


Stoneydelph Primary School

Covid -19 Risk Assessment

March 2021



| 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 Stoneydelph Primary school cannot fully re-open from 8 th March 2021 in line with revised DfE Guidance. | High | See Key Risk assessments below | Low | Risk assessment and reopening plan updated 1 st March 2021. All staff read, understood and signed to confirm via Smartlog. | 04/03/21  |

| Key Risks | Assessed risk if no actions taken | Requirement | Controls in place | Considering controls in place, current risk level assessed by Headteacher | Further key actions to be taken and by when January Review 2021 March Review 2021 |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------|---------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school. | High | Must | See Individual risk assessments below | Low | Reminders to parents of procedures for if child is showing symptoms – fortnightly newsletter and regular Dojo messages |
| 2. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance. | High | Must | See Individual risk assessments below | Low | Delivery and set up of outside hand sanitiser stations by entrance doors by 01.09.20 Hand gel to be replenished daily |
| 3. Risk that face-coverings are not worn in line with the recommendations | High | Must | See Individual risk assessments below | Low | Face covering guidance given to staff and written into full reopening plan update November 6 th 2020 Face covering worn at all times outside own classroom/office Continue this when fully reopen |
| 4. Risk that individuals in school do not practice good respiratory hygiene | High | Must | See Individual risk assessments below | Low | |

| | | | | | |
|------------------------------------------------------------------------------------------------------------|--------|-------------------|---------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Risk that the cleaning regime in school is not in line with DfE guidance | High | Must | See Individual risk assessments below | Low | |
| 6. Risk that contact between individuals is not minimised and social distancing maintained where possible. | High | Properly Consider | See Individual risk assessments below | Low | |
| 6. Risk that PPE equipment is not worn where appropriate | Medium | Must | See Individual risk assessments below | Low | |
| 7. Risk that occupied spaces are not kept well ventilated | High | Must | See Individual risk assessments below | Low | External doors to remain open every break and lunchtime plus small windows open during lessons |
| 7a. Risk that school response to infection is not in line with the DfE guidance | Medium | Must | See Individual risk assessments below | Low | Reliant upon parents informing school – weekly text / email reminders |
| 8. Risk that PPE equipment is not worn where necessary | Medium | Must | See Individual risk assessments below | Low | |
| 8b. Risk that the educational provision for pupils does not return to normal | Medium | Properly Consider | See Individual risk assessments below | Low | Staff identified / timetable of support identified / pupils identified following assessments / specific target and associated materials identified by 11.09.20 |
| 9. Risk that the school does not promote and engage in asymptomatic testing, where available. | High | Must | See Individual risk assessments below | Low | Lateral flow tests available for all staff, volunteers, student teachers. Recording forms available (see lateral flow RA) |
| 10. Risk that school response to infection is not in line with the DfE guidance | Medium | Must | See Individual risk assessments below | Low | All updated guidance available to staff and regular refreshers during weekly staff meetings |
| 11. Risk that the educational provision for pupils is not in line with statutory requirements | Medium | Must | See Individual risk assessments below | Low | All DfE and OFSTED guidance is followed. Remote provision action plan written and reviewed in Feb 2021 |
| 12. Risk that the trust is not a good employer | Medium | Properly Consider | See Individual risk assessments below | Low | Draft reopening plan shared with staff on 24.2.21 and confirmed on 3.3.21 |

| Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school. | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 should be self-isolating in line with Public Health England guidance | High | School Plan: sections A, G, I | Low | <ul style="list-style-type: none"> Reminders to parents of procedures for if child is showing symptoms – re-email out 2.11.20 Regular reminder on fortnightly newsletter and Class Dojo |
| Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance | Medium | School Plan: section G, I | Low | |

| Key risk 2: Risk that face-coverings are not worn in line with the recommendations | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 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 |
| For primary schools only , face coverings are not worn by adults in situations where social distancing between adults is not possible. | High | School plan part D and E | low | All staff to be vigilant regarding face coverings. Visors not to be worn without face mask underneath. |
| Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely. | High | School plan part D and E | low | Face coverings to be removed/stored as per guidance Regular reminders to staff in staff meetings/email |
| | | | | |

| Key risk 3: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance. | | | | |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------|
| 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 handwashing/sanitising are not in place | High | School plan: sections A, C, D, F | Low | Delivery and set up of outside hand sanitiser stations by entrance doors by 01.09.20 |
| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance | High | School plan: sections A, B, C, D, F, G, H, J, T | Low | Clear signage at office for expectations Email confirmation for visitors (limited to essential visits only) of expectations prior to visiting school site. |

| Key risk 4: Risk that individuals in school do not practice good respiratory hygiene | | | | |
|--------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 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 | School plan: sections A, F | Low | |
| Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance | High | School plan: sections A, B, F, G, H, K, T | Low | |
| Face coverings are not removed and stored safely when entering school. | High | School plan: section C | Low | Face coverings to be stored safely as per guidance emailed to staff on 14.1.21 |

| Key risk 5: Risk that the cleaning regime in school is not in line with DfE guidance | | | | |
|---------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------|
| 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 of surfaces in line with PHE guidance is not in place | High | School plan: sections A, B, F, G, J, M, T | Low | |
| Regular cleaning of toilets in line with PHE guidance is not in place | High | School plan: sections A, J, | Low | |
| Regular cleaning of equipment, both indoor and outdoor is not in place | High | School plan: sections A, B, F, G, J, T | Low | |

| Key risk 6: Risk that contact between individuals is not minimised and social distancing maintained where possible. | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
| The size of a “bubble” is not small enough to allow children and adults to maintain 2 metre social distance from each other (while accepting that the youngest children will not be able to maintain social distance). | High | School plan: sections A, B, C, D, F, M, | Low | Class/Year group bubbles to be maintained from March 2021 No requirement for children to socially distance within a bubble. |
| The size of groups or “bubbles” does not minimise the opportunities for interaction in this school. | High | School plan: sections A, B, C, D, F, M, T | Low | Minimal movement around the school for bubbles (KS2 hall and music room are the only spaces used by multiple bubbles – cleaning between each class) |
| Groups are mixed for specialist teaching, where this is not necessary | High | School plan: sections B, F, G, S, T | Low | No mixed teaching during lockdown January/February 2021 |
| Where teachers and other staff, including supply and contractors, are required to move between groups they are less than 2 metres apart from pupils or other adults, where this is not necessary | High | School plan: sections F, G, H, M, Q, S, | Low | Remain 2m apart from all adults at all times from January 2021 Staff moving between groups to remain behind 2m line in classrooms |
| Adults come within 2 metres of pupils in the classroom, where this is not necessary when working with the youngest children who cannot social distance | High | School plan: sections C, D, F, G, M, Q, T | Low | |
| Adults come within 2 metres of each other | High | School plan: sections E, F, G, H, M, T | Low | Remain 2m apart from all adults at all times from January 2021. Adults must wear masks |

| | | | | if a 2 metre distance cannot be maintained. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------|-----|------------------------------------------------------------------|
| Older children do not keep apart from each other, where this is possible | High | School plan: sections C, D, M, | Low | |
| Classroom set up involves pupils facing each other, where this is not necessary | High | School plan: sections B, F, G, S, | Low | Year 2-6 in rows Y1 and EYFS group tables for adult led tasks |
| School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals | Medium | School plan: sections O, | Low | |
| Checklist | | | | Plan or Risk Assessment in place |
| The following activities should be considered, where applicable, in school and covered by plans or risk assessments in line with the principles above to ensure the risk of contact between individuals or groups is minimised as far as practicable . This list is not exhaustive: | | | | Yes or N/A |
| Start of day arrival at school | | | | Yes |
| End of day departure from school | | | | Yes |
| Travel to and from school | | | | N/A |
| Lunchtimes | | | | Yes |
| Breaktimes | | | | Yes |
| Movement of pupils between different school teaching spaces | | | | Yes |
| Movement of staff between different school teaching spaces | | | | Yes |
| Delivery of curriculum PE | | | | Yes |
| Delivery of curriculum Music | | | | Yes |
| Delivery of curriculum Design & Technology | | | | Yes |
| Delivery of curriculum Art | | | | Yes |
| Delivery of practical Science | | | | Yes |
| Delivery of practical Drama | | | | Yes |
| Assemblies and other large gatherings | | | | Yes |
| Operation of extra curricula activities | | | | Yes |
| Operation of before and after school childcare | | | | Yes |

| | |
|-------------------------------------------------------------------------------------|-----|
| Operation of wraparound nursery childcare | N/A |
| Working with SEND children where the child's behaviours may pose an additional risk | Yes |
| Recruitment | N/A |
| Visitors to school | Yes |
| Supply and peripatetic staff operating in school | Yes |
| Trainee teachers and apprentices in school | N/A |
| Gatherings of staff, eg: staffroom, meetings or training. | Yes |
| Delivery of catering | Yes |
| Contractors working on site | Yes |
| Educational visits | Yes |
| One to one and catch up support | Yes |
| Use of classroom resources | Yes |
| Marking and review of pupil work | Yes |

| Key risk 7: 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 guidance. | Medium | School plan part F | Low | Classrooms to be ventilated with a small open window in communal area or spare classroom. External doors can be opened during breaktime and 15 minutes of lunchtime. Doors are to be closed during lessons unless warm weather. Staff must ensure a comfortable working temperature for pupils. |
| Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature. | Medium | School plan part F | Low | Pupils allowed to wear additional clothing if required |

| Key risk 8: Risk that PPE equipment is not worn where appropriate | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------|
| 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 |
| Appropriate PPE is not worn when dealing with a child who is showing symptoms of Covid-19 and where adult cannot keep 2 metres apart | Medium | School plan: sections I, K, T | Low | |
| Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn. | Low | School plan: sections A, T | Low | |

| 9. Risk that the school does not promote and engage in asymptomatic testing, where available. | | | | |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 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 |
| Adults working in school are not enthusiastically offered the opportunity to self-test at home twice a week. | Medium | See lateral flow testing individual risk assessment | Low | Continue to offer lateral flow testing to all adults in school. TC to monitor use, recording results and reordering supplies. |

| Key risk 10: Risk that school response to a confirmed infection is not in line with the DfE guidance | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 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 |
| Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms. | Medium | School plan: sections A, G, I | Low | |
| Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace. | Medium | School plan: sections A, G, I | Low | |
| Employees are unaware that they must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19. | Medium | School plan: sections G, I, | Low | |
| Parents and carers are unaware of the NHS Test and Trace process and that their child must have a test in the event of displaying symptoms. | Medium | School plan: sections C, H, I, | Low | Website updated January 2021 with most up to date guidance – Dojo message to parents to explain this |
| Parents and carers are unaware that they must provide details of close contacts of their child if asked to by NHS Test and Trace. | Medium | School plan: sections C, H, I | Low | |
| Parents and carers are unaware that their child must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19. | Medium | School plan: sections C, H, I, | Low | |

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19 | High | School plan: sections C, G, H, I, | Low | Weekly text / email reminders and newsletter every fortnight |
| In the event of a positive Covid-19 case in school, school does not manage the case in line with PHE guidance. | Medium | School plan: sections H, I | Low | |
| In the event of a positive Covid-19 case, school does not have records of close contacts made in school | High | School plan: sections H, I | Low | Seating plans in place for all bubbles |
| In the event of an outbreak (2 or more cases within 14 days), school does not call the DfE helpline and follow their advice. | Medium | School plan: sections H, I | Low | |
| Key risk 11: Risk that the educational provision for pupils does not meet statutory requirements | | | | |
| 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 |
| A broad and ambitious curriculum is not in place | Low | School plan: section S | Low | |
| Government funded intervention and catch up program is not effective | High | School plan: section R | Low | Staff identified / timetable of support identified / pupils identified following assessments / specific target and associated materials identified by 11.09.20 (on hold during Spring 1 due to partial school closure) |
| Remote education is not provided in line with DfE guidance and the legally binding continuity direction . | High | School plan: sections N, S | Low | Revised remote learning plan for individuals self-isolating from March 2021 (revised from September document) Remote learning quality assurance grid – January 2021 and Policy in place (Nov 2021) |

| Key risk 12: Risk that the trust is not a good employer | | | | |
|----------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
| Employees with increased personal risks are not protected | Low | School plan: sections G, I | Low | Specific risk assessment for individual identified staff completed before 01.09.20 |
| Employees are anxious about coming to work due to covid-19 | Medium | School plan: section G | Low | Individual discussions with HT offered to all staff before full reopening |
| Employees are not fully trained on the school reopening plan | Medium | School plan: section A | Low | Draft plan shared for consideration 24.2.21 and confirmed in staff meeting on 3.3.21 |
| Employees are not fully consulted on the school reopening plan | High | School plan: section A | Low | Draft plan shared for consideration 24.2.21 and confirmed in staff meeting on 3.3.21 |
| Workload during reopening is not achievable | High | School plan: section G | Low | HT and line managers available for staff to discuss workload. Open discussion opportunities provided weekly during staff meetings. |

Resources Government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

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 |