	Review each event on a case-by-case basis and in line with the most up-to-date guidance and information available at the time.  Consider requesting face coverings and LFT tests prior to inviting groups of parents in.  No class assemblies or open afternoons to take place in the first half term. Further guidance/evidence to be sought and plans put in place.	G Webb	

				Email to parents about wearing a mask when on the playground if it is feeling cramped and to spread out across the playground where possible		
COVID transmission between staff (meetings, offices, staff room)	Members of staff	<p>Additional staff room area provided for staff to space out more.</p> <p>Numbers in staff room restricted.</p> <p>Windows/doors opened in staff room areas and during staff meetings</p> <p>Larger spaces used for staff meetings to allow staff to spread out.</p> <p>Virtual meetings used where possible and practicable.</p> <p>Staff to maintain 1-2m distance where possible, particularly with those that they do not usually come into contact with (most likely those</p> <p>Staff may consider wearing a face covering when they are in enclosed/crowded spaces with people they do not usually come into contact with.</p> <p>Main office has adequate spacing for staff using it and individual desk spaces.</p>	Medium	<p>Monitor cases and guidance to then adapt expectations on staff social distancing while jointly considering staff wellbeing and impact on their roles in school as necessary.</p> <p>Staff to reduce close contact outside of their year group – consider sitting with year group team in staff room/meetings etc to reduce contact.</p> <p>Consider spacing in new SLT office.</p>	G. Webb	
Spread of COVID due to hygiene routines	Pupils Members of staff	<p>Regular hand washing</p> <ul style="list-style-type: none"> <li>- Sanitise on way in to school</li> <li>- Wash/sanitise before break and lunch</li> <li>- After using toilet</li> </ul>	Medium	Remind staff of hand washing expectations and ask them to remind children of this when they return and regularly throughout each day.	G. Webb M. Issitt (site)	

		<ul style="list-style-type: none"> <li>- After cough/sneeze/blowing nose</li> <li>- Before and after using shared resources</li> </ul> <p>Extra cleaning of touch points/communal areas daily by site staff</p> <p>Twice daily touch point cleaning by MI</p>				
Spread of COVID due to sharing resources	Pupils Members of staff	<p>Individual toolkits used for resources where possible</p> <p>Hand washing increased when sharing resources eg. iPads, PE lessons – wash before and after use</p>	Medium	<p>Individual, named recorders for music lessons.</p> <p>Investigate any resources that we need to purchase more of to reduce the need for sharing.</p> <p>Children asked not to bring in resources from home where possible</p>	G. Webb	
Spread of COVID due to poor ventilation	Pupils Members of staff Visitors	<p>Opening windows/doors where weather allows.</p> <p>Allowing pupils to wear extra layers when needed so that windows can be kept open.</p>	Medium	<p>Focus on ventilation where children are now mixing more e.g. lunchtimes, assemblies</p> <p>Government providing CO2 monitors to check ventilation levels in school</p> <p>Dyson fans not to be used</p>	G. Webb M. Issitt (site)	
Loss of learning due to isolation/illness	Pupils	<p>Remote learning processes in place – see remote learning policy.</p> <p>Whole school curriculum has been reviewed and adapted in line with missed learning for whole school due to lockdown.</p>	Low	<p>Push on Seesaw in Autumn term for home learning to ensure all pupils can use it.</p> <p>Additional focus on Y3 pupils who will be new to Seesaw – use lesson time to teach them how to complete activities.</p>	G. Webb NS-J KR	

				<p>Seesaw to be used for some lessons to ensure all pupils can use it effectively.</p> <p>Further staff training for updates and to review best practice - CT to share Seesaw Ambassador training with staff to support.</p> <p>Continue to monitor impact of lockdowns on learning and implement catch up sessions or changes to curriculum as and when appropriate.</p>		
Pupil begins to show symptoms when in school	Pupils Staff Visitors	<p>Pupil isolated and sent home as soon as possible - advised to get whole family PCR tested.</p> <p>Pupil to be collected by a member of the household where possible and they should avoid use of public transport.</p> <p>While awaiting collection, staff to supervise from a distance where possible or to wear PPE if absolutely necessary.</p> <p>Parents of classmates and other close contacts informed if pupils tests positive. They are asked to remain vigilant, get a PCR test and then subsequently LFT test twice weekly.</p>	Medium?	Send information out to parents to recommend twice weekly LFT testing of all pupils	G. Webb	

Member of staff begins to show symptoms when in school	Pupils Staff Visitors	Member of staff isolated and sent home as soon as possible.  Parents of the staff member's class/other close contacts informed if staff member tests positive. They are asked to remain vigilant, get a PCR test and then subsequently LFT test twice weekly.	Medium	Remind staff to resume twice weekly LFT tests	G. Webb	
Staffing shortages as a result of staff isolating	Pupils Staff	PCR tests to ensure that only staff with COVID-19 symptoms are absent.  Cover internally where possible to reduce the risk of bringing infection into school.  Supply staff will be fully briefed on school's expectations and the risk assessments, procedures etc will be shared with them  Short term closure of a 'bubble' to be considered if lack of staff to cover, with work provided for completion at home where possible.	Low		G. Webb	
An outbreak of cases in class/year group/school	Pupils Staff Families	All control measures above are in place to reduce the risk of an outbreak.	Medium	Outbreak plan written – see document for further details (add link here)	G. Webb	
<b>Name of Assessor</b>		<b>Gemma Webb</b>		<b>Signature</b>	<i>G. Webb</i>	

Name of Manager responsible for activity / process	Gemma Webb	Signature	<i>G. Webb</i>
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## Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	





**Risk Assessment(s) for  
(Activity/Process/Operation)**

*This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).*

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date