


Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that Kingsway Community Primary School school does not comply with the DfE's "Schools covid-19 operational guidance" from 19 July 2021	Medium	See Key Risk assessments below	Low		 30/08/21

Key Risks	Assessed risk if no actions taken	Requirement	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
1. Risk that individuals in school do not practice good respiratory hygiene	Medium	Must	See Individual risk assessments below	Low	
2. Risk that the cleaning regime in school is not in line with DfE guidance	Medium	Must	See Individual risk assessments below	Low	
3. Risk that occupied spaces are not kept well ventilated	Medium	Must	See Individual risk assessments below	Low	
4. Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Medium	Must	See Individual risk assessments below	Low	
5. Risk that school does not have an Outbreak Management Plan that complies with public health guidelines and the contingency framework	High	Should	See Individual risk assessments below	Low	

<b>Key risk 1: Risk that individuals in school do not practice good respiratory hygiene including handwashing</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	<ul style="list-style-type: none"> <li>-All classrooms have a lidded bin</li> <li>- Bins are to be emptied regularly (at least once a day)</li> <li>-Tissues are to be available in all classrooms - Monitor stock control to ensure there are enough tissues in school</li> <li>- Catch it, bin it, kill it messages are displayed around schools on posters in classrooms</li> <li>- Children are to be taught about respiratory hygiene on their return in September and regular reminders given to children</li> </ul>	Low	
Facilities for handwashing/sanitising are not in place	Medium	<ul style="list-style-type: none"> <li>- Handwashing is timetabled for children throughout the day (on entry, before play, after play, before eating, after eating and before going home)</li> <li>- Handwashing facilities are available in the classrooms except for Y2 who will use the KS1 toilets</li> <li>- Adequate stock of handwashing materials are held in school and orders are in place for continued supply</li> <li>- Hand sanitiser is available in dispensers throughout school for use by adults and children</li> <li>- Hand sanitiser dispensers are on walls in the corridors and all entrances/exits throughout the school, hall, breakfast club entrance and Woodland Block</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>- The replenishment of hand sanitiser/soap to be completed by LSAs</li> <li>- Posters around school are to display handwashing messages</li> <li>- Correct method of handwashing to be taught to children in school and revisited regularly</li> <li>- Posters to reinforce the handwashing to be displayed at sinks</li> </ul>		
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	<ul style="list-style-type: none"> <li>- Children are to be supervised when washing hands to ensure appropriate levels of hand hygiene</li> <li>- Staff are to model handwashing at the times allocated to the children</li> <li>- Staff are to be encouraged to remind each other about good hand hygiene</li> <li>- Visitors are to be asked to wash their hands on arrival and use the wall hand sanitiser dispensers</li> <li>- Messages about handwashing are to be shared when booking a visitor in and in the pre-booking information</li> </ul>	Low	

<b>Key risk 2: Risk that the cleaning regime in school is not in line with DfE guidance</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Regular cleaning in line with <a href="#">PHE guidance</a> is not in place	Medium	<ul style="list-style-type: none"> <li>-All rooms to be deep cleaned by Sunday 5<sup>th</sup> September</li> <li>- Rooms where positive cases are reported are to be deep cleaned the end of the school day</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>- Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly</li> <li>- Unnecessary surfaces are removed from classrooms to minimise the amount of cleaning that needs to be completed so key areas can be focused on</li> <li>- Caretaker to alter shift pattern (when needed) to enable additional cleaning duties</li> <li>- Touchpoints must be cleaned during the day including photocopiers etc</li> <li>- Surfaces must be cleaned regularly throughout the day by staff in each area such as tables/touch points at breaktimes/before lunch/after lunch/end of day - High traffic touchpoints (phone, photocopier and signing in system) to have their own wipes which adults must use</li> </ul>		
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<b>Key risk 3: Risk that occupied spaces are not kept well ventilated</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
School is not kept well ventilated in line with <a href="#">HSE guidance</a> .	Medium	<ul style="list-style-type: none"> <li>- Windows and doors in classrooms, offices, staffroom are opened fully before school and during break times and lunchtimes to ensure room is well-ventilated</li> <li>- During class time, main room windows are kept open (if possible due to draughts, other weather conditions) to allow a flow of air through the classrooms.</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>-If main windows are causing too much draught, then high windows are opened at all times</li> <li>- Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught</li> </ul>		
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<b>Key risk 4: Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance	High	<ul style="list-style-type: none"> <li>-ALL visitors to sign to say they have read and understand the school RA</li> <li>- ALL visitors are asked whether they have any COVID symptoms or whether they have been directed to self-isolate</li> <li>- Essential visitors only allowed on site to support vulnerable or SEND children e.g. social workers, speech and language therapists</li> <li>- Contractors who need to make essential visits are provided with the school RA and where possible, attend before or after school</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>- Visitors are to be pre-booked where possible -</li> <li>- Poster to be displayed on the front door outlining guidance for ad-hoc visitors (of which there should be very few)</li> <li>- Guidance shared with parents about keeping children at home if unwell</li> <li>- Regular reminders on social media</li> <li>- Poster outlining to staff what to do if they suspect COVID</li> <li>- Procedures explained as part of Professional Development Day in September 2021 for ALL staff about what to do if they suspect COVID.</li> <li>- Keep a record in the office of start date of isolation periods if they occur and the 10 day period end date. No-one allowed in school prior to that date.</li> <li>- Be vigilant to signs/ symptoms</li> </ul>		
<p>Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>- Staff are to be vigilant about children complaining of feeling unwell</li> <li>- Children are immediately sent to the COVID isolation room in line with procedures already established</li> <li>- Allocate the room and toilet for isolating the child -</li> <li>- Room is kept ventilated with windows and doors open</li> <li>- Make it clear to parents that they will be asked to collect immediately for the safety of all</li> <li>- Prepare packs of PPE so they are ready to be used -</li> <li>- Once aware, all staff dealing with the child to wear PPE</li> <li>-PPE is disposed of following the guidance below:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> </li> </ul>	<p>Low</p>	

		<ul style="list-style-type: none"> <li>-Staff to adhere to hand hygiene expectations following the child going home</li> <li>-Isolation room/toilet is deep cleaned following a child going home</li> <li>- All suspected cases to be reported to SLT immediately</li> <li>- Posters to be displayed about what to do</li> <li>- Regular reminders in staff meeting about the protocol</li> </ul>		
Staff and secondary pupils do not continue to carry out voluntary term-time twice weekly lateral flow device tests and report results.	Medium	<ul style="list-style-type: none"> <li>-All staff kept informed about LFD testing in school</li> <li>-All information shared with staff about the reasons for LFD testing</li> <li>-Discussions with staff who are anxious about completing LFD tests and provide additional support and information about the reasons for LFD for collecting test boxes and signing</li> <li>-Clear guidance for when test boxes have finished and obtaining further boxes</li> </ul>	Low	
Staff or pupils with a positive lateral flow device test result do not self-isolate and follow up with a confirmatory PCR test.	Medium	<ul style="list-style-type: none"> <li>- Display poster on what to do if COVID is confirmed</li> <li>- Keep a record of dates to ensure no staff member returns before isolation period is ended</li> <li>- On confirmation of test result, confirm with the staff member the date of return to work (the end of isolation)</li> <li>- Staff MUST inform school on first day of absence if they are absent due to isolation. Procedure to be shared in on Professional Development Day in September 2021.</li> <li>- All COVID related absences, then parents must report via the COVID email address <a href="mailto:COVID2060@welearn365.com">COVID2060@welearn365.com</a></li> <li>- If any child/parent books a test then all COVID results must also be sent via the email address above</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>- Keep a record of dates to ensure no child returns before isolation period is ended - On confirmation of test result, confirm with the parent the date of return to school (the end of isolation)</li> <li>- Parents MUST inform school on first day of absence if they are absent due to isolation. They are to report symptomatic and positive results to <a href="mailto:COVID2060@welearn365.com">COVID2060@welearn365.com</a></li> </ul>		
Staff, parents or carers do not inform the school if they or household member has a positive test for Covid-19 requiring them to self-isolate	High	<ul style="list-style-type: none"> <li>- Share information via newsletter, social media, texts, etc to remind parents of the procedure.</li> <li>- Email a copy of the Poster 'Feeling Unwell' to all families</li> <li>- Phone and check outcomes of test, if parents are not forthcoming, when we know testing has occurred.</li> </ul>	Low	



Key risk 5: Risk that school does not have an Outbreak Management Plan that complies with public health guidelines				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Outbreak Management Plan in line with <a href="#">contingency framework</a> is not in place for occasions where school has several confirmed cases within a 14 day period	High	<ul style="list-style-type: none"> <li>-School to contact local public health team Telephone 0344 225 3560 (option 2) Out of hours advice 01384 679031 in the event of a confirmed case of COVID 19 and DFE helpline 0800 0486 8687 (option 1)</li> <li>-Report cases to WCC <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=BqqwiCdZu0uok4nMJxOsgpeluvab2VBPrs3QTlaFSHFUORLUVpKOVpYNjkyU0NTRIhVMUpQOVhXMi4u">https://forms.office.com/Pages/ResponsePage.aspx?id=BqqwiCdZu0uok4nMJxOsgpeluvab2VBPrs3QTlaFSHFUORLUVpKOVpYNjkyU0NTRIhVMUpQOVhXMi4u</a></li> <li>-Letter to parents to provide them with relevant information</li> <li>-Remind school community of symptoms of COVID and self-isolating guidance</li> <li>-Signpost the school community to LFD testing hubs for non-symptomatic</li> </ul>	Low	
Outbreak Management Plan does not include possibility of re-introducing “bubbles”	Medium	<p>If ‘bubbles’ are re-introduced:</p> <ul style="list-style-type: none"> <li>- All bubble spaces are to be set up with children facing the front of the classroom, with the exception of the EYFS area</li> <li>- Teacher/ LSA zone is to be clearly defined and pupils told not to enter unless they have permission. -Adults within a bubble must be 2 metres apart at all times</li> <li>-Removal of non-essential furniture from classrooms to allow children and adults to maintain 2 metre social distancing</li> <li>-Staggered drop off, breaktimes, lunchtimes and pick-ups to ensure no crossing of bubbles</li> <li>-Designated areas on the playground that have been separated to ensure bubbles do not mix</li> <li>-No whole school assemblies</li> </ul>	Low	

		-Children to eat lunch in their bubbles and not in the dining room to ensure that bubbles do not mix		
Outbreak Management Plan does not include possibility of re-introducing the safe wearing of facemasks	Medium	<ul style="list-style-type: none"> <li>- If masks are re-introduced:</li> <li>-All visitors to school MUST wear a face covering for the duration, this includes adults bringing and collecting children on the playground</li> <li>- All staff to wear masks at all times in communal areas such as corridors and the staffroom unless exempt.</li> <li>- Whilst in national lockdown and with higher transmission rates and the new strain, staff may choose to wear face coverings in their bubble, particularly those with increased anxiety or who have previously been identified as being clinically vulnerable.</li> <li>- Masks/Visors MUST be worn by staff working on a 1:1 basis.</li> <li>- Masks worn where adults cannot maintain a 2m social distance.</li> </ul>	Low	
For Secondary Schools Outbreak Management plan does not include possibility of reintroducing Asymptomatic Testing Sites	Medium			

## Resources

### Government guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

### Risk matrix:

