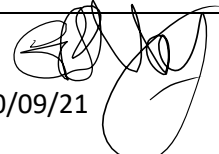


**Windmill Primary School – Risk Assessment for September 2021**

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 Windmill Primary School does not comply with the DfE's "Schools covid-19 operational guidance" from 19 July 2021	Medium	See Key Risk assessments below	Low	See key actions below	 10/09/21

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 individuals in school do not practise good respiratory hygiene	Medium	Must	See Individual risk assessments below	Low	
2. Risk that the cleaning regime in school is not in line with DfE guidance	Medium	Must	See Individual risk assessments below	Low	Monitor throughout Autumn term to ensure specified cleaning is carried out
3. Risk that occupied spaces are not kept well ventilated	Medium	Must	See Individual risk assessments below	Low	
4. Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Medium	Must	See Individual risk assessments below	Low	
5. Risk that school does not have an Outbreak Management Plan that complies with public health guidelines and the contingency framework	High	Should	See Individual risk assessments below	Low	

<b>Key risk 1: Risk that individuals in school do not practice good respiratory hygiene including handwashing</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 thrown away each day, with new liner installed. Supplies of tissues checked daily.	Low	
Facilities for handwashing/sanitising are not in place	Medium	All handwashing facilities checked for compliance (water checks) and soap dispensers, paper towels checked each 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 to the building.	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Visitors shown by office staff where to access toilets /tissues/bins and where to wash/sanitise hands. Pupils reminded by class staff regularly of catch it, bin it, kill it principles and practice, and about 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. Staff given clear direction to wear face covering, gloves, apron, visor if in close proximity to a child with Covid-19 symptoms.	Low	

<b>Key risk 2: 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 in line with <a href="#">PHE guidance</a> is not in place	Medium	<p>Staff clean main shared contact points in classrooms* between 11am and 1pm each day with virucidal wipes/spray. Tables and chairs in shared areas should also be cleansed between different groups using them. All staff informed about this on September PD day and reminded by email every two weeks. This checked by site staff at least once a week.</p> <p>Staff are allocated to particular toilets for their own use (to avoid overuse of certain toilets) and virucidal wipes are used on surfaces afterwards.</p> <p>* doors/door handles, light switches, toilet seats and sink taps</p>	Low	

<b>Key risk 3: 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 <a href="#">HSE guidance</a> .	Medium	Ventilation guidance from Telford & Wrekin's Health and Safety team is followed. This was reiterated on September PD days and reminded via an email from the headteacher asking everyone to ensure all rooms and corridors are appropriately ventilated (windows open and internal doors open). School heating will be adjusted to ensure all areas of school have an appropriate level of working temperature. 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, via ClassDojo.	Low	

<b>Key risk 4: Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</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, 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	
Staff do not continue to carry out voluntary term-time twice weekly lateral flow device tests and report results.	Medium	All staff have received instruction on the testing and receive weekly email reminders about the tests.	Low	
Staff or pupils with a positive lateral flow device test result do not self-isolate and follow up with a PCR test.	Medium	Office staff communicate with any staff or pupils who have a positive LFD test result, ensuring that they do not come to school unless there has been a negative PCR test.	Low	
Staff, parents or carers do not inform the school if they or household member has a positive test for Covid-19 requiring them to self-isolate	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.

<b>Key risk 5: Risk that school does not have an Outbreak Management Plan that complies with public health guidelines</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>
Outbreak Management Plan in line with <a href="#">contingency framework</a> is not in place for occasions where school has several confirmed cases within a 14 day period	High	The school has an Outbreak Management Plan, written using the Telford & Wrekin template, in-line with the DFE model.	Low	
Outbreak Management Plan does not include possibility of re-introducing “bubbles”	Medium	The plan includes the reintroduction of bubbles.	Low	
Outbreak Management Plan does not include possibility of re-introducing the safe wearing of facemasks	Medium	The plan includes the safe wearing of face masks for staff in communal areas, including corridors.	Low	

## Resources

### Government guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.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