

	Risk Title	Description [Cause, Event (If) Impact (then)]	Gross Risk		
			Impact Score	Likelihood	Total Risk
1.Physical Site	1. Ensuring buildings are used in a way th				
1a)	Movement around school	If students do not observe social distancing guidance in corridors then infection will spread	1	4	5
1c)	Organisation of teaching spaces	If students do not observe social distancing in lessons then infection will spread	1	4	5
1d)	Ventilation	If ventilation is insufficient then a virus may spread more widely	1	3	4
1e)	Staff kitchen area	If staff get too close in the staffroom and touch services and crockery then infection could spread	1	4	5
1f)	Lunchtime arrangements	If students get too close to each other whilst eating lunch then infection may spread.	1	5	6

1g)	Cleaning	If surfaces, door handles etc. are not kept clean then infection may spread.	1	3	4
1h)	Queuing	If students stand too close to each other in queues then there is a risk of infection spreading	1	5	6
1i)	Toilet	If too many students use toilets at the same time they will get closer than social distancing guidelines and risk spreading infection. If students do not take opportunities to wash hands then there is a risk of infection spreading.	1	5	6
1j)	Office space	If staff get too close to each other in offices then there is a risk of infection spreading	2	3	8
1k)	Reception	If visitors to the school arrive at Reception, they may transmit virus, increasing the risk to those working in the front office	1	4	5

1l)	Evacuation procedure	If students are unable to exit the buildings quickly there is a risk to their safety	1	4	5
1m)	Litter bins	If rooms do not have bins then tissues and paper towels cannot be disposed of.	1	3	4
1 n)	Lateral Flow Testing on site	Lateral flow testing site set up to test all staff weekly, all students twice 3-5 days apart and close contacts daily.	1	5	6
	Risk Title	Description [Cause, Event (If) Impact (then)]	Gross Risk		
			Impact Score	Likelihood	Total Risk
2.Safeguarding	2. Ensuring that safety and welfare of students				
2a)	Attendance (where working remotely)	If attendance is not verified then some students may not arrive in school even though they have left home	2	3	8
2b)	Policy	If policy is not updated to reflect new arrangements then there is a risk that proper procedures may not be followed to keep students safe.	3	2	9

2c)	Access to DSL (if working remotely)	If students or staff cannot contact a trained Designated Safeguarding Lead then there is a risk that a student may not get the support they need.	3	2	9
2d)	Students adjusting	If vulnerable students find that changes in routines heighten anxieties then they will not learn well	2	2	6
2e)	Internal Comms	If important information is not communicated between staff members or between families and staff then there is a risk that a student may not get the support they need	3	2	9
	Risk title	Description [Cause, Event (If) Impact (then)]	Gross Risk		
			Impact Score	Likelihood	Total Risk
3. Administration and Management	3. Ensuring that safety and welfare of students				
3a)	Congestion at school gates	If students arrive through one gate at the same time then it will be difficult to implement social distancing at the required level	1	4	5

3b)	Communications (if working remotely)	If parents, staff and students are not kept informed there will be a lack of understanding of and commitment to the school's offer	1	3	4
3c)	Recruitment	If interview processes cannot be held then there is a risk that schools will not be able to appoint high quality staff.	2	4	10
3d)	School transport	If school transport is not operating then many students will be unable to attend school. If social distancing requirements continue then it will be difficult to run school buses.	2	4	9
3e)	Governance	If governors and trustees are not involved in strategic decisions about long term school opening matters then statutory requirements are not met and the Headteacher could be vulnerable.	2	2	5
3f)	Public transport	If a large number of students come to school on public transport then there is a risk of infection spreading.	2	3	8

3g)	Induction	If social distancing requirements remain in place traditional induction processes will not take place.	1	3	4
			Impact Score	Likelihood	Total Risk
4. Staff Welfare	4. Ensuring that staff are provided with				
4a)	Provision of PPE	If staff are not given the recommended level personal of protective equipment then they risk receiving or transmitting infection.	2	2	6
4b)	Workload	If staff are asked to work unreasonable hours or with unreasonable intensity the quality of education they can provide will diminish and their health may suffer.	3	1	6
4c)	One to one meetings online (if working remotely)	The reputation of staff may be damaged if false accusations are made about their conduct in a one to one meeting with no witnesses	4	1	8
4d)	Risk assessments of staff vulnerability.	If the school does not know which members of staff might be especially vulnerable then it will not be possible to make special arrangements for them,	4	2	12

4e)	Vulnerable staff (not including pregnant staff members)	If staff are in a high risk group as identified by the government then they will be vulnerable to infection.	5	3	20
4f)	Vulnerable pregnant staff members)	If pregnant women are identified as being vulnerable by the Government.	5	3	8
4g)	Contact with those with symptoms	If students or staff are exposed to other staff or students who have symptoms then they may be at risk of getting infected themselves.	4	2	12
4h)	Testing	From January LFT will take place at school for Staff and Pupils attending schools during the Lockdown.	5	3	8
4i)	Need for PCR Testing	If a member of staff or a student is displaying any COVID symptoms. They must not attend school to have a LFT	4	2	12

4j)	Face Masks	If Face Masks are not worn, COVID19 might spread more easily (Government Review 1.4.21)			
4k)	Extra stresses of real time lessons (if working remotely)	If students are being taught in real time then teachers may be anxious about the extra stresses involved.	2	2	6
4l)	Induction	If staff are not inducted well in their jobs they will not be aware of school procedures and will be less effective.	2	2	6
4m)	Mental health (if working remotely)	If this period of time has been particularly stressful the staff may need extra support for their mental health.	3	2	9
4n)	Staff working closely with students	If teachers, LSAs and other staff supporting students closely come into contact with too many students then their risk of infection increases.	3	2	9
	Risk title	Description	Gross Risk		
			Impact Score	Likelihood	Total Risk
5. Curriculum	5. Ensuring that the curriculum being covered is appropriate				
5a)	Curriculum coverage	If some topics may not be covered as well as others then a subject-specific plan to address these topics need to be drawn up by subject leaders	2	3	8

5b)	Curriculum coverage (if working remotely)	If all or part of the school has to work remotely then curriculum coverage may be uneven	1	2	3
5c)	Quality of teaching (if working remotely)	If managers are unable to pick up an intuitive understanding of how teaching is happening then information about the quality of teachers' work cannot be evaluated.	2	3	8
5d)	Access to IT and broadband (if working remotely)	If a student does not have a certain level of IT infrastructure at home they will not be able to engage in on-line learning	3	2	9
5e)	Interventions	If students have struggled to learn under Covid regimes then they may have fallen behind.	3	3	12
5f)	Equipment	If students share equipment without it being sanitised between uses then there is a risk of infection spreading.	1	3	4

5g)	Marking and feedback	If teachers are taking books home to mark there is a risk of infection.	2	2	6
5h)	Changing for P.E.	If students get too close whilst changing for PE they will risk spreading infection	1	3	4
	Risk Title	Description [Cause, Event (If) Impact (then)]	Gross Risk		
			Impact Score	Likelihood	Total Risk
6. Student Welfare and Behaviour	6. Ensuring that students conduct				
6a)	Free School Meals (in case of lockdown)	If students who qualifies does not have access to free school meals then their welfare will be harmed.	3	2	9
6b)	Behaviour	If student behaviour does not take account of the risk of transmission then infection may spread.	3	3	12
6c)	Underlying health issues	If students have underlying health conditions then they may be more vulnerable to Coved infection	4	2	12
6d)	Risk assessments of vulnerable students.	The school has been informed by parents which members of student body might be especially vulnerable and needs to make special arrangements for them.	4	2	12

6e)	Hand washing	If students do not wash their hands regularly then infection may spread.	3	3	12
6f)	Clothing	If students wear the same clothing every day it will be difficult for parents to wash clothes frequently and then there is a risk of infection from virus in the fabric.	1	2	3
6g)	First Aid	If there are insufficient trained first aiders on site then students and staff may not receive proper support	2	2	6
6h)	Reducing number of different contacts for students in lessons	If students in Key Stage 3 are taught in sets for maths and English then they are exposed to contacts with a larger number of students than the 30 in their tutor group - thus increasing the risk of infection spreading	3	3	12

Impact graded 1 (mild) to 5 (severe) Likelihood graded 1 (very unlikely) to 5 (very likely) Risk = Likelihood + 1 x impact Score 18+ Weekly Review, 10-16 Termly Review

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Risk Strategy	Net Risk		
Impact score = (likelihood + 1) x Impact	Impact Score	Likelihood	Total Risk
at minimises the risk of infection spreading			
Design and implement one way system (or give and go system), with clearly marked signage including floor markings. Movement between lessons minimised because of staggered break and lunchtimes. This reduces the risk to staff and students. Staggered lesson times and breaks and lunches help to reduce congestion. Staff given protocols on policing movement.	1	3	4
Arrange the furniture in each room so that students are socially distanced from the teacher and facing the front of the classroom, teacher desk away from door. Science staff to ensure that students on corners of U-shaped benches behave sensibly. Mark out region for teacher to stand in if requested Declutter classrooms to create more floor space. Provide screens and visors for vulnerable staff. Advice on cleaning visors will be given. From 8.3.21 boxes of face masks deployed to classrooms to support pupils access to face coverings.	1	3	4
Ensure that windows and doors (where appropriate) are kept open.	1	2	3
Encourage staff to bring their own mugs. Staggering breaks will reduce congestion. Make cleaning materials available by the sink. Encourage use of paper towels for drying. Calculate and display a maximum capacity for the staffroom.	1	2	3
In good weather insist that lunch is eaten outside whilst maintaining the recommended social distance. Put extra staff on duty to ensure that student queuing keeps them at recommended distances apart. (Every teacher will get two breaks and will be on duty for one of the three break times each day.) Arrange timetable so use of the canteen is staggered Students allocated zones in field, MUGA and turning circle.	1	3	4

<p>Employ extra day cleaners to sanitise circulation areas and corridors throughout the day. Make cleaning materials available in classrooms so that desk tops can be cleaned at the end of every lesson by students. Encourage parents to send their children in with sanitising materials.</p>	1	2	3
<p>Access teaching rooms from outside where possible. Aim to have no queuing outside rooms (lessons must finish on time.) Review use of lesson change bells.</p>	1	3	4
<p>Determine a safe capacity for toilets, Mark queuing positions outside. Day time cleaners will ensure that toilet queues are supervised by staff members at break times. Institute regular checks to ensure that supplies of soap and paper towels are adequate. Instruct students to close seat before flushing to avoid aerial transmission. Stagger break and lunchtimes to reduce demand at any one time.</p>	1	3	4
<p>Determine a safe capacity for offices. Arrange furniture so staff are not working "face to face" - rather side by side or back to back. Apply screens to separate desks, where appropriate in shared offices.</p>	2	2	6
<p>Screen to be kept closed if possible. Parents will be advised not to visit the school site without being invited to do so. Visitors may be required to have their temperature taken on arrival. All visitors will be advised to wash/sanitise their hands in the Reception area and will not be allowed to enter the main school if they do not do so.</p>	1	2	3

Risk from fire is greater than risk of Covid infection so fire drill exit procedures will operate as normal, even if students do get close to each other. Students and staff will be reminded of evacuation process and of the regime for attendance records. Staff will be required to indicate their presence on site by signing in at Reception.	1	2	3
Ensure every room has a rubbish bin in a place that can easily be emptied by day time cleaners.	1	1	2
Testing site, registration, consent, testing and recording all to follow the guidance issued by the DfE. All staff involved to be trained and certificated following the DfE recommendations. IAT to support the process to quality assure. Please see the School Testing Risk Assessment	1	3	4
Risk Strategy	Net Risk		
Impact score = (likelihood + 1) x Impact	Impact Score	Likelih'd	Total Risk
nts is not diminished by changes to routines			
Parents are asked to let the school know if their child will be attending school A register is completed every session for students who are in school. Parents are contacted as soon as any discrepancies are noticed. Social Care are notified if a child cannot be located	2	1	4
The Safeguarding policy has been revised with an addendum to cover the current situation . The amendments have been agreed with the Local Authority Safeguarding team. Ensure all staff are familiar with revisions to KCSIE September 2021.	3	1	6

Contact details of the DSL team have been made available to all staff and students and have been displayed on school websites. Students have been asked via a survey if they know who to contact. (Those who indicated that they did not know have been contacted individually.) A member of the Safeguarding Team is in school each day. Other staff in school will be told which DSL is in school.	3	1	6
Vulnerable students who have not been in school will be contacted and offered opportunities to "walk through" new environment.	2	1	4
The Safeguarding Team meet virtually weekly. Vulnerable students are contacted regularly by their key worker. Notes of every contact with a family or care agencies are recorded on a spread sheet that also headlines students' engagement with their work. Safeguarding recording software is used to record concerns.	3	1	6
Risk Strategy	Net Risk		
Impact score = (likelihood + 1) x Impact	Impact Score	Likelihood	Total Risk
nts is not diminished by changes to routines			
Students will be encouraged to use all entrances to the school. Staff will be on duty at gates reminding students to keep a distance from each other. Pinch points are noted and procedures reviewed. Lesson times will be staggered, but buses will follow normal timetable. Each year group will have a different "gathering space"	1	2	3

<p>Headteacher to send regular bulletins to parents. Students kept informed by messages in a whole school Google classroom. Staff will be briefed regularly and will be communicated with by their managers. The school community will be updated about changes to self isolation and testing as they are published.</p>	1	2	3
<p>Interview protocols for recruitment interviews ensure that a robust process can be implemented on line.</p>	2	2	5
<p>Communication with school transport providers and the LA will take place so that the schools are aware of transport issues. Aim is to keep students in year group bubbles on buses. Parents will be asked to avoid sending their children to school on public service buses. Schools will have to plan for issues with attendance and punctuality include education about altruism. Students travelling on buses will be given instructions about how to remove masks properly. New queuing system for buses will be in operation. School will keep record of which bus students have used to help with "Track and Trace"</p>	2	3	8
<p>Strategic decisions about plans for opening and admitting students will be shared with and reviewed by governors and trustees.</p>	2	1	4
<p>Parents will be asked to avoid sending their children to school on public service buses. Schools will have to plan for issues with attendance and punctuality. Staggered day will help to dissipate crowding on public service buses.</p>	2	2	6

Staff induction will be planned virtually to ensure that staff are fully up to speed with how the school operates by the time they start work. Year 6 SEN students will have an opportunity to visit the buildings. Virtual school tours will be created to help students picture themselves on site. Virtual sixth form induction processes will be designed and implemented Virtual Staff meetings will address any significant changes to the operation of the school	1	2	3
Impact score = (likelihood + 1) x Impact	Impact Score	Likelihood	Total Risk
th a safe environment in which to work			
Staff dealing with sick children who cannot be supported with social distancing will be provided with recommended personal protection equipment. Staff should wear face coverings while moving around school. Other PPE is not required. But staff must also maintain positive COVID hand hygiene	2	1	4
Staff will not be expected to carry out unreasonable duties that create significant amounts of additional workload. Where a staff member feels that their workload had increased exploratorially, they must contact their Line Manager to discuss the issue.	3	1	6
Staff should not engage in one to one online meetings with students	3	1	8
All staff will be asked to complete a self-administered risk assessment to identify their potential level of health risk. The process will include consideration of ethnic group, age and medical background as well as whether they are living with a shielding person. Adjustments will be made to working patterns as appropriate.	3	1	6

<p>Clinically vulnerable staff who are provided with a shielding letter, will be supported to work remotely. When national shielding guidance ends, we will support staff members return to work and will conduct individual risk assessments to support their return to work.</p>	<p>3</p>	<p>1</p>	<p>6</p>
<p>IAT schools will follow the advice and guidance as set out by the RCOG to ensure pregnant staff members at all stages of their pregnancy are supported alongside their Workplace Risk Assessment. Staff members are asked to alert HR (in confidence) if they discover they are pregnant.</p>	<p>2</p>	<p>2</p>	<p>4</p>
<p>Any student or staff member displaying symptoms will be sent home. Once symptoms have been identified in students they will be sent to a collection point, and will have the use of a bathroom that is not used by anyone else. Staff supporting such a student will have appropriate PPE provided. They will not have to go home themselves unless they develop symptoms. Process will be managed by Admin and Reception team. Staff and students that are sent home will need to self isolate for 10 days in line with the Government guidelines. PLEASE NOTE THAT EVEN THOUGH SCHOOLS ARE DEPLOYING LFT TESTING, CLOSE CONTACTS ARE STILL REQUIRED TO SELF ISOLATE.</p>	<p>4</p>	<p>1</p>	<p>8</p>
<p>The full Risk Assessment for the administration of the Lateral Flow Tests at school from January 2021 is available on our school website.</p>	<p>2</p>	<p>2</p>	<p>4</p>
<p>If a member of staff or a student displays any symptoms or has worked closely with a student who has tested positive they will need to secure a PCR test from a local Testing Centre via the online COVID19 Test booking website. Please see the guidance here: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	<p>4</p>	<p>1</p>	<p>8</p>

Staff and Students should wear a face mask (covering) when moving around the school site and in corridors. From 8th March Students and Staff should wear Face Masks in classrooms (this is not mandatory but highly encouraged). If any member of staff or student can not maintain a 2m distance they should wear a face mask/covering The Government will review their advice on Face Masks around 1st April 2021.			
Teachers can be allocated an LSA to work with them. Teachers may choose to ask students to have cameras off. Facility for students to record lessons to be disabled.	1	1	2
Induction processes will be revised to acknowledge the new normal. Student arrivals will be spread out more than usual from September.	2	1	4
Human contact will be maintained by continuing with the regular pattern of meetings and formal contact (please note meetings may be virtual) Staff vulnerabilities will be discussed regularly in leadership meetings. Staff will be signposted to organisations (including Perkbox) and websites where support can be found.	3	1	6
LSAs will have their duties amended so that they only come into contact with one year group. Staff should use technology like SENSO and Google Classroom where possible to avoid close working	3	1	6
Risk Strategy	Net Risk		
Impact score = (Likelihood + 1) x Impact	Impact Score	Likelihood	Total Risk
Prepares students well prepared for public examinations			
Subject leaders will specify what work has to be covered before September so that all students start on a level playing field. Each department will prepare intervention plans to implement after the summer LSAs will be taken off co-tutor duties so they are more free to run interventions	2	1	4

<p>Subject leaders will refresh schemes of work to ensure that topics that curriculum coverage over the year is adequate.</p>	<p>1</p>	<p>1</p>	<p>2</p>
<p>Every teacher will make the subject leader a teacher in their Google classrooms. This will enable them to monitor the provision.</p>	<p>2</p>	<p>1</p>	<p>4</p>
<p>Key workers make regular contact with disadvantaged families to ensure that access issues are known and understood. Every student without a Chromebook or laptop will have a device lent by the school. A government scheme to give a laptop and broadband access to every family in financial need. We will ensure that we will take full advantage of this scheme.</p>	<p>3</p>	<p>1</p>	<p>6</p>
<p>Each department will prepare intervention plans to implement to ensure knowledge gaps are identified. Some year groups and pupils will be assigned a tutor, from the National Tutoring programme. LSAs will be taken off co-tutor duties so they are more free to run interventions</p>	<p>2</p>	<p>2</p>	<p>6</p>
<p>Students will be discouraged from sharing equipment in art or technology lessons. If there is no way that they can complete an essential task without sharing then the shared equipment must be sanitised. Computer keyboards will be cleaned in between lessons. PE lessons will be chosen carefully so that students do not use equipment that would enable transmission of infection. Equipment that is used will be cleaned after use CLEAPSS guidance about use of science equipment will be followed. DfE advice about equipment in other subjects will be followed. Each room will have a cleaning kit.</p>	<p>1</p>	<p>1</p>	<p>2</p>

Teachers will not normally mark exercise books - feedback will be given to online work. If work must be taken home then 72 hours must elapse before it is marked. Teachers are encouraged to use online submission alternatives	1	1	2
Students may be allowed to wear PE kit to school. Use of changing rooms can be staggered.	1	2	3
	Net Risk		
Impact score = (likelihood + 1) x Impact	Impact Score	Likelih'd	Total Risk
protects their safety and well being			
Finance staff process government-issued food vouchers effectively and promptly including for the winter and Easter voucher schemes.	3	1	6
Draft amendments to behaviour codes with appropriate sanctions for breaking the code, in particular establish very strong sanctions for the most irresponsible behaviour such as coughing over a fellow pupil or staff member.	3	2	9
Parents have been asked to make the school aware of students' underlying health issues and the school has sought to ensure that parents follow official guidance. Home school agreement will be drawn up to clarify expectations on staff, students and parents.	4	1	8
Risk assessments to identify their potential level of health risk will be completed in conjunction with parents and student(s). Adjustments will be made as appropriate.	3	1	6

<p>Ensure there is an adequate number of hand sanitisers around the school. Students will be encouraged to carry hand-cleaning equipment Ensure staff remind students regularly about the importance of hand washing. Monitor the supplies of hand cleansing equipment throughout the day. Display notices around the school to remind students of good hygiene habits.</p>	3	2	9
<p>If necessary, allow students to attend out of uniform or in their PE kit, so parents can more easily clean clothes regularly.</p>	1	1	2
<p>When drawing up onsite duty rotas Headteacher will ensure there is adequate first aid cover. Staff in school will be told who the nominated first aider is.</p>	1	1	2
<p>Key Stage 3 lessons will be taught to classes made up of tutor groups (i.e. no setting in maths and English) Staggered day will reduce contacts. Students will spend as much time as possible within their own year group at break times and lunch times. Comms base students will mix with others in the Base.</p>	3	1	6























































Impact graded 1 (mild) to 5 (severe) Likelihood graded 1 (very unlikely) to 5 (very likely) Risk = Likelihood + 1 x impact Score 18+ Weekly Review, 10-16 Termly Review

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