

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 does not comply with the DfE's "Schools covid-19 operational guidance" February 2022	Medium	See Key Risk assessments below	Low		 08/03/2022

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 good hygiene for everyone is not ensured	Medium	Must	See Individual risk assessments below	Low	
2. Risk that appropriate cleaning regimes are not maintained	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 individuals attending school do not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	High	Must	See Individual risk assessments below	Low	
5. Risk that school does not manage outbreaks in line with the contingency framework	Medium	Should	See Individual risk assessments below	Low	

Key risk 1: Risk that good hygiene for everyone is not ensured				
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
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"> ➤ All classrooms have a lidded bin - Bins are to be emptied regularly (at least once a day) ➤ Tissues are to be available in all classrooms ➤ Monitor stock control to ensure there are enough tissues in school ➤ Catch it, bin it, kill it messages are displayed around schools on posters in classrooms ➤ Children are to be taught about respiratory hygiene on their return after February half term and regular reminders given to children 	Low	
Facilities for handwashing/sanitising are not in place	Medium	<ul style="list-style-type: none"> ➤ Handwashing/sanitizing is timetabled for children throughout the day (on entry, before play, after play, before eating, after eating and before going home) ➤ Handwashing facilities are available in the classrooms except for Y2 who will use the KS1 toilets or hand sanitizer outside the classroom ➤ Adequate stock of handwashing materials is 	Low	

		<p>held in school and orders are in place for continued supply</p> <ul style="list-style-type: none"> ➤ Hand sanitiser is available in dispensers throughout school for use by adults and children Hand sanitiser dispensers are on walls in the corridors and all entrances/exits throughout the school, hall, breakfast club entrance and Woodland Block The replenishment of hand sanitiser/soap to be completed by cleaning team ➤ Posters around school are to display handwashing messages -Correct method of handwashing to be taught to children in school and revisited regularly ➤ Posters to reinforce the handwashing to be displayed at sinks 		
Pupils, staff and visitors do not make use of provided facilities provided for infection control in line with DfE guidance	Medium	<ul style="list-style-type: none"> ➤ Children are to be supervised when washing hands/sanitizing hands to ensure appropriate levels of hand hygiene ➤ Staff are to model handwashing at the times allocated to the children ➤ Staff are to be encouraged to remind each other about good hand hygiene 	Low	

		<ul style="list-style-type: none"> ➤ Visitors are to be asked to sanitize their hands on arrival and use the wall hand sanitiser dispensers 		
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Key risk 2: Risk that appropriate cleaning regimes are not maintained				
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
Regular cleaning in line with UKHSA guidance is not in place	Medium	<ul style="list-style-type: none"> ➤ Rooms where positive cases are reported are to be deep cleaned at the end of the school day ➤ Rooms are to be cleaned daily ensuring all surfaces are cleaned thoroughly ➤ Unnecessary surfaces are removed from classrooms to minimise the amount of cleaning that needs to be completed so key areas can be focused on ➤ Caretaker to alter shift pattern (when needed) to enable additional cleaning duties ➤ Touchpoints must be cleaned during the day including photocopiers etc ➤ 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 	Low	

		<ul style="list-style-type: none"> ➤ High traffic touchpoints (phone, photocopier and signing in system) to have their own wipes which adults must use 		
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Key risk 3: Risk that occupied spaces are not kept well ventilated				
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
School is not kept well ventilated in line with HSE guidance .	Medium	<ul style="list-style-type: none"> ➤ Windows and doors in classrooms, offices, staffroom are opened fully before school and during break times and lunchtimes to ensure room is well-ventilated ➤ Staffroom has an air cleaning unit which is turned on at the beginning of the day ➤ 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. ➤ If main windows are causing too much draught, then high windows are opened at all times ➤ Where there are no high windows, children are to be positioned in the classroom to minimise the chances of them sitting in a draught 	Low	

		<ul style="list-style-type: none"> ➤ CO2 monitors are in all classrooms and readings monitored throughout the day. If above 800ppm then further classroom ventilation is required. Readings to be taken daily. ➤ Air cleaning unit is placed in the dining room and is turned on by the MDS each lunchtime. ➤ When whole school assemblies are taking place, the air cleaning unit is to be placed in the main school hall 		
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Key risk 4: Risk that individuals attending school do not follow public advice on testing, self-isolation and managing confirmed cases of COVID-19.				
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
Children, staff or visitors attend school when they are advised to stay at home in line with UKHSA guidance .	High	<ul style="list-style-type: none"> ➤ If any of the main symptoms of COVID-19 or a positive LFD, Public Health advice is to stay at home and avoid contact with people ➤ From day 5 you can start LFD testing and when two consecutive negative test results you can return to the education setting ➤ From day 10, you can return to the setting regardless of LFD test results as you are no longer contagious 	Low	

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| | | <ul style="list-style-type: none">➤ ALL visitors to sign to say they have read and understand the school RA➤ ALL visitors are asked whether they have any COVID symptoms or whether they have been directed to self-isolate➤ Contractors who need to make essential visits are provided with the school RA➤ Guidance shared with parents about keeping children at home if symptoms of COVID-19➤ Regular reminders on social media➤ Poster outlining to staff what to do if they suspect COVID➤ Reminder of procedures to ALL staff about what to do if they suspect COVID -19 explained as part of Professional Development Day in February 2022➤ Keep a record in the office of start date of isolation periods if they occur➤ Be vigilant to signs/ symptoms | | |
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Key risk 5: Risk that school does not manage outbreaks in line with the contingency framework				
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 contingency framework is not in place for occasions where school faces severe operational disruption to face-to-face education.	Medium	<ul style="list-style-type: none"> ➤ School to contact local public health team via email on education-corona@warwickshire.gov.uk ➤ Out of hours advice dphadmin@warwickshire.gov.uk ➤ DFE helpline 0800 0486 8687 (option 1) ➤ Letter to parents to provide them with relevant information ➤ Remind school community of symptoms of COVID and self-isolating guidance ➤ Signpost the school community to vaccination centres 	Low	
Outbreak Management Plan does not include possibility of re-introducing asymptomatic LFD testing for staff or pupils.	Medium	<ul style="list-style-type: none"> ➤ Public Health advise the re-introduction of asymptomatic LFD testing for staff or pupils after meeting threshold in <i>Annex A of the Contingency framework: education and childcare settings February 2022</i> ➤ School to inform parents via letters, email, and social media ➤ School to signpost the community on accessing LFD tests ➤ School to inform staff via a meeting, letter, and email about the reintroduction of LFD testing ➤ School to signpost staff to LFD tests 	Low	

		<ul style="list-style-type: none"> ➤ School to obtain LFD testing kits following discussions with Public Health 		
Outbreak Management Plan does not include possibility of re-introducing the safe wearing of face coverings.	Medium	<p>If masks are re-introduced:</p> <ul style="list-style-type: none"> ➤ All visitors to school MUST wear a face covering for the duration, this includes adults bringing and collecting children on the playground ➤ All staff to always wear masks in communal areas such as corridors and the staffroom unless exempt. ➤ Masks/Visors MUST be worn by staff working on a 1:1 basis. ➤ Masks worn where adults cannot maintain a 2m social distance. ➤ School to have a stock on face masks to provide staff and visitors with if required at short notice 	Low	
Outbreak Management Plan does not include possibility of re-introducing attendance restrictions.	Medium	<p>If school receives advice from Public Health in extreme cases of operational disruption to staffing or where recommended measures have not mitigated against risks to face-to-face education</p> <ul style="list-style-type: none"> ➤ Trust is informed of Public Health advice ➤ Parents receive communication via letters, emails, and social media ➤ Staff receive information through a meeting, letter, and email communication ➤ High quality remote learning is provided, and laptops are issued for all vulnerable groups 	Low	

		<ul style="list-style-type: none">➤ Paper learning packs are provided to children in the first instance so no disruption to learning➤ On-site provision for all vulnerable children is offered and retained and led by school staff➤ Food parcels are organised via Educaterers for all FSM children who are not attending the on-site provision➤ Two trained DSLs to be on-site and available for the school provision➤ Office staff to follow up attendance of children who are absent and offer school provision➤ Weekly well-being calls led by class teachers and DSLs		
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Resources

Government guidance:

[Schools COVID-19 operational guidance](#)

[Contingency framework: education](#)

[People with COVID-19 and their contacts](#)

Risk matrix:

		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