

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment



Introduction:

This Schools' Risk Assessment document is designed to allow you to review and track your individual readiness to reopen your setting in line with COVID-19 requirements. It has been revised in line with DfE guidance published in August 2021. It is split into the following sections (one per tab):

- Social distancing practicalities
- Quality of education
- Safeguarding
- Pupils with SEND (including medical needs)
- Emotional and behaviour considerations
- Hygiene and cleanliness/health and safety
- Possible COVID-19 cases

- Transition
- Building work and logistics
- Recruitment and staffing
- Miscellaneous

Within each section some initial risks and some possible actions that could be taken to control or mitigate the risks have been pre-populated for you. However these are only **initial suggestions** and it is vital that you **tailor** this risk assessment by **amending / adding to these** as required to ensure you have captured all relevant risk information [specific to your setting](#).



OVERALL RISK CATEGORISATION

Likelihood / Prevalence

SCHOOLS AND SETTINGS - Reset and Recovery

Risk Assessment



SUPPORTING GUIDANCE DOCUMENTS AND LINKS



3 - Safeguarding Specifics to be aware of: CSE, county lines, contextual issues, impact of domestic violence, strains on families that could lead to an increase in levels of abuse, neglect due to financial constraints (particularly for disadvantaged pupils and low-income families)

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: | | | |
|-----------|---------------|--------------|------------------------|
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 0 | 3 | 3 | 11.67 MEDIUM |

| FUTURE: | | | |
|-----------|---------------|--------------|-----------------------|
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 2 | 4 | 0 | 6.83 MEDIUM |

RISK BREAKDOWN

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

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

| 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 | | | | | | |
| Staff/DSLs will not be aware of safeguarding concerns | pupils | Children will not be able to make disclosures if they are isolating due to a positive test result | Weekly phone calls for all isolating children by class teachers. Daily for vulnerable children by class teachers as well as DSLs. Liaising with family support workers and social workers. | 3 - Medium | 4 - High | MEDIUM | video calls with children wherever possible if they are isolating | 2 - Low | 2 - Low | LOW | DSLs and class teachers | Sept 21 | Green | | |
| DSL capacity to cover potential increase in demand from summer holiday | pupils | disclosures not followed up in a timely way | DSL part time teaching or no class responsibility. Third DSL was trained in March 2021 | 2 - Low | 4 - High | MEDIUM | Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. | 1 - Very low | 4 - High | LOW | SLT/DSL | Mar-21 | Amber | | |
| Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone | pupils | Pupil welfare | Regular contact between school and home | 3 - Medium | 5 - Very high | HIGH | <ul style="list-style-type: none"> Ensure that there are opportunities for whole class signaw lessons/circle times/discussions, group activities and one-to-one discussions (if required) for pupils to share feelings/ anxieties/thoughts in a safe manner (this will be of benefit to all pupils) nurture groups/lego therapy well established. | 2 - Low | 5 - Very high | MEDIUM | Teaching staff | Mar-21 | Green | | |
| Some parents may choose to home educate rather than have their children return to school. | Children | Negative impact on pupil progress | Home learning packs and work on portal | 3 - Medium | 5 - Very high | HIGH | <ul style="list-style-type: none"> Talk to parents about the reasons for their decision. Provide information about the protective measures in place in school. Risk assessment shared and regularly updated on school website. Provide information to parents about how the curriculum will be adapted if necessary to address pupils' needs post-COVID-19. Alert the local authority & BDMAT | 3 - Medium | 4 - High | MEDIUM | HT | as necessary | Amber | | |
| Attendance | Children | Risk from no education | Liaison with parents | 3 - Medium | 5 - Very high | HIGH | HT and pastoral team to liaise closely with parents to encourage return to school, share risk assessment, Communication with parents prior to Sept to share procedures | 2 - Low | 3 - Medium | MEDIUM | Admin/HT | as necessary | Amber | | |
| Shielding pupils | Children | Lack of education | Currently able to shield and distance learning in place | 1 - Very low | 5 - Very high | MEDIUM | Where children fail to attend school as parents are following clinical and/or public health advice, absence will not be penalised. If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). | 1 - Very low | 5 - Very high | MEDIUM | Admin & HT | as necessary | Amber | | |

END OF TABLE - DO NOT ENTER INFO BELOW HERE

5 - Emotional and Behavioural Considerations

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: | | | |
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 0 | 4 | 0 | 9.00 |
| | | | MEDIUM |
| FUTURE: | | | |
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 2 | 2 | 0 | 5.50 |
| | | | MEDIUM |

RISK BREAKDOWN

| | | | | | |
|-----------------|---------|------------|----------|---------------|--|
| CURRENT: | | | | | |
| 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high | |
| 0 | 2 | 2 | 0 | 0 | |
| 0 | 0 | 2 | 2 | 0 | |
| FUTURE: | | | | | |
| 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high | |
| 2 | 2 | 0 | 0 | 0 | |
| 0 | 0 | 2 | 2 | 0 | |

Formulas
Don't delete

Formulas
Don't delete

| 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 | | | | | | |
| Some pupils may have experienced a bereavement in their family (possibly in relation to COVID-19) | Pupils, parents | emotional and mental health needs not met | Schools have a bereavement policy in place. Staff trained on mental health and ACES (SSS safeguarding training. Nurture groups, lego therapy etc already in place) All 3 DSLs trained in the new Warwickshire Pathway to Change - Early Help. | 3 - Medium | 4 - High | MEDIUM | <ul style="list-style-type: none"> • Prior to opening, encourage parents to share any significant information about their child with the school (via e-mail/telephone if possible) • Provide in-school support and a named person (someone the pupil is close to) to support the pupil when they need it. • If required, access specialist support for the pupil, and if need be their family We acknowledge that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors. Schools will need to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils after the summer holidays. | 2 - Low | 4 - High | MEDIUM | SLT/SENDCo/outside agencies as appropriate | Sep-21 | Green | | |
| Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life (particularly pupils who attend PRUs) | pupils | emotional and mental behavioural needs not met | | 3 - Medium | 4 - High | MEDIUM | <ul style="list-style-type: none"> • Ensure that these pupils are closely monitored and provided with the relevant support to help them to manage their emotions (ie prevention is better than cure) It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Schools should work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. | 2 - Low | 4 - High | MEDIUM | SLT/SENDCo/outside agencies as appropriate | Sep-21 | Green | | |
| Some pupils may be more vulnerable to exclusion. Your behaviour policy may need to be reviewed to reflect the additional support needs of your pupils? | pupil | risk of exclusion | Behaviour and exclusions policies reviewed and ratified by LAB in July 2021. | 2 - Low | 3 - Medium | MEDIUM | Identify the particular pupils who could be vulnerable to exclusion. Time spent on this on INSET day on 2nd Sept 21 to ensure all staff understand the new systems. The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion should only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker should be informed and involved in relevant conversations. Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation. Ofsted will continue to consider exclusions, including the rates, patterns and reasons for exclusion and to look for any evidence of off-rolling. Off-rolling is never acceptable. Ofsted is clear that pressuring a parent to remove their child from the school (including to home educate their child) is a form of off-rolling. Elective home education should always be a positive choice taken by parents without pressure from their school. | 1 - Very low | 3 - Medium | LOW | SLT/SENDCo/outside agencies as appropriate | Sep-21 | Amber | | |
| Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home | pupil | pupil my not attend school | clear guidance sent to parents about how we are minimising the risks as much as possible. Risk assessment and outbreak management plan on websites or available as a paper copy on request | 2 - Low | 3 - Medium | MEDIUM | <ul style="list-style-type: none"> • Reassure parents of the strategies that are being followed in school and the social, emotional and academic benefits associated with their child being back in school • have sensitive conversations with these families to get their pupils back into school | 1 - Very low | 3 - Medium | LOW | HT | Sep-21 | Amber | | |

6 - Hygiene / Cleanliness and Health & Safety

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: | | | |
|-----------|---------------|--------------|----------------|
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 1 | 5 | 0 | 6.00 MEDIUM |

| FUTURE: | | | |
|-----------|---------------|--------------|----------------|
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 4 | 2 | 0 | 4.17 MEDIUM |

RISK BREAKDOWN

| CURRENT: | | | | | |
|--------------|---------|------------|----------|---------------|---|
| 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high | |
| Likelihood | 0 | 6 | 0 | 0 | 0 |
| Severity | 0 | 1 | 4 | 1 | 0 |

| FUTURE: | | | | | |
|--------------|---------|------------|----------|---------------|---|
| 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high | |
| Likelihood | 4 | 2 | 0 | 0 | 0 |
| Severity | 0 | 1 | 4 | 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 regular levels of hand washing/hygiene | Staff, pupils, parent/carers | passing the virus between each other and taking the virus home on their hands | Children were taught how to wash hands properly before lockdown. Soap dispensers and disposable paper towels in all areas. Children may have forgotten | 2 - Low | 2 - Low | LOW | Pupils to wash hands as they enter the building at the start of the day and exit the building at the end of the day and regular hand washing opportunities (20 seconds) to be timetabled into daily routines – ensure there are adequate supplies of soap. Children to be taught/reminded how to wash hands properly. Children to be supervised when washing hands and new posters put up | 1 - Very low | 2 - Low | LOW | all staff | Sep-21 | Green | | National guidance Local – supplies of hand gel |
| When pupils sneeze or cough they will spread germs/bacteria especially younger pupils/children | staff, pupils | virus is spread | "Catch it, bin it, kill it" policy in place | 2 - Low | 3 - Medium | MEDIUM | remind children and pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds. Refresh posters all over school | 2 - Low | 3 - Medium | MEDIUM | all staff | Sep-21 | Green | | National guidance Local – consistent messages, frequent reminders through social media |
| Keeping the school clean to a higher level of cleanliness | staff, pupils | virus spreads | schools were deep cleaned over the summer. Extra cleaning hours implemented since March 2021. | 2 - Low | 4 - High | MEDIUM | High level of cleaning maintained in line with COVID 19 guidelines | 2 - Low | 4 - High | MEDIUM | site and cleaning staff | Sep-21 | Green | | National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers. |
| What if there are a shortage of cleaners due to self-isolation or illness? | staff pupils | schools will not be clean and virus will live on surfaces | Staff have previously worked as cleaner on a supply basis to cover illness | 2 - Low | 3 - Medium | MEDIUM | List supply cleaners collated and check they are still available in Sept 21 | 1 - Very low | 3 - Medium | LOW | SLT | Sep-21 | Green | | National guidance Local H&S guidance |
| Face coverings | pupils, parents, visitors and staff | face coverings contain the virus | Currently worn by adults in communal areas or where social distancing can not be maintained. Also worn by staff and parent during drop off and pick up. Also worn as part of PPE by an adult who is supervising a child who is showing symptoms or | 2 - Low | 3 - Medium | MEDIUM | Staff may wear a face covering but this will be a personal choice. Parents/visitors asked to wear them whilst in the building. Parents can wear them during drop off and pick but this will be personal choice. | 1 - Very low | 3 - Medium | LOW | SLT/office staff/first aiders | Sep-21 | Green | | |
| Shared equipment | pupils and staff | virus passed on from shared resources | Regularly used classroom equipment only used by that class. Playground equipment used by a key stage only (2 classes). Library | 2 - Low | 3 - Medium | MEDIUM | New curriculum plan implemented so equipment is rotated | 1 - Very low | 3 - Medium | LOW | Class teachers | Sep-21 | Green | | |
| END OF TABLE - DO NOT ENTER INFO BELOW HERE | | | | | | | | | | | | | | | |

7 - Possible COVID-19 Cases

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: | | | |
|-----------|---------------|--------------|-----------------|
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 0 | 5 | 1 | 10.00 MEDIUM |

| FUTURE: | | | |
|-----------|---------------|--------------|-----------------|
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | OVERALL |
| 0 | 5 | 1 | 10.00 MEDIUM |

RISK BREAKDOWN

| CURRENT: | | | | | |
|--------------|---------|------------|----------|---------------|--|
| 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high | |
| 0 | 4 | 1 | 1 | 0 | |
| 0 | 0 | 0 | 6 | 0 | |

| FUTURE: | | | | | |
|--------------|---------|------------|----------|---------------|--|
| 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high | |
| 0 | 4 | 1 | 1 | 0 | |
| 0 | 0 | 0 | 6 | 0 | |

Formulas
Don't delete

Formulas
Don't delete

| 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 | | | | | | |
| Pupil begins to show symptoms when in school (cough and/or temperature developing) | staff and pupils | pupil could have the virus and pass it to others | child moved to designated isolation room. Parents contacted to collect child asap. Staff supervising child wears PPE which is disposed of as soon as child is picked up. Isolation room is closed for 72 hours then deep cleaned | 2 - Low | 4 - High | MEDIUM | • Pupil isolated and sent home as soon as possible. Parents encouraged to take child for test. | 2 - Low | 4 - High | MEDIUM | class teachers inform SLT | Sep-21 | Green | | National guidance |
| Use of PPE in school if pupils develop symptoms and need assistance (particularly pupils with SEND) | staff | if child has the virus staff could be infected | PPE only used if child shows symptoms or administering first aid. Staff supervising child wears PPE which is disposed of as soon as child is picked up. | 2 - Low | 4 - High | MEDIUM | monitor stock of PPE and purchase more where necessary | 2 - Low | 4 - High | MEDIUM | First aider on monitor stock | Sep-21 | Green | | National guidance Local authority procurement might be an option? |
| Member of staff begins to show symptoms when in school (cough and/or temperature developing) | staff and pupils | member of staff could have the virus and pass it to others | member of staff sent home immediately. Self isolate for 10 days unless test is negative | 2 - Low | 4 - High | MEDIUM | Member of staff isolated and sent home and encouraged to use the NHS website to arrange a test. Follow Government advice on isolation which changed on 16/8/21 | 2 - Low | 4 - High | MEDIUM | SLT | Sep-21 | Green | | National guidance |
| What to do if anyone shows symptoms of Coronavirus. | staff, pupils and parents | virus could be spread through school community/village. Could be a school or local outbreak. | Encourage twice weekly LFTs for staff, parent and pupils. Encourage all staff to get vaccinated. Staff given time off work to attend vaccination appointments. Inform Warwickshire PHE/BDMAT of all positive cases. | 2 - Low | 4 - High | MEDIUM | Outbreak management plan put in place in line with Government guidance from 27/8/21. Time given on inset day 2/9/21 to explain and consult staff on the plan and risk assessment. Keep up to date with local and national situation and follow advice for PHE and DfE | 2 - Low | 4 - High | MEDIUM | SLT make sure all staff have read and understand guidance | Sep-21 | Amber | | |
| Pupils are carrying the virus but are asymptomatic. | pupils and staff | spread the virus | Encourage parents to test themselves and their children twice weekly using LFTs | 4 - High | 4 - High | HIGH | Communicate message again before the start of term. | 4 - High | 4 - High | HIGH | HT | Sep-21 | Amber | | |
| Staff are carrying the virus but are asymptomatic. | pupils and staff | spread the virus | Encourage staff to test themselves and their families twice weekly using LFTs | 3 - Medium | 4 - High | MEDIUM | Communicate message to staff as INSET. Keep stocks of tests and order more when necessary Ask staff if they have been vaccinated (no obligation to tell me). Give staff time off for vaccination appointments | 3 - Medium | 4 - High | MEDIUM | HT/WH/SP | Sep-21 | Amber | | |

END OF TABLE - DO NOT ENTER INFO BELOW HERE

8 - Transition

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 L 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

CURRENT:

| | | | |
|-------------|-----------------|--------------|---------|
| LOW (1 - 4) | MEDIUM (5 - 12) | HIGH (13-25) | OVERALL |
| 1 | 1 | 0 | 5.00 |
| | | | MEDIUM |

FUTURE:

| | | | |
|-------------|-----------------|--------------|---------|
| LOW (1 - 4) | MEDIUM (5 - 12) | HIGH (13-25) | OVERALL |
| 1 | 1 | 0 | 4.00 |
| | | | LOW |

RISK OVERALL

RISK BREAKDOWN

CURRENT:

| | | | | | |
|------------|--------------|---------|------------|----------|---------------|
| | 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high |
| Likelihood | 0 | 2 | 0 | 0 | 0 |
| Severity | 0 | 1 | 1 | 0 | 0 |

FUTURE:

| | | | | | |
|------------|--------------|---------|------------|----------|---------------|
| | 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high |
| Likelihood | 1 | 1 | 0 | 0 | 0 |
| Severity | 0 | 1 | 1 | 0 | 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 | | | | | | |
| Transition into EY | pupils | not ready for school | information sent in post. New parents given log in on seesaw. Powerpoint sent with photos of staff and classroom. Most new reception children have been in nursery in shared space. Virtual meeting set up between parents and staff. Videos of new teachers half of the pupils remain with same staff in same room as mixed age classes. Short transition session arranged for last week of summer term. | 2 - Low | 3 - Medium | MEDIUM | Share any changes that may have happened over the summer to new parents - systems in place. Reception/ nursery parents can come into school for the first few days to help children settle if necessary (30 minutes only) | 2 - Low | 3 - Medium | MEDIUM | EYFS leads | Sep-21 | Amber | | |
| Transition into other year groups within the same school | pupils | not ready for new class | | 2 - Low | 2 - Low | LOW | Extra getting to know you activities planned for first week back. | 1 - Very low | 2 - Low | LOW | all staff | Sep-21 | Green | | |
| END OF TABLE - DO NOT ENTER INFO BELOW HERE | | | | | | | | | | | | | | | |

11 - Recruitment & Staffing

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) | 2.40 |
| 4 | 1 | 0 | LOW |

| FUTURE: | | | OVERALL |
|-----------|---------------|--------------|---------|
| LOW (1-4) | MEDIUM (5-12) | HIGH (13-25) | 2.00 |
| 4 | 1 | 0 | LOW |

RISK BREAKDOWN

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

| FUTURE: | | | | |
|-----------------|---------|------------|----------|---------------|
| 1 - Very low | 2 - Low | 3 - Medium | 4 - High | 5 - Very high |
| Likelihood 4 | 1 | 0 | 0 | 0 |
| Severity 4 | 0 | 1 | 0 | 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 | | | | | | |
| New staff need to be recruited for September | school/pupils | schools understaffed | Schools are fully staffed for September 21. Recruitment completed through a mixture of BDMAT pool, virtual interviews and outside lessons (less than 15 minutes). DBS checked completed using social distancing. | 1 - Very low | 1 - Very low | LOW | Interview remotely if necessary due to local or national outbreaks | 1 - Very low | 1 - Very low | LOW | HT | Sep-21 | Green | | https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/ https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/ |
| Staff induction including ECTs | new staff / school | induction/training not completed properly | ECTs registered with Ambition Institute for two year programme. CEO of BDMAT ran remote induction meetings in summer term 21. New teachers met virtually with year group partners and DHT in | 1 - Very low | 1 - Very low | LOW | There is already a mixture of face to face and remote training. Ambition institute will move face to face conferences to remote platforms if necessary. | 1 - Very low | 1 - Very low | LOW | HT | Sep-21 | Amber | | |
| Staff who are clinically vulnerable, previously shielding or with significant risk factors | staff, school | anxious about returning to school | HT has spoke to shielding staff and all are happy to return in September. Individual risk assessments in place. These staff have been fully vaccinated | 1 - Very low | 1 - Very low | LOW | Review risk assessment with members of staff affected. Time off given for booster vaccinated if necessary. | 1 - Very low | 1 - Very low | LOW | HT/vulnerable staff | Sep-21 | Green | | |
| Staff mental health and wellbeing | staff and school | staff are anxious about returning to work | HT has had individual conversations with staff, shared guidance and risk assessments to reassure staff. BDMAT have sent letters for all staff to HT which have all been forwarded on. All staff returned to work on 8th March 21. Staff have been given information of how to access confidential mental health and well being services. (Health Assured - free and confidential service made available to all staff and their families by BDMAT and access to HR advice). Also support available from Schools have a trained mental health first aider. Support also available through Education Support | 2 - Low | 4 - High | MEDIUM | Remind all staff of the support available in September inset 2021 | 2 - Low | 3 - Medium | MEDIUM | HT/central team | Sep-21 | Green | | https://www.educationsupport.org.uk/ https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers |
| Annual leave | Staff and pupils | staff not available for work | All staff have been asked to inform SLT if they will be visiting a country that they will need to quarantine. BDMAT policy shared with staff. | 1 - Very low | 1 - Very low | LOW | Follow latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. | 1 - Very low | 1 - Very low | LOW | HT | Jul-20 | Green | | |
| END OF TABLE - DO NOT ENTER INFO BELOW HERE | | | | | | | | | | | | | | | |

