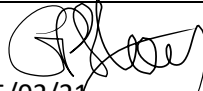


Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that Windmill Primary School cannot fully reopen from 8/3/21 in line with revised DfE Guidance	High	See Key Risk assessments below	Low	n/a	 25/02/21

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 occupied spaces are not kept well-ventilated	High	Must	See Individual risk assessments below	Low	
8. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
9. Risk that the school does not promote and engage in asymptomatic testing, where available	High	Must	See Individual risk assessments below	Low	
10. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
11. Risk that the educational provision for pupils is not in-line with statutory requirements	Medium	Must	See Individual risk assessments below	Low	Regular robust monitoring ongoing
12. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	

Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, or has 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	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, along with any siblings. 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	

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
Face coverings are not worn by adults in situations where social distancing between adults is not possible. 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 told 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	

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	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	

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	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	

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	Staff to clean main shared contact points in classrooms several times a day with virucidal wipes/spray. Staff to cleanse any surfaces they have used in shared areas. Tables and chairs to be used by more than one group should be cleansed between groups. Staff not to work in multiple shared areas (have a normal place to work and ensure there are wipes/spray there). If any members of staff have to support an individual child outside of the classroom following a behaviour incident for example, they should ensure the area is cleansed afterwards.	Low	
Regular cleaning of toilets in line with PHE guidance is not in place	High	Additional cleaner employed to carry out multiple toilet and class cleans throughout each day. Staff to be allocated to particular toilets for their own use (to avoid overuse of certain toilets) and virucidal 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	

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 groups or “bubbles” 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 social distance)	High	Restrict group size to 30, with essential staff allocated to each group. Children’s chairs/workspaces to be placed at least 2 metres away from the place the teacher will typically stand/sit.	Low	
Each group or “bubble” is not able to keep a 2-metre distance from all other groups/bubbles at all times	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, where this is not necessary	High	Mixing of groups will only happen for phonics interventions, which is essential for our school’s catch-up and phonics strategies. Children and adults from different groups will always remain at least 2 metres from each other and all contact points will be cleansed after the session.	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, where this is not necessary (when working with the youngest children who cannot social distance)	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	Low	

		adult. Before and after the session, the adult will wash their hands and wipe the tables/surfaces.		
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	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 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.	Low	
Adults come within 2 metres of each other at any point, including moving between bubbles where this is not necessary	High	Where possible, adults should only work with others in the bubble they are assigned, using the same entrance/exit to the building and the same toilet facilities. Adults will not mix with adults from other bubbles. 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. All meetings will take place with appropriate distancing and surfaces cleansed afterwards. 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. if adults cannot maintain a 2 m distance from each other masks should be worn.	Low	
Classroom set up involves pupils facing each other	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	

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 mix with others in other groups within the school grounds or outside the school grounds.	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				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

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	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	

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	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	

Key Risk 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	All staff have received instruction on the testing and also receive weekly email reminders about the tests. All staff, including visiting catering and cleaning staff have agreed to the testing and we have had a 100% completion record since we started at the end of January.	Low	

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	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 manage the case in-line with PHE guidance.	Medium	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	
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	As well as close liaison with Telford & Wrekin's Health Protection Hub, in the case of 2 or more confirmed cases, the headteacher, deputy head, business manager or senior administrator will use the DFE helpline and follow their advice.	Low	

Key risk 11: Risk that the educational provision for pupils does not return to normal				
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 for all pupils	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.
Remote education is not provided in-line with DfE guidance and the legally binding continuity direction	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' (at least 3 hours for KS1 and at least 4 hours for KS2) 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

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	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	High	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 reopening plan	High	We have used PD days and whole staff communications (emails) so they are trained and reminded about the plan.	Low	
Employees are not fully consulted on the school reopening 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 during reopening 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. Each member is contacted about their wellbeing every three weeks by a member of SLT.	Low	Continue to promote the school's staff wellbeing online form, which can be completed anonymously or by giving a name to seek further support. The EAP programme will also be promoted.

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