

Risk Assessment

1 - Social Distancing Practicalities Note it is considered to be more challenging to ensure EY children comply with guidance in this section

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	
7	11	1	5.42 MEDIUM

FUTURE:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	
8	10	1	4.84 MEDIUM

RISK BREAKDOWN

CURRENT:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood 7	7	4	1	0
Severity 5	2	11	1	0

FUTURE:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood 8	9	1	1	0
Severity 4	3	11	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Maintaining bubbles	pupils and staff	infection	Timetabling of staff to minimise crossing groups, limit on curriculum, early closure to allow PPA, 15 maximum in class	2 - Low	3 - Medium	MEDIUM	Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	2 - Low	3 - Medium	MEDIUM	SLT	1st Sept	Green	lockdown and partial closure of schools as of 5th January 2021 means school open only to vulnerable and key worker children who cannot stay at home. Maximum 12 pupils in classrooms we calculate appropriate to maximise social distancing, add to FAQ- Reception/KS1 bubble and KS2 bubble; classes indoors but social interaction outdoors - reduced to class bubbles as of 21.09.2020 Lunches to be staggered and maintain bubbles with cleaning between. TAs to minimise movement between classes. Music teachers to maintain distance from children and minimise movement around the school. Parents will not be able to drop off forgotten equipment, money, etc; parents will not be able to access school office and all communication will be via email or phone. Children attending late will need to call the office with an arrival time and will be met by a member of staff at the gate where possible.	
Travel to and from school - Dedicated school transport	pupils and staff	infection	Schools Transport Team to share procedures with school. Share procedures with parents and children. Staff collecting children from the bus and walking children to the bus are to maintain a distance from the children.	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> • Liaise with bus and train companies and LA school transport to ensure their advice is followed and they are compliant with social distancing guidance (Encourage pupils to walk or cycle, or parents to use car if this is an option) The approach to dedicated school transport should align as far as possible with the principles underpinning the system of controls set out in the guidance and with the approach being adopted for your school. It is important to consider: how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. It is imperative that schools work closely with local authorities that have statutory responsibility for 'home to school transport' for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision. DfE will shortly publish new guidance to local authorities on providing dedicated school transport. It may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. 	1 - Very low	3 - Medium	LOW	Admin staff to share details with parents	As soon as available	Green	Add to FAQs Email to parents	
Travel to and from school - Public transport	pupils, families	infection	NA @ Tysoe currently. Continue to share guidance with parents in case family circumstances change.	1 - Very low	1 - Very low	LOW	To reduce demand on public transport, schools should consider staggered start times to enable more journeys to take place outside of peak hours. Families using public transport should refer to the safer travel guidance for passengers. Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible. Schools may want to consider using 'walking buses' (a supervised group of children being walked to, or from, school), or working with their local authority to promote safe cycling routes.	1 - Very low	1 - Very low	LOW	Heads	1st Sept	Green	add to FAQ Continue to update guidance	
Beginning of school day	pupils families and staff	infection, access to learning, anxiety	Children able to arrive from 8:45am to 8:55am to allow for parents distancing. Reception children have a dedicated entrance. Walking Bus has a dedicated entrance. Parents operate a one way walking loop along School Lane. KS2 classes have separate entrances and enter class straight away, greeted by teacher and can access handwashing immediately to save time. Reception and KS1 will have to line up and make their way to class with teacher	1 - Very low	2 - Low	LOW	Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. Pupils to come straight into school through a range of pre-determined entrances - Staff on duty to control this - Limit the gathering of pupils and/or parents on the playground. Communicate this to parents well in advance of September.	1 - Very low	2 - Low	LOW	Heads	20-Jul	Green	add to FAQ All staff on duty from 8:45am	

Parents congregating at the gate (primary)	pupils, families, community	infection	Staggered entrances and walking loop through the school.	1 - Very low	2 - Low	LOW	<ul style="list-style-type: none"> Stress with parents the government's message about social distancing Set out clear expectations for drop off / pick up Leaflet for parents, social media campaign, advice and guidance on website making parents aware of the rationale for this. 	1 - Very low	2 - Low	LOW	Heads	20-Jul	Green	add to FAQ and regular reminders in the newsletter. Updated guidance to wear masks from 21st September
Cloakroom facilities	all school community	infection	No PE kits in school (children wear kit on their PE days) Book bags only; coats and lunches on the pegs not trolleys. Water bottles on desks.	1 - Very low	1 - Very low	LOW	<ul style="list-style-type: none"> Close cloakroom facilities or restrict access for a limited number of pupils at a time on entry and access to the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. 	1 - Very low	2 - Low	LOW	Heads	20-Jul	Green	add to FAQ. Open cloakrooms ready for Sept Staff restrict access and remove shared trolleys and excess equipment being brought into school - no pencil cases, toys, PE kit. Musical instruments brought from home to be stored in class; not in the office.
Assemblies	staff and pupils	infection	remotely	1 - Very low	1 - Very low	LOW	<ul style="list-style-type: none"> Cancel assemblies or broadcast them into each classroom via Teams . Limit hall use to classes/ bubbles. No singing. Coventry Diocese to issue materials to support collective worship. 	1 - Very low	1 - Very low	LOW	Heads and CW leads	1st Sept	Green	add to FAQ
Social distancing in classrooms	staff and pupils	infection	limit on pupils and furniture	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Maintain bubbles - staff and pupils stay together as much as possible and stick to DfE advice re seating arrangements, social distancing. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. 	2 - Low	3 - Medium	MEDIUM	Heads	20-Jul	Green	add to FAQ. Guidance has changed - but staff to be regularly reminded of this. Removal of excess furniture; storage of furniture.
Lining-up	staff and pupils	infection	spacing on playgrounds Where possible, children return straight into class instead of lining up.	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Educate pupils about social distancing when lining-up Use floor markers for younger pupils if possible Limit the need for lining-up 	2 - Low	3 - Medium	MEDIUM	Heads	20-Jul	Green	Reminder Jan 2021
Keeping pupils separate at lunchtime	staff and pupils	infection	staggered times, separate play areas, hall only in use for KS2	3 - Medium	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Staggered lunchtimes/rotas to maintain 'bubbles' social distancing guidance to be followed additional supervision might be necessary. Packed lunches for 1/2 term so classrooms can be used where necessary 	2 - Low	3 - Medium	MEDIUM	Heads and MDS	20-Jul	Green	add to FAQ Packed lunch or deli bag option only for the first half term to establish routines. Two MDS work five days per week and can over see one bubble each. Other MDS to support with cleaning. Reception/KS1 to eat in spare classrooms if possible. KS2 to eat in hall, socially distanced bubbles maintained
Social distancing at breaktimes	pupils and staff	infection	as above	3 - Medium	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Staggered breaks for different year groups Provide activities to ensure social distancing (eg Daily Mile, etc.) Provide additional supervision to ensure pupils observe social distancing 	2 - Low	3 - Medium	MEDIUM	Heads	20-Jul	Green	add to FAQ
Social distancing - toilets	staff and pupils	infection	limited access. Allocated break times. Regular cleaning	3 - Medium	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Staff limit the number of pupils (eg one in, one out) - see also Hygiene and cleaning requirements It is not necessary for bubbles to have different toilet facilities but additional cleaning might be needed. Additional pupils in school means additional cleaning needed. 	3 - Medium	3 - Medium	MEDIUM	Heads	20-Jul	Green	add to FAQ
Staff safety - social distancing	staff	infection, anxiety	limit staff movement into classes/ bubbles where possible. Access to PPA, Signs, CPD	3 - Medium	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Ideally, adults should maintain 2 metre distance from each other, and from children. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. INSET day Sept to review RA again. Limit the number of staff accessing the staff room at the same time, additional use of Auth, PPA arrangements reviewed, no voluntary after school clubs led by staff for 1/2 term then reviewed Facilitate staff taking their breaks - supervision of pupils must remain constant if possible Staff meetings in large room or on Teams Regular briefings via e mail Hold meetings on line 	2 - Low	3 - Medium	MEDIUM	SLT	1st Sept	Green	add to FAQ Review office staff so greater distance between them and back to back where possible. PPA at home whenever possible. masks if staff choose to wear in class as well as Two work stations set up for use if needed and can be cleaned before and after use; Fern Class and staffroom.
End of day procedures	staff pupils and families and communities	infection, safeguarding, SEMH	staff ensure pupils dismissed to adult unless y6 or on transport	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Staggered times for exit at the end of the day Parents to observe social distancing rules when waiting for their child Leave the school grounds in a timely and orderly manner. New one way system in operation from 28.09.2020 as parents not distancing and blocking exits 	2 - Low	3 - Medium	MEDIUM	Heads	20-Jul	Green	Remind January 2021,
Social distancing - trips and events off site	pupils and staff	infection	N/A	1 - Very low	1 - Very low	LOW	<ul style="list-style-type: none"> Cancel all off-site events including swimming sessions, school trips and local visits. Once social distancing allows, restate trips. Risk assessments for visits must include COVID-19 requirements and explain how bubbles will be maintained. 	1 - Very low	1 - Very low	LOW	Heads	20-Jul	Green	add to FAQ
Social distancing if parents are in school	pupils staff and families	infection and safeguarding	DBS supervision. No access	1 - Very low	1 - Very low	LOW	<ul style="list-style-type: none"> Cancel parents' evening and special assemblies/concerts Arrange meetings with parents online 	1 - Very low	1 - Very low	LOW	Heads	20-Jul	Green	continue phone/ email contact. Add to FAQ,
Close proximity of staff and pupils	pupils and staff	infection	signage around distancing, staff briefing, pupil briefing, limit to pupils in school	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. September sees whole classes back to school and thus risk remains despite guidance. 	2 - Low	3 - Medium	MEDIUM	Heads	20-Jul	Green	add to FAQ and pupil friendly booklet. See 34 and 35
Visitors to school	pupils, staff and community	infection, safeguarding, SEMH	N/A	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Limit all but essential visitors to school and do not allow any visitors into school if they are displaying COVID symptoms Produce clear guidance for any contractors if they have to make essential site visits. Essential maintenance should be accommodated wherever possible and where social distancing can be observed. See joint statement from WCC education and property services teams. See also 'Building work and logistics'. 	2 - Low	3 - Medium	MEDIUM	Heads	1st Sept	Green	add to FAQ Essential work can usually be completed before and after school and well away from children/staff.

