

	Risk Title	Description [Cause, Event (If) Impact (then)]	Risk Strategy
	Impact score = (likelihood + 1) x Impact		
	Outbreak definition as per DfE Contingency Framework Aug 21	The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.	
1.Physical Site	1. Ensuring buildings are used in a way that minimises the risk of infection spreading		
1a)	Movement around school	If students do not observe social distancing guidance in corridors then infection will spread	Encourage the wearing of face coverings in social spaces. Reintroduce the one way system, marked on the floor and with barriers outside. Reintroduce staggered break and lunchtimes and year group bubbles. This reduces the risk to staff and students by minimising numbers moving around the site at the same time. Staggered lesson times and breaks and lunches help to reduce congestion. Staff given protocols on policing movement.
1b)	Site Capacity	If students do not observe social distancing in lessons then infection will spread	Return to desk cleaning every lesson and handsanitising as part of the start of lesson routine. Redeloy the display of maximum capacity on the door of each room and ensure that the limit for adults is not exceeded. Reintroduce 6th form students study from home to limit numbers on site.
1c)	Organisation of teaching spaces	If students do not observe social distancing in lessons then infection will spread	Re-Arrange the furniture in each room so that students are socially distanced from the teacher and facing the front of the classroom, teacher desk away from door. Mark out region for teacher (& AT) to stand in. Declutter classrooms to create more floor space. Provide screens and visors for vulnerable staff. Advice on cleaning visors will be given. boxes of face masks deployed available at reception to support pupils access to face coverings.
1d)	Ventilation	If ventilation is insufficient then a virus may spread more widely	Use carbon dioxide monitors when issued to monitor ventilation requirements. Ensure that windows and doors (where appropriate) are kept open. All air conditioning units to be switched off.
1e)	Staff kitchen areas	If staff get too close in the staffroom and touch services and crockery then infection could spread	Reintroduce previous procedures: Staff to bring their own mugs. Staggering breaks will reduce congestion. Make cleaning materials available by the sink. Encourage use of paper towels for drying. Calculate and display a maximum capacity for the staffroom.
1f)	Lunchtime arrangements	If students get too close to each other whilst eating lunch then infection may spread.	Rearrange timetable so use of canteen is staggered with cleaning between 'bubbles'. In good weather insist that lunch is eaten outside whilst maintaining the recommended social distance. Put extra staff on duty to ensure that student queueing keeps them at recommended distances apart. Mark out tables with spaces that can be used safely and take out excess furniture.

1g)	Cleaning	If surfaces, door handles etc are not kept clean then infection may spread.	Redeploy extra cleaners to sanitise circulation areas and corridors throughout the day. Make cleaning materials available in classrooms so that desk tops can be cleaned at the end of every lesson. Encourage parents to send their children in with sanitising materials.
1h)	Queueing	If students stand too close to each other in queues then there is a risk of infectin spreading	Reintroduce queuing for teaching rooms from outside where possible. Allocate staff duties to ensure that students keep an appropriate social distance when queuing to enter rooms.
1i)	Toilets	If too many students use toilets at the same time they will get closer than social distancing guidelines and risk spreading infection. If students do not take opportunities to wash hands then there is a fisk of infection spreading.	Determine a safe capacity for toilets, mark queuing positions outside. Institute regular checks to ensure that <u>supplies of soap and paper</u> towels are adequate. <u>Stagger break times</u> to reduce demand at any one time.
1j)	Office space	If staff get too close to each other in offices then there is a risk of infection spreading.	Reintroduce safe capacity for offices and rota working or from home if necessary. Arrange furniture so staff are not working "face to face" - rather side by side or back to back. Apply screens to separate desks, where appropriate in shared offices.
1k)	Reception	If visitors to the school arrive at Reception, they may transmit virus, increasing the risk to those working in the front office.	Maintain screens on reception to keep distance between Reception staff and visitors. Parents and visitors will be advised not to visit the school site without being invited to do so. All visitors will be advised to wash their hands in the Reception area and will not be allowed to enter the main school if they do not do so.
1l)	Evacuation procedure	If students are unable to exit the buildings quickly there is a risk to their safety	Risk from fire is greater than risk of Covid infection so fire drill exit procedures will operate as normal, even if students do get close to each other. Students and staff will be reminded of evacuation process and of the regime for attendance records. Staff will be required to indicate their presence on site by signing in and out at Reception.
1m)	Litter bins	If rooms do not have bins then tissues and paper towels cannot be disposed of.	Ensure every room to have an open topped rubbish bin to reduce contact points.
1n)	Big spaces	If large spaces are not utilised fully for teaching then it will be more difficult to maintain social distancing	Put furniture in large spaces - hall, gym etc so that the space can be utilised for teaching larger groups than smaller classrooms would allow.
1p)	Lateral Flow Testing on site	Lateral flow testing site set up to test all staff weekly, all students twice 3-5 days apart and close contacts daily.	Testing site, registration, consent, testing and recording all to follow the guidance issued by the DfE. All staff involved to be trained and certificated following the DfE recommendations. IAT to support the process to quality assure. Please see the School Testing Risk Assessment.
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2.Safeguarding	2. Ensuring that safety and welfare of students is not diminished by changes to routines		

2a)	Attendance (remote)	If attendance is not verified then some students may not arrive in school even though they have left home	Parents are asked to let the school know if their child will be attending school. A register is completed every session for students who are in school. Parents are contacted as soon as any discrepancies are noticed. Social Care are notified if a child cannot be located. Remote learning in place within 24hrs for isolating groups or individuals. Key workers regularly contact vulnerable students during remote learning periods.
2b)	Policy	If policy is not updated to reflect new arrangements then there is a risk that proper procedures may not be followed to keep students safe.	The Safeguarding policy has been revised with an addendum to cover the current situation. The amendments have been agreed with the Local Authority Safeguarding team. Ensure all staff are familiar with revisions to KCSIE September 2021.
2c)	Access to DSL	If students or staff cannot contact a trained Designated Safeguarding Lead then there is a risk that a student may not get the support they need.	Contact details of the DSL team have been made available to all staff and students and have been displayed on school websites. Students have been asked via a survey if they know who to contact (Those who indicated that they did not know have been contacted individually). <i>A member of the Safeguarding Team is in school each day</i>
2d)	Students adjusting	If vulnerable students find that changes in routines heighten anxieties then they will not learn well.	Vulnerable students who have not been in school will be contacted and offered opportunities to "walk through" new environment.
2e)	Internal Comms	If important information is not communicated between staff members or between families and staff then there is a risk that a student may not get the support they need.	The Safeguarding Team meet virtually weekly. Vulnerable students are contacted regularly by their key worker. Notes of every contact with a family or care agencies are recorded on a spreadsheet that also headlines students' engagement with their work. Safeguarding recording software is used to record concerns.
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3.	3. Ensuring that safety and welfare of students is not diminished by changes to routines		
3a)	Congestion at school gates	If students arrive through one gate at the same time then it will be difficult to implement social distancing at the required level	Reinstate designated entrances to the school based on mode of arrival and are encouraged to use only those. Staff will be on duty at gates reminding students to keep a distance from each other. Pinch points are noted and procedures reviewed. Lesson times will be staggered, but buses follow normal timetable. Each year group will have a different 'gathering space' - year groups on field: have an identified area.
3b)	Comms	If parents, staff and students are not kept informed there will be a lack of understanding of and commitment to the school's offer.	Headteachers to send regular bulletins to parents. Students kept informed by messages in a whole school Google classroom. Staff will be briefed regularly and will be communicated with by their managers. The school community will be updated about changes to self isolation and testing.
3c)	Recruitment	If interview processes cannot be held then there is a risk that schools will not be able to appoint high quality staff.	Move to online Interview protocols for recruitment interviews ensure that a robust process can be implemented online.

3d)	School transport	If school transport is not operating then many students will be unable to attend school. If social distancing requirements continue then it will be difficult to run school buses.	Communication with school transport providers and the LA will take place so that the schools are aware of transport issues. Parents will be asked to avoid sending their children to school on public service buses. Schools will have to plan for issues with attendance and punctuality. Students travelling on buses will be given instructions about how to
3e)	Governance	If governors and trustees are not involved in strategic decisions about long term school opening matters then statutory requirements are not met and headteachers are vulnerable.	Strategic decisions about plans remote learning will be shared with and reviewed by governors and trustees.
3f)	Public transport	If a large number of students come to school on public transport then there is a risk of infection spreading.	Parents will be asked to avoid sending their children to school on public service buses. Schools will have to plan for issues with attendance and punctuality.
3g)	Induction	If social distancing requirements remain in place traditional induction processes will not take place.	Staff induction will be planned virtually to ensure that staff are fully up to speed with how the school operates by the time they start work. Year 6 SEN students will have an opportunity to visit the buildings. Virtual school tours will be created to help students picture themselves on site. Virtual sixth form induction processes will be designed and implemented Virtual Staff meetings will address any significant changes to the operation of the school.
			Impact score = (likelihood + 1) x Impact
4. Staff Welfare	4. Ensuring that staff are provided with a safe environment in which to work		
4a)	Provision of PPE	If staff are not given the recommended level of personal protective equipment then they risk receiving or transmitting infection.	Staff dealing with sick children who cannot be supported with social distancing will be provided with recommended personal protection equipment. Staff encouraged to wear face coverings while moving around school. Other PPE is not required. But staff must also maintain positive COVID hand hygiene.
4b)	Workload	If staff are asked to work unreasonable hours or with unreasonable intensity the quality of education they can provide will diminish and their health may suffer.	Staff will not be expected to carry out unreasonable duties that create significant amounts of additional workload. Where a staff member feels that their workload had increased significantly, they must contact their Line Manager to discuss the issue.
4c)	One to one meetings online	The reputation of staff may be damaged if false accusations are made about their conduct in a one to one meeting with no witnesses.	Staff should not engage in one to one online meetings with students without notifying and seeking permission from LM and with SLT knowledge. Parental consent is mandatory. Instances where this may be required include counselling or mentoring.

4e)	Risk assessments of staff vulnerability.	If the school does not know which members of staff might be especially vulnerable then it will not be possible to make special arrangements for them.	All staff will be asked to complete a self-administered risk assessment to identify their potential level of health risk. The process will include consideration of ethnic group, age and medical background as well as whether they are living with a shielding person. Adjustments will be made to working patterns as appropriate. Staff members must let HR know if their condition changes or if they have been a close contact of a student who has been asked to self isolate. SLT will share the names of students with positive test results so that staff can identify when they are at risk.
4f)	Vulnerable staff	If staff are in a high risk group as identified by the government then they will be vulnerable to infection.	Clinically vulnerable staff will be supported to return to work and will conduct individual risk assessments to support their return to work.
4g)	Vulnerable pregnant staff members)	If pregnant women are identified as being vulnerable by the Government.	IAT schools will follow the advice and guidance as set out by the RCOG to ensure pregnant staff members at all stages of their pregnancy are supported alongside their Workplace Risk Assessment. Staff members are asked to alert HR (in confidence) if they discover they are pregnant.
4h)	Contact with those with symptoms	If students or staff are exposed to other staff or students who have symptoms then they may be at risk of getting infected themselves.	Any student or staff member displaying symptoms will be sent home. Once symptoms have been identified in students they will be sent to a collection point, and will have the use of a bathroom that is not used by anyone else. Staff supporting such a student will have appropriate PPE provided. They will not have to go home themselves unless they develop symptoms. Process will be managed by Admin and Reception team. Staff and students that are sent home will need to self isolate for 10 days in line with the Government guidelines. PLEASE NOTE THAT EVEN THOUGH SCHOOLS ARE DEPLOYING LFT TESTING, CLOSE CONTACTS ARE STILL REQUIRED TO SELF ISOLATE. SLT will follow all Track and Trace protocols should they be reinstated by DfE.
4h)	Testing	From LFT will take place at school in Sept for Pupils attending school and then LFT testing at home will continue.	The full Risk Assessment for the administration of the Lateral Flow Tests at school from January 2021 is available on our school website.
4i)	Need for PCR Testing	If a member of staff or a student is displaying any COVID symptoms. They must not attend school to have a LFT.	If a member of staff or a student displays any symptoms or has worked closely with a student who has tested positive they will need to secure a PCR test from a local Testing Centre via the online COVID19 Test booking website. Please see the guidance here: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
4j)	Face Masks	If Face Masks are not worn, COVID19 might spread more easily (Government Review 1.4.21)	Staff and Students will return to wearing a face mask (covering) when moving around the school site and in corridors, if an outbreak occurs and it is deemed necessary by PHE/Local PH.

4k)	Extra stresses of real time lessons	If students are being taught in real time then teachers may be anxious about the extra stresses involved.	Teachers can be allocated an AT to work with them. Teachers may choose to allow some students to have cameras off. Facility for students to record lessons to be disabled.
4l)	Induction	If staff are not inducted well in their jobs they will not be aware of school procedures and will be less effective.	Induction processes will be revised to and will take place remotely.
4m)	Mental health	If this period of time has been particularly stressful the staff may need extra support for their mental health.	Human contact will be maintained by continuing with the regular pattern of meetings and formal contact (please note meetings may be virtual) Anxiety levels of staff will be monitored and support provided as needed. Staff vulnerabilities will be discussed regularly in leadership meetings. Staff will be signposted to organisations (including Perkbox) and websites where support can be found.
4n)	Staff working closely with students	If teachers, ATs and other staff supporting students closely come into contact with too many students then their risk of infection increases.	ATs will have their duties amended so that they only come into contact with one year group, where possible or to minimise mixing. Staff should use technology like SENSO and Google Classroom where possible to avoid close working.
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5. Curriculum	5. Ensuring that the curriculum being covered is appropriate and leaves students well prepared for public examinations		
	Absence due to covid - outbreak in students	If an outbreak happens among students - the school may not be able to operate safely and large numbers may need to isolate.	If well enough to learn from home, remote access to learning will need to be in place and resources shared by Google Classroom.
5a)	Curriculum coverage	If some topics may not be covered as well as others then a subject-specific plan to address these topics need to be drawn up by subject leaders.	Subject leaders will specify what, if any, amendments to curriculum coverage/assessment should be made in the event of a return to remote learning.
	Curriculum coverage - staff	If an outbreak happens among staff - the school may not be able to operate safely.	A plan for partial closure and remote learning will be put in place and lesson delivery can be to large groups by one member of staff.
5b)	Quality of teaching (if working remotely)	If managers are unable to pick up an intuitive understanding of how teaching is happening then information about the quality of teachers' work cannot be evaluated.	Every teacher will make the subject & faculty leader a teacher in their Google classrooms. This will enable them to monitor the provision. Reviewer profiles will enable others e.g. SLT to monitor Google classrooms.
5c)	Access to IT and broadband	If a student does not have a certain level of IT infrastructure at home they will not be able to engage in on-line learning.	Key workers make regular contact with disadvantaged families to ensure that access issues are known and understood. Every student without a Chromebook or laptop will have a device lent by the school. A government scheme to give a laptop and broadband access to every family in financial need. We will ensure that we will take full advantage of this scheme.

5d)	Interventions	If students have struggled to learn under Covid regimes then they may have fallen behind.	Each department will monitor curriculum coverage and monitor assessment data to identify gaps and create interventions. Some year groups and pupils will be assigned a tutor, from the National Tutoring programme. ATs will be taken off co-tutor duties so they are more free to run interventions.
5e)	Equipment	If students share equipment without it being sanitised between uses then there is a risk of infection spreading.	Sharing of equipment will be limited in all subject areas, particularly practicals. If there is no way that they can complete an essential task without sharing then the shared equipment must be sanitised. Computer keyboards will only be shared when it is unavoidable and will be cleaned in the same way that desk surfaces are cleaned in between lessons. PE lessons will be chosen carefully so that students do not use equipment that would enable transmission of infection. Equipment that is used will be cleaned after use. Rotation of equipment. CLEAPSS guidance about use of equipment will be followed.
5f)	Marking and feedback	If teachers are taking books home to mark there is a risk of infection	Teachers will return to feedback given online. If work must be taken home then 72 hours must elapse before it is marked. Teachers are encouraged to use online submission alternatives
5g)	Changing for P.E. or P.A.	If students get too close whilst changing for PE they will risk spreading infection.	Students may be allowed to wear PE kit to school. Use of changing rooms can be staggered.
	Trips, Visits, Events	If students, parents or community members take part during an outbreak at the school they could risk spreading infection.	Limit or cancel events, numbers allowed to attend or go on trips, etc.
	Assemblies	If students get too close whilst in an assembly they will risk spreading infection.	Reintroduce remote assemblies to limit transmission.
	Co-curricular clubs	If students get too close whilst attending a club they will risk spreading infection.	Reintroduce bubbles for clubs to limit transmission across year groups.
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6. Student	6. Ensuring that students conduct protects their safety and well being		
6a)	Free School Meals	If students who qualify do not have access to free school meals then their welfare will be harmed.	Finance staff process government-issued food vouchers effectively and promptly.
6b)	Behaviour	If student behaviour does not take account of the risk of transmission then infection may spread.	Reintroduce amendments to behaviour codes with appropriate sanctions for breaking the code, in particular establish very strong sanctions for the most irresponsible behaviour such as coughing over a fellow pupil or staff members.
6c)	Underlying health issues	If students have underlying health conditions then they may be more vulnerable to Covid infection.	Parents have been asked to make the school aware of students' underlying health issues and the school has sought to ensure that parents follow official guidance.
6d)	Risk assessments of vulnerable students.	The school has been informed by parents which members of student body might be especially vulnerable and needs to make special arrangements for them.	Risk assessments to identify their potential level of health risk will be completed in conjunction with parents and student(s). Adjustments will be made as appropriate.

6e)	Hand washing	If students do not wash their hands regularly then infection may spread.	Ensure there is an adequate number of hand sanitisers around the school. Students are encouraged to carry hand-cleaning equipment. Ensure staff remind students regularly about the importance of hand washing. Monitor the supplies of hand cleansing equipment throughout the day. Display notices around the school to remind students of good hygiene habits.
6f)	Clothing	If students wear the same clothing every day it will be difficult for parents to wash clothes frequently and then there is a risk of infection from virus in the fabric.	If necessary, allow students to attend out of uniform or in their PE kit, so parents can more easily clean clothes regularly.
6g)	First Aid	If there are insufficient trained first aiders on site then students and staff may not receive proper support.	When drawing up onsite duty rotas SLT will ensure there is adequate first aid cover. Staff in school will be told who the nominated first aider is.
6h)	Reducing number of different contacts for students in lessons.	If students in KS3 are taught in sets for Maths and English then they are exposed to contacts with a larger number of students than the 30 in their tutor group - thus increasing the risk of infection spreading.	Key Stage 3 form groups will be suspended again and registration will occur in teaching groups. Staggered day will reduce contacts. Students will spend as much time as possible within their own year group at break times and lunch times.

