


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 Windmill Primary School cannot operate during lockdown in line with current DfE Guidance	High	See Key Risk assessments below	Low	n/a	19/01/21 

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
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	
2. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	Low	
3. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	
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	
7. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
8. Risk that occupied spaces are not kept well-ventilated	High	Must	See Individual risk assessments below	Low	
9. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
10. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	Regular robust monitoring ongoing
11. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	

<b>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.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Children, staff or visitors attend school when they should be self-isolating in line with Public Health England guidance	High	Significant publicity through signage, online communication and word of mouth about not being on site with symptoms. Children visually assessed on entry to the site and visitors asked on entry. Any member of staff or pupil attending school who displays symptoms (even secondary symptoms) will be sent home. Whilst waiting for a child to be collected, they will be isolated, using the DfE procedures, in Meeting Room 1. Any staff supervising these pupils will wear full PPE equipment. Local HPT to be informed and their protocols to be followed.	Low	
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	All staff trained to ensure that any potential cases are dealt with in line with DfE guidance, which has been shared with all staff. Any potential cases should be reported to a member of SLT straightaway who will ensure that the local HPT are informed and correct procedures are followed.	Low	

<b>Key risk 2: Risk that face-coverings are not worn in line with the recommendations</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
For secondary schools only, face coverings are not worn by adults and pupils when moving around the premises, outside of classrooms. Excludes individuals who are unable to wear a face covering.	High	Parents or anyone over the age of 11 who is dropping off or collecting Windmill pupils are asked to wear face coverings when on site. Staff on duty outside during these times will also wear face coverings. Staff are asked to wear face coverings in communal and busier areas.	Low	
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	Visual and written guidelines for appropriate use of face coverings shared with all staff. Reminders about this every 3 weeks.	Low	

<b>Key risk 3: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for handwashing/ sanitising are not in place	High	All handwashing facilities checked for compliance (water checks) and soap dispensers, paper towels checked at least twice a day by site staff. Culture of vigilance to report any concerns and site team to respond promptly if so. Hand sanitising stations in every classroom and at every entrance/exit.	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Pupils reminded regularly by class staff of appropriate handwashing technique, frequency and duration. Staff build routine of handwashing into their daily plan and insist on sanitising on entry to the classroom and before/after meals. Visitors shown where to wash/sanitise hands by office staff.	Low	

<b>Key risk 4: Risk that individuals in school do not practice good respiratory hygiene</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	Each working space has a lined bin, with tissues available. This is double bagged and thrown away each day, with new liner installed. Supplies of tissues checked daily.	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Pupils reminded regularly of catch it, bin it, kill it principles and practice. Visitors shown where to access toilets/tissues/bins.	Low	
Face coverings are not removed and stored safely when entering school areas where they are not required.	High	Pupils arriving in face masks encouraged by classroom staff to put them in their own bags on arrival and this is checked.	Low	

<b>Key risk 5: Risk that the cleaning regime in school is not in line with DfE guidance</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Regular cleaning of surfaces in line with PHE guidance is not in place	High	Staff to clean main shared contact points in classrooms several times a day with viricidal wipes/spray. Staff to cleanse any surfaces they have used in shared areas. Dining tables and chairs to be used by more than one group should be cleansed between groups.	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	Additional cleaner employed to carry out multiple toilet cleans throughout each day. Staff to be allocated to particular toilets for their own use (to avoid overuse of certain toilets) and viricidal wipes to be used on surfaces afterwards.	Low	
Regular cleaning of equipment, both indoor and outdoor is not in place	High	Shared equipment to be scrupulously cleaned between uses by different groups of children, particularly PE equipment. Fixed playground equipment to remain out of use. Frequently used stationery equipment to be individualised, with other shared equipment to be cleansed after use.	Low	

<b>Key risk 6: Risk that contact between individuals is not minimised and social distancing maintained where possible.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
The size of groups or “bubbles” is not practical in this school’s educational setting	High	Restrict group size to 30, with at least 2 staff allocated to each group.	Low	
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	Groups will not interact with each other during the school day either during lesson time or at playtime – playtimes and lunchtimes will be separated by time and location.	Low	
Groups are mixed for specialist teaching, <b>where this is not necessary</b>	High	No mixing of groups for specialist teaching.	Low	
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, <b>where this is not necessary</b>	High	Each classroom has a 2 metre pathway from the door to a teaching space that also has a minimum 2 metre distance between the adult and the nearest child. The visiting adult must not come within 2 metres of the supporting adult who belongs to that group. The visiting adult remains in the safe space in the room. For PE and Music, the children will be taken to the hall or Lamputt Room by the class cover supervisor where the coach/teacher will be waiting. The lesson will take place without the coach/teacher needing to get closer than 2 metres to any children or to the cover supervisor. For intervention groups outside of the classroom, the adult will remain in the area and the children will come to specifically identified spaces/seats that are at least 2 metres away from the adult. Before and after the session, the adult will wash their hands and wipe the tables/surfaces.	Low	
Adults come within 2 metres of pupils in the classroom, <b>where this is not necessary</b>	High	Adults who are based within a group may have to come within 2 metres of the children in that room, but they will not lower their bodies/heads, lean or squat to support or intervene with any children – they will remain standing. The children will be seated in rows and adults in their group will be able to move up	Low	

		and down those rows to monitor the work that the children are doing. Adults may touch and look at pupils' books within their own group (bubble) for assessment purposes and must be careful not to touch their faces immediately after doing so. They should cleanse their hands frequently if touching pupils' books. There will be no marking of books.		
Adults come within 2 metres of each other, <b>where this is not necessary</b>	High	Adults will not mix with adults from other groups. If they use the staffroom, they must remain at least 2 metres apart and must cleanse any surfaces or equipment they use afterwards. If they meet (for PPA for example), they must be at least 2 metres apart and ideally should not face each other. Surfaces should be cleansed afterwards. Any other meetings will take place with appropriate distancing and surfaces cleansed afterwards.	Low	
Adults move between bubbles, <b>where this is not necessary</b>	High	Where possible, adults should be assigned to a bubble and should only work with others in that bubble – using the same entrance/exit to the building and the same toilet facilities. Adults working with children in different bubbles must remain at least 2 metres from children and other adults and should cleanse any surfaces or equipment they use afterwards.	Low	
Older children do not keep apart from each other, <b>where this is possible</b>	High	Groups will not mix. Playgrounds and dining spaces have been timetabled and zoned to avoid this. Movement through corridors has been timetabled so that one class group moves at any time. If people pass others in the corridor going the other way, we have a 'keep left' protocol.	Low	
Classroom set up involves pupils facing each other, <b>where this is not necessary</b>	High	Only Reception classes will not have an 'all-facing-forward' layout and there are only 17 pupils in each of those groups, so greater distancing is possible. The classrooms are zoned to give maximum pupil numbers in each zone and equipment is restricted so certain activities also have a maximum number of participants. All other classes have all children facing forward.	Low	
Clubs involve mixing of bubbles within the same indoor space	High	If bad weather causes clubs to be indoors, one will use the hall and one will use the Lamputt Room or a classroom.	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	Behaviour policy has been adjusted to include 'stay in your seat' rule and sanctions for spitting or deliberately coughing at other people. Behaviour policy also specifies that children should not	Low	

		mix with others in other groups within the school grounds or outside the school grounds.		
<b>Checklist</b>			<b>Plan or Risk Assessment in place</b>	
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 <b>as far as practicable</b> . 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			n/a	
Movement of staff between different school teaching spaces			n/a	
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			Yes	
Working with SEND children where the child's behaviours may pose an additional risk			Yes	
Recruitment			Yes	
Visitors to school			Yes	
Supply and peripatetic staff operating in school			Yes	
Trainee teachers and apprentices in school			Yes	
Gatherings of staff, e.g: 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	





<b>Key risk 7: Risk that PPE equipment is not worn where appropriate</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
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	All required PPE is in place and a specific isolation room has been identified where adult can keep at least 2 metres apart.	Low	
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	No child has routine intimate care needs, apart from nappy changing in Nursery, where PPE is available and is worn.	Low	

<b>Key risk 8: Risk that occupied spaces are not kept well ventilated</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
School is not kept well ventilated in line with guidance.	Medium	Ventilation guidance from Telford & Wrekin's Health and Safety team shared with all staff, with an email from the headteacher asking everyone to ensure all rooms and corridors are appropriately ventilated (windows open and internal doors open). School heating adjusted to ensure all areas of school have an appropriate level of working temperature.	Low	
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	All adults and children have been told that it is acceptable to wear additional clothing if they are cold and those items of clothing are easy to access. Parents are also reassured about this.	Low	

<b>Key risk 9: Risk that school response to a confirmed infection is not in line with the DfE guidance (New requirement from 1 July 2020)</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	NHS Test and Trace process has been shared with staff. We have had staff who have needed to be tested and they have been able to testify to colleagues about the process. Test and Trace may be used by staff in school, but personal mobile phones should not be carried on their person around school.	Low	
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	As above.	Low	
Employees are unaware that they must self-isolate if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	All employees are aware of self-isolation requirements and regular reminders are given about this, including directly to a member of staff that is instructed to isolate.	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	NHS Test and Trace process shared with families and was shared again at the start of the new term. We have had families who have needed to be tested and they have been able to testify to their friends about the process.	Low	
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	As above.	Low	
Parents and carers are unaware that their child must self-isolate if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	All families are aware of self-isolation requirements and this was explained as a reminder at the start of the new term.	Low	

Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	We tell pupils about the importance of safety and protecting others, with regard to self-isolation and will encourage them to disclose if a household member has symptoms or has had a positive test. We communicate regularly with families using ClassDojo to say how important this is.	Low	Regular reminders on ClassDojo.
In the event of a positive Covid-19 case in school, school does not contact local health protection team and comply fully with their advice.	Low	Flowchart for action is present in the main office and staffroom and has been shared with all staff.	Low	
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	Because of the integrity of pupil groups in school, close contacts will be easily identified.	Low	

<b>Key risk 10: Risk that the educational provision for pupils does not return to normal</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
A broad and ambitious curriculum is not in place	Low	Tighter monitoring of curriculum maps being used and evidenced in class teaching. Timetables for learning to be submitted to SLT for each week. Drop-ins by SLT will check these are implemented.	Low	
Government funded intervention and catch up program is not effective	High	Funding will be used to target those children with identified gaps in learning following robust and regular assessment. Trusted and well-trained staff will be deployed to deliver intervention sessions. These sessions will be monitored for impact by members of SLT. We will also use additional funding for disadvantaged pupils to pay for the national tutoring programme.	Low	Regular monitoring of interaction, assessment, feedback. Nursery: focus on prime areas of learning. Reception: focus on gaps in language, early reading and maths, particularly phonic knowledge and extending vocabulary. KS1 and KS2: identify gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing, maths), plus reading widely and delivering a full range of subjects.
Appropriate integrated remote learning package is not immediately in place for individuals, groups or whole school in the event of education not being able to be provided physically.	High	School's plan for remote learning in the case of full or partial closure has been in place since the end of September. It is 'meaningful and ambitious', with 'high quality online and offline resources and videos', and is equivalent in length to the teaching children would receive in school' and involves 'daily contact with teachers'. Communication methods with families are the same as have been successfully used since March 2019.	Low	Monitoring of engagement and progress of children and families during class or whole-school isolation/lockdown by Strategic Leaders

<b>Key risk 11: Risk that the trust is not a good employer</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Employees with increased personal risks are not protected	Low	The trust has put a ready reckoner and list of FAQ which is shared with any member of staff that is believed to be clinically extremely vulnerable or clinically vulnerable. The school will follow the government and DfE guidance on these groups to ensure that they are protected.	Low	Continue to communicate with staff regularly. Reassure anxious staff about the measures that have been put in place.
Employees are anxious about coming to work due to covid-19	Medium	School has contacted all staff and asked them to share any concerns about returning to work. Each of these members of staff has been spoken to individually to help understand their concerns and to address them, where possible. Staff have been reminded of the Health Assured support.	Low	Continue to communicate with staff regularly. Reassure anxious staff about the measures that have been put in place.
Employees are not fully trained on the school opening plan	Medium	We have used PD days and whole staff communications (emails) so they are trained and reminded about the plan.	Low	Further revision to the plan in January 2021.
Employees are not fully consulted on the school opening plan	High	A survey was available to all staff to consult on the main proposals of the plan. Responses were used to adapt the plan. The draft plan was then circulated to all staff inviting responses and those too were factored in with changes made.	Low	
Workload once open is not achievable	High	School has considered how to ensure that workload is achievable. Each group will have two members of staff and the teachers will plan for the teaching of that group (shared with the teacher of the other class in that year group). Marking is reduced and PPA time has been maintained. No member of staff is having to work over and above their contracted hours and breaks have been planned. The trust's workload charter principles continue to be applied.	Low	

## Resources

### Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

### 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