

*The mustard seed, the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.
Matthew: 13, v 32*

RISK ASSESSMENT FOR:	Coronavirus (COVID-19): <u>v6</u>		Wilden C of E Primary School
Assessment by: Signature:	Date of assessment: 10th May 2020	Date of review: 1st July 2020 24th August 2020	
Print Name: Louise Douglas – Senior Teacher Carol Calver – Vice Chair Governors Lorraine Knight – Governor	Location of activity: Whole site of Wilden C of E Primary School		



<p>Key risks:</p> <ul style="list-style-type: none"> • Spread of Covid-19 • Someone becomes unwell with Covid-19 symptoms • There is a confirmed case of coronavirus • Staffing: The school is in danger of closing because of low staffing levels • Resources: Resources are running low so school at risk of closing • Cleaning: Stocks/staffing are dangerously low putting school at risk of closure • Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels • Site constraints: adaptations to make the site safe within Covid-19 guidelines are physically or financially prohibitive • Adaptations to staff-student ratios and associated risks are prohibitive and dangerous • Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal/DfE Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Spread of Covid-19	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>The symptoms of coronavirus are:</p> <ul style="list-style-type: none"> a high temperature a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours loss of taste/smell 	12	<p>Cleaning and environmental hygiene</p> <ul style="list-style-type: none"> follow the COVID-19: cleaning of non-healthcare settings guidance Specific washing facilities are designated to each family group. Sanitiser will also be available in all learning spaces including outside. surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Rota for responsible person and cleaning have been developed and displayed. bins are provided for tissues/paper towels and these will be emptied regularly throughout the day. Windows will be open to aid ventilation. Where possible with regard to safeguarding and fire safety, doors will be propped open to minimise door handle usage and aid ventilation. Herts Full Stop supply soap, antibacterial gel and cleaning products. Order has been placed. <p>Personal hygiene</p> <ul style="list-style-type: none"> ensure that all adults and children: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') adults will supervise handwashing at all times to ensure guidance is followed. young children will be encouraged to learn these habits through incorporating this into the lesson. Information has been circulated to staff and parents that normal personal hygiene is required following a day at school. Parents have been informed that children come to school in school uniform. 	Yes	4
					Yes	

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			12	<p>Reduce contact during arrival and exit the site</p> <ul style="list-style-type: none"> • Arrivals and collection at the school have been staggered to avoid possible contact. The school has three entrances, and these have been designated to each class. Information of times and entrances have been sent to parents (letter – July and August). • Signage has been displayed at each entrance and marking to ensure safe distance if there is necessity to wait. • Access will be directly into the classroom. <table border="1"> <thead> <tr> <th>Class</th> <th>Start time</th> <th>Entrance and exit</th> <th>Finish time</th> <th>Finish time - Friday</th> </tr> </thead> <tbody> <tr> <td>Chipmunks</td> <td>8.45am</td> <td>Main gate</td> <td>3.10pm</td> <td>12.55pm</td> </tr> <tr> <td>Hedgehogs</td> <td>8.45am</td> <td>Main gate</td> <td>3.10pm</td> <td>12.55pm</td> </tr> <tr> <td>Squirrels</td> <td>8.45am</td> <td>Small side gate</td> <td>3.10pm</td> <td>12.55pm</td> </tr> <tr> <td>Otters</td> <td>8.40am</td> <td>Field gate</td> <td>3.15pm</td> <td>1.00pm</td> </tr> <tr> <td>Muntjacs</td> <td>8.35am</td> <td>Field gate</td> <td>3.20pm</td> <td>1.05pm</td> </tr> </tbody> </table>	Class	Start time	Entrance and exit	Finish time	Finish time - Friday	Chipmunks	8.45am	Main gate	3.10pm	12.55pm	Hedgehogs	8.45am	Main gate	3.10pm	12.55pm	Squirrels	8.45am	Small side gate	3.10pm	12.55pm	Otters	8.40am	Field gate	3.15pm	1.00pm	Muntjacs	8.35am	Field gate	3.20pm	1.05pm	Yes	2
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			12	<p>Reduce mixing within the school</p> <ul style="list-style-type: none"> • access to all classrooms is direct. • the access to the playground and field is also direct from the classroom. • breaktime will be staggered, the playground has been zoned to ensure all children have access to outside space for play and PE. • children will wash their hands before eating their dinner supervised by an adult. • lunch will be eaten in the hall. <p>Cooked lunches will be delivered onto the premises. Different class bubbles in the hall at different times. CE will collect them from the driver outside the school.</p>	Yes	3																														
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				<ul style="list-style-type: none"> Practical lessons may take place if equipment can be cleaned thoroughly. Each class group will have a segregated play area. 		
			12	<u>Reduce teacher-student ratio</u> <ul style="list-style-type: none"> There are a maximum of 15 children in each class. Staff have been allocated and should remain within this class/es. 	Yes	1
			12	<u>For shared rooms</u> <ul style="list-style-type: none"> Most lessons will take place within the classroom. The library and hall will be accessible. Classes will have a timetabled slot. Staggered breaktime will be in place and the playground will be zoned. The staff will have access to the staff room on a rotation basis. The HT office will be designated as an isolation room if a child becomes ill. HT will continue to work in the office, if there is no child present. Only SLT and office staff may access the office, no more than 2 adults at one time. Office staff will work within the office, socially distanced. 	Yes	3
				<u>Transport arrangements</u> <ul style="list-style-type: none"> If travelling to the school by car, parents have been informed to stay in their car until the gates are opened by the staff member to receive their child to avoid unnecessary contact at the school gate. the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> has been sent to parents to support their travel arrangements. School transport – children will sit in their class group on the bus. One adult will be present on the first Monday. 	Yes	

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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
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Someone becomes unwell (symptoms not related to Covid 19) or requires first aid due to injury	Students Staff Visitors Drivers Cleaners Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions	Infect other people	12	Parents have been informed not to send their children to school if they feel unwell under any circumstances.	Yes	1
				Children will be removed immediately from the classroom if they become unwell. They should be taken to the HT office where they will wait with a member of staff to be collected. Parents should be contacted immediately to collect their child.	Yes	3
				If the child requires first aid, staff are advised to use PPE that is provided.	Yes	1
				In the event of a small graze, children that are able will be encouraged to apply their own dressing.	Yes	1

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	Anyone else who physically comes in contact with someone in relation to school					
Someone becomes unwell with Covid-19 symptoms	Students Staff Visitors Drivers Cleaners	Infect other people	15	If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance .	Yes	3
	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions			If a child is awaiting collection, they should be moved to Head teacher's office where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Yes	3
				If they need to go to the bathroom while waiting to be collected, they should use the allocated toilet (upstairs). The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.	Yes	3
						2

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	Anyone else who physically comes in contact with someone in relation to school			<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. Staff can access online testing application and will be guided by the SLT.</p> <p>Parents of other children within the class will be informed to ensure they can identify any symptoms early and keep their child at home.</p>	Yes	
					Yes	3
					Yes	3
					Yes	2

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There is a confirmed case of coronavirus	Students Staff Visitors Drivers Cleaners	Threat to health / life Infect other people	15	When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.	Yes	4
	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions			Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.	Yes	4
	Anyone else who			As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health	Yes	4

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	physically comes in contact with someone in relation to school			<p>protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Review Pastoral support for both staff and students in terms of supporting families where Covid-19 is confirmed and where outcomes are serious: ie. Life-threatening and life-taking. The Family Liaison worker will support staff and families.</p>	Yes	1

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Staffing: The school is in danger of closing because of low staffing levels	Students	Dangerous levels of supervision for students	15	<p>Staffing levels are monitored and are sufficient to ensure there are enough members of staff to supervise students in school.</p> <p>There is a register of staff under the following headings:</p> <ul style="list-style-type: none"> • staff who have/had Covid-19 • staff whose family members have Covid-19 • staff who are shielding • staff who have family members who are shielding <p>Rotas have been developed for class groups. All staff are returning to work and levels are good. Where staffing levels are below what is required family groups will be merged according to age groups and parents advised. Provision is in place should members of the leadership team become ill with Covid-19. To comply with current government guidelines the staffing level is used to capacity, this may impact if there is sickness.</p>	Yes	2
	Staff Visitors				Yes	1
	Drivers	Inadequate support for students and staff			Yes	6
	Cleaners				Yes	1
	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions	Inadequate first aid provision				

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	Anyone else who physically comes in contact with someone in relation to school			<p>Support and Site staff levels are monitored to ensure there are enough members of staff to provide support and site maintenance/cleaning.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk.</p> <p>Staff that have been advised by their clinician or through a letter that they should rigorously follow shielding measures in order to keep themselves safe should not attend work. Staff will be asked to support remote education, carry out lesson planning or other roles which can be done from home. If such individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk. There are no staff who are shielding at Wilden Primary School at present - September.</p> <p>Staff ensure that any unwell members of staff who are waiting to go home are moved to a quieter area of the school (Head Teacher's office) away from others. Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated.</p> <p>If staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE at all times.</p> <p>Staff are encouraged to transfer information digitally, e.g. via email, CPOMS and to avoid transferring information in paper format.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>1</p> <p>2</p> <p>1</p> <p>2</p>

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				<p>Staff are informed via email and staff WhatsApp group that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with local and national guidance. Staff inform the SLT when they plan to return to work after having coronavirus.</p> <p>A variety of communication channels have been set up and are available to all staff.</p> <p>Staff have been communicated with via email about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing. All staff support in this matter.</p> <p>Staff rotas are put in place to minimise staff exposure to coronavirus, group sizes, and any additional workload.</p> <p>Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction.</p> <p>Staff are encouraged to discuss how to manage their workload and balance their commitments, e.g. caring for dependants.</p> <p>Staff are aware of how to report sickness and how they will be paid during their absence.</p> <p>All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required. Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached.</p> <p>The First Aid Policy is up-to-date and outlines the management of medical emergencies – medical emergencies are managed in line with this policy and updated to include Covid 19 guidelines.</p> <p>Staff avoid contact with people who show symptoms of coronavirus, both in and out of school.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>4</p> <p>2</p>

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				Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times. PPE is available.	Yes	
				Staff and volunteers avoid non-essential work-related travel, where practicable,		
				Where practicable, staff and volunteers always keep at least two metres apart and avoid close proximity interaction. Where close proximity interaction (being less than two metres apart) cannot be avoided, staff and volunteers are instructed to: <ul style="list-style-type: none"> Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. Work side-by-side, where possible, instead of face-to-face. Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. Limit close proximity interaction to 15 minutes at a time. Limit the number of people in close proximity interactions to no more than two people. This occurs with our 1-1 child. 	Yes	
				This guidance is embedded in the process.	Yes	
				The size and frequency of essential group gatherings is limited to no more than five people, and this is communicated to staff and volunteers via email and virtual staff meetings. Training days will be conducted in the hall – staff will be socially distanced in the hall: maximum 15.	Yes Yes	
				Additional risk assessment regarding end of term service and performance. This will be undertaken outdoors and will observe social distancing with chair spacing. Entrance to the school grounds will be done under supervision and monitored. Anyone who cannot observe the requests for social distancing will be asked to leave.	Yes	
				The Church will conduct an independent risk assessment in the event that a 'leavers service is held to be agreed by the schools Governing Board.	Yes	
				Where staff must work in team to carry out their role or perform a task, teams are arranged beforehand and, where possible, team mixing is minimised.	Yes	
					Yes	

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				<p>Where group gatherings must occur in larger numbers or higher frequency, alternative arrangements are put in place and enforced by the SLT, e.g. remote meetings are arranged.</p> <p>Class sizes are limited to max 15 pupils and one/two members of teaching staff.</p> <p>Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents.</p> <p>Where staff cannot follow social distancing arrangements for a particular activity, the headteacher/SLT assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</p> <p>Staff experiencing anxiety or staff who have concerns are supported to ensure they are comfortable coming into school and to ensure maximum staff availability / attendance. Regular contact from the SLT ensure opportunity to express concerns and reassurance given.</p>		

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Resources: Resources are running low so school at	Students Staff Visitors Drivers Cleaners	Inadequate level of resources to support student learning and curriculum delivery	9	<p>Sound financial management – in the absence of HT, monitored by Chair of Governors, SLT and Office Manager</p> <p>Weekly review of resources will occur.</p>	Yes Yes	1 1

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risk of closing	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with someone in relation to school	Inadequate resources to keep students safe		Increased costs are recorded and monitored: <ul style="list-style-type: none"> Increased premises related costs associated with keeping schools open during the Easter and/or Summer half term holidays for vulnerable pupils or children of critical workers. Provision of FSM for eligible pupils who are not attending school, where the costs cannot be covered by the national voucher scheme. This includes: <ul style="list-style-type: none"> Costs that arose before the introduction of the national voucher scheme. Costs where schools are providing free meals to children for whom the national voucher scheme is inappropriate due to a lack of local participating supermarkets, or where the school is providing meals directly. Additional cleaning required due to confirmed or suspected coronavirus cases. 	Yes	

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Cleaning: Stocks / staffing are dangerously	Students Staff Visitors Drivers Cleaners	Critical levels of cleaning products lead to an inability to secure clean working	9	A good supply and stock of soap and alcohol-based hand sanitiser; adequate hand-washing facilities to enable staff, students and visitors to clean hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser	Yes	2

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low putting school at risk of closure	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with someone in relation to school	environments which will lead to an increased risk of infection or spreading of the virus Inadequate support for students and staff		ensuring that all parts of the hands are covered. An audit of supplies prior to additional pupils' attendance be conducted and order placed.	Yes	2
				Good respiratory hygiene is promoted through the 'catch it, bin it, kill it' approach; plus, readily available tissues. Bins will be lined for easy disposal of contents. Adequate supplies of standard cleaning products are in place, such as detergents and bleach to ensure that frequently touched surfaces are cleaned often. This will be continually reviewed and replenished.		

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					In Place	Reviewed risk rating
Health and Safety: Staff,	Students Staff Visitors Drivers	Dangerous levels of supervision for students	8	Add to and adapt the Health and Safety Policy to include aspects linked to Covid-19.	Yes	2

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels	Cleaners	Inadequate first aid provision		Agree procedures for staff to return safely to school and to prepare classrooms for the return of pupils. A safety check briefing will be conducted weekly to ensure the school is safe to open. New layout to accommodate additional pupils is compliant with Government Guidelines	Yes	1
	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions	Inadequate support for students and staff		Review PPE needs for all staff, consider contact risks and communicate with staff.	Yes	1
	Anyone else who physically comes in contact with someone in relation to school			DfE guidance for use of PPE has been disseminated to all staff and will be used accordingly.	Yes	1
				Staff will be supported if they choose to use PPE. Stock has been ordered and levels will be monitor regularly.	Yes	2
				Ensure 'normal' health and safety / PPM checks continue	Yes	2

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Site constraints: adaptations to make the site safe within Covid-19 guidelines are physically or financially prohibitive	Students	Dangerous levels of supervision for students	8	Review what physical changes and adaptations will need to be made to the site – both in terms of a safe entry/exit to the school for all and safety around the site during lessons and recreation times.	Yes	2
	Staff Visitors Drivers Cleaners	Inadequate first aid provision		Classrooms have been rearranged to ensure all children are sitting side by side, facing forwards. EYs guidance: Early years settings are no longer required to arrange children and staff in small, consistent groups so can return to normal group sizes.	Yes	1
	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions	Inadequate support for students and staff		Review Pandemic Plan in terms of how the site will be secured if any cases of Covid-19 occur. More than 2 class groups and the whole school would go into isolation.	Yes	3
	Anyone else who physically comes in contact with someone in relation to school			There will be a member of staff on site who is qualified in First aid.	Yes	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Adaptations to staff-student ratios and associated risks are prohibitive and dangerous	Students Staff Visitors Drivers Cleaners	Dangerous levels of supervision for students	12	Children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to schools, DfE suggest that we work through the following hierarchy of measures: <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing This has been taken into account when setting out the classrooms.	Yes	3
	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions	Inadequate first aid provision		There will be utilisation of the main hall to allow more space for all classes and further avoid contacts.	Yes	2
	Anyone else who physically comes in contact with someone in relation to school	Inadequate support for students and staff		Contact between people should be reduced as much as possible. The transmission risk can be reduced by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stay away from other people and groups.	Yes	3
				Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.	Yes	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality	Students	Excessive staff workload	15	The SLT have reviewed the workload associated with different ways of working during Covid-19 pandemic to ensure staff have a reasonable work-life balance and to ensure that workload does not increase.	Yes	3
	Staff Visitors	Staff stress and anxiety; poor levels of wellbeing		Eliminate any unnecessary workload around marking and feedback. Ensure that remote-learning is managed well so that feedback workload does not increase.	Yes	
	Drivers	Dissatisfaction		Ensure that technology enhances learning and that time is provide for staff to learn how to use new technologies.	Yes	
	Cleaners	Inability to teach effectively		Review and adapt current curriculum plan where possible for both key-worker students in school and for home-learning tasks – adapting to the demands of mixed-age teaching in school and remote-learning, distance-learning. Curriculum planning should not exceed normal school planning expectations and should be planned around staff expertise and specialism.	Yes	
	Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions	Staff absence		Ensure work rotas are balanced and that the process is discussed and explained to staff.	Yes	
	Anyone else who physically comes in contact with someone in relation to school			Review data management (CPOMS logging, tracking data) and ensure that expectations are reasonable and within normal expectations.	Yes	
				Review communications and ensure that staff, students and parents are kept up-to-date and 'in touch'. Use remote communication strategies for meetings (Microsoft Teams, Google Meet and Zoom) and for keeping in touch. Address social needs as well as organisational needs.	Yes	
		Rotas have accommodated Leadership time and all staff have allocated time for PPA and organising home workbooks.				

RISK RATING

Likelihood (L) x Severity (S) = Risk Value (RV) = Risk Rating (RR) = Action Priority (AP)

Likelihood	
1	Unlikely to happen at all
2	Could happen but rarely
3	Likely to happen
4	Highly likely to happen
5	Almost certainly happen

Severity	
1	Minor Injury e.g. bruise, graze
2	Requiring medical attention
3	Temporary disability / 3 days off work
4	Serious injury / long term illness
5	Death or permanent disability

Risk Value	Risk Rating	Action Priority
16 - 25	Very High	Stop activity until risk is controlled
10 - 15	High	Take action straight away to control risk
6 - 9	Medium	Identify improvements to controls & a plan to implement them
3 - 5	Low	Low priority but consider possible action
1 - 2	Very Low	Further action may not be reasonably practicable

RISK ASSESSMENT REVIEW:

Where changes are identified at review the original risk assessment should be updated and saved as a new version (a copy of the original risk assessment should be retained). If no changes are required, this should be noted below.

Date of Review:	Assessor's Name:	Assessor's Signature:	Outcome of review: (Risk assessment reviewed & re-issued / No changes identified)	Senior Manager's Name:	Senior Manager's Signature:	Date signed:	Next Review Due:
1/7/2020	Mrs Douglas		Assessment has been reviewed and amended to accommodate additional attendance of Y2, Y3, Y4, and Y5. Wilden School remains compliant to Government recommendations.				
	Mrs Calver						
	Mrs Knight						
24/08/20	Mrs Hutchinson		Assessment has been reviewed and amended to accommodate whole school opening – September.				

3/09/20	Mr Parkin		Wilden School remains compliant to government recommendations.				