



## **BREDBURY GREEN PRIMARY SCHOOL COVID STANDARD RISK ASSESSMENT**

### Staying COVID Secure - Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- This risk assessment will be reviewed and updated periodically in line with the Government's position OR when local\* rate of infection deems it necessary to be reviewed.
  
- local\* this will include Stockport and other bordering and surrounding areas.

***This risk assessment document has been created using the following Department Of Education documents:***

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

Section 7 of the H&S at Work Act and Section 44 &100 of the Employment Rights Act

Yellow= additional mitigation to that not explicitly cited in DFE documentation

COVID-19 RISK ASSESSMENT IN **PREPARING** FOR SCHOOL OPENING

PREPARING TO RE-OPEN						
Category of Risk	Identified Risk	Risk Level	Mitigation	Person Responsible	By When	Risk Level
Human Resources	There is not sufficient staffing levels to prepare for school reopening	High	-Communicate with all staff to reassess medical and home circumstances in light of new guidance	AS	29 <sup>th</sup> May	Medium
			-Staffing rota created to assign a set number of staff to a group of children.	EC (Staff) Class teachers (Children)	29 <sup>th</sup> May	
			-TAs to lead a group under the direction of a teacher	Class teachers	Weekly	
			-Staff, who are currently shielding someone who is clinically vulnerable, discuss return to work options	HM and EC	Before 3 <sup>rd</sup> June	
			-If there are still not enough staff to maintain ratios discuss options with the Trust including priority places given to identified groups of pupils starting from Reception upwards	HM	As necessary	
				HM		

			<p>There will always be a member of the senior leadership team and or designated safeguarding lead or deputy safeguarding lead on site. Additional Trust leaders maybe sought in the event of leaders becoming unwell.</p> <p>Health and wellbeing support for BAME groups including priority testing and resources for remote working if required.</p> <p>See travel protocols for safe staff and pupil travel.</p>	HM  HM		
	Those <b>who are clinically extremely vulnerable</b> maybe preparing to return to school		-Re-issue guidance for staff to self-identify -If meet criteria, staff should not attend work	AS HM to communicate	29 <sup>th</sup> May	
	Those <b>who shielding someone they live with who is clinically extremely vulnerable</b> maybe preparing to return to school		-Offer to explore working from home or redeployment in the safest available on-site roles in order to ensure stringent social distancing measures -If on site conduct an individual risk assessment	EC to communicate  SLT	By 29 <sup>th</sup> May  Before 3 <sup>rd</sup> June	
	Those <b>who are clinically vulnerable</b> maybe preparing to return to school		Offer to explore working from home or redeployment in the safest available on site roles in order to ensure stringent social distancing measures. -If on site conduct an individual risk assessment	EC to communicate  SLT	By 29 <sup>th</sup> May  Before 3 <sup>rd</sup> June	
Infection Protection	Appropriate equipment and protocols are not in place to prevent the spread of infection		-Tissues in all classrooms and staff spaces  -Staff care package developed	PS order tissues  AD	By 18 <sup>th</sup> May	

			<p>(personal cup, pens, tissues)</p> <p>-Pupil care package developed ( Personal pens/pencils, tissues, toy)</p> <p>-‘Standard’ cleaning products (wipes and sprays) in all classrooms and shared spaces eg hall</p> <p>-ensure all hand sanitisers, soaps and paper dispensers are available and topped up and in every room</p> <p>-Hand sanitiser available and topped up at entrances and exits</p> <p>-Provide classrooms with lidded bins in order to dispose of tissues and other waste. Medical bins to be used in treatment rooms</p> <p>-Door Stops to enable ventilation</p> <p>-Conduct an audit of ICT equipment to plan for safe use within school and allocate to rooms</p> <p>Access to water and sinks signposted and made readily available. Staff to top up water bottles at interval points – water fountains not in use for pupils</p>	<p>SH/MS</p> <p>PS and cleaning team</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>ESI tech</p> <p>Class teachers/TA’s</p> <p>PS</p>	<p>Before 5<sup>th</sup> June</p> <p>Before 5<sup>th</sup> June</p> <p>Before 5<sup>th</sup> June</p> <p>Before 5<sup>th</sup> June</p> <p>Before 5<sup>th</sup> June</p> <p>8 June</p> <p>Before 5<sup>th</sup> June</p> <p>w/b 1<sup>st</sup> June</p>	
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			<p>All the above resources will be checked daily by the site manager.</p> <p>Stockport council have provided relevant PPE and this readily available on site for emergencies. It will be boxed in the office by the school mobile with a treatment plan.</p>	SH/MS	Before 5 <sup>th</sup> June	
	Pupils or staff are unaware of self-isolation rules or symptoms related to virus		<p>Communicate to staff and parents to remind them of the common symptoms and rules for self-isolation – for parents include in covid standard protocols for reopening.</p> <p>Use PHE posters at entry points to the building to raise awareness</p> <p>Ensure all staff have viewed the most recent NHS resources for Covid-19 and symptoms and associated school policies</p> <p>Treatment plan created to add to critical incident policy related to pupil/ staff displaying symptoms on site.</p>	<p>Phase Leaders (Staff) HM (Parents)</p> <p>EC</p> <p>Phase Leaders</p> <p>TP (ELT)</p>	<p>Email to staff 29<sup>th</sup> May/5<sup>th</sup> June</p> <p>ParentMail 29<sup>th</sup> May/ 5<sup>th</sup> June</p> <p>By 5<sup>th</sup> June</p> <p>By 29<sup>th</sup> May</p> <p>Email to staff 29<sup>th</sup> May 5<sup>th</sup> June</p>	

Attendance	Young children who are clinically extremely vulnerable are at risk of exposure on return		<p>-Parents asked to self-identify their child if they meet this criteria.</p> <p>-Pupil asked to remain learning at home and directed to access online learning e.g. Oak National Academy Hungry Little Minds, and BBC's Tiny Happy People.</p>	TP (ELT)  Class teachers	<p>ParentMail on Monday 18<sup>th</sup> May</p> <p>Ongoing</p>	
	Young children who are clinically vulnerable are at risk of exposure on return		<p>-Parents asked to self-identify their child if they meet this criteria.</p> <p>-Parents asked to seek medical advice from GP for their child's return</p> <p>-Advice recorded and if deemed necessary pupil asked to remain learning at home. In addition, parents directed to online learning platforms such as Oak National Academy. Remote learning opportunities will continue to be provided</p>	TP (ELT)  Class teachers	<p>ParentMail on Monday 18<sup>th</sup> May</p> <p>Before 22<sup>nd</sup> May</p> <p>Before 29<sup>th</sup> May</p>	
	Children who are living with a clinically vulnerable person		To return to school but discuss and apply effective hygiene routines in transitioning between home and school	<p>AS/SG</p> <p>Phone call Phase Leader</p> <p>Teacher in class to discuss this daily with child</p>	<p>ParentMail on 18<sup>th</sup> May</p> <p>Before 29<sup>th</sup> May / 5<sup>th</sup> June</p> <p>Ongoing</p>	

	Children who are living with an extremely clinically vulnerable person		Discuss with family to understand the level of risk involved and understand the implications of the child's age in maintaining stringent social distancing	AS/SG	ParentMail on Monday 18 <sup>th</sup> May	
	Children with no clinical vulnerability who are not living with anyone with a clinical vulnerability whose parents choose not to send them to school		<p>Survey all parents to assess parental views</p> <p>Share outcomes of risk assessment with families</p> <p>Daily contact should be made with these families and online learning will continue to be provided</p>	<p>TP (ELT)</p> <p>SLT</p> <p>SG to flag and class teacher to follow up</p>	<p>ParentMail 18<sup>th</sup> May</p> <p>ParentMail Thursday 21 May</p> <p>Phone call before 29<sup>th</sup> May/5<sup>th</sup> June</p>	
	Children who fall into a vulnerable category that is not medical and/or have an EHCP whose parents choose not to send them to school		Share outcomes of risk assessment with individual families	SG/AD	Phone call before 29 <sup>th</sup> May/5 <sup>th</sup> June	
	Pupils who have SEND may be more vulnerable to exposure		<p>Individual risk assessments to be conducted in consultation with parents and social care to determine where the child's needs and best interests can most safely be met</p> <p>-Children to remain at home if their EHC needs can be met by parents or due to their health vulnerabilities, they are safer in the more</p>	SG/AD	Phone call before 29 <sup>th</sup> May/5 <sup>th</sup> June	

			<p>stringent social distancing environment of their home.</p> <ul style="list-style-type: none"> <li>- School will revisit risk assessments as circumstances change</li> <li>- Social distancing measures should be in place wherever feasible, with frequent hand-washing and other hygiene measures</li> </ul>			
Planning for Social Distancing	Class sizes are too large to maintain effective social distancing		<ul style="list-style-type: none"> <li>-Initial group sizes to be determined based on identified entry and exit points. Then class teachers to split their class into groups of no more than 15 (13 for EY) based on the knowledge they have of the children</li> <li>-Appropriate staffing ratios – minimum 1 familiar and consistent adult assigned to each group</li> <li>-Key worker families to remain in these groups and not reintegrate from 8 June</li> <li>-One way system will be in effect to avoid overcrowding and in operation during breaks and lunchtimes</li> </ul>	<p>Class teachers</p> <p>EC and Phase Leaders</p> <p>PS to co-ordinate SLT to assess/monitor</p>	<p>By 29<sup>th</sup> May</p> <p>Before 22<sup>nd</sup> May</p> <p>Before 29<sup>th</sup> May</p>	
	Classroom environments are not conducive to enabling social distancing		<ul style="list-style-type: none"> <li>-Remove soft furnishings</li> <li>-Remove unnecessary items from rooms</li> <li>-Room occupancy assessment based on social distancing application</li> </ul>	<p>TAs</p> <p>PS and SLT</p>	<p>Before 22<sup>nd</sup> May</p> <p>Before 22<sup>nd</sup> May</p>	



			-Assess room layout to create sufficient space to enable 2 metre distance, where possible, and ensure clear entries and exits to and from the room.	Class Teachers/TA's to rearrange furniture to maximise space	Before 5 <sup>th</sup> June	
	Playground space is not separated to maintain social distancing		Each learning bubble to have a dedicated and defined outdoor space  Outdoor spaces clearly timetabled  2 metre markers indicated around school and on pathways outside	Phase Leaders  Phase Leaders  PS		
	There may not be sufficient space for identified year groups and key worker children to attend		-Re adjust school timetable to develop use of outdoor and shared space  -PPA and leadership time to be using zoom/teams  -Allocate rooms for each group of no more than 15  -Allocate spaces in school designated to enable year groups to return with a specific designated space for key worker families  -All parents to receive a schedule on return and a protocol for entering the premises  -If there is not sufficient space to allow for the return of all identified year groups, continue with remote learning strategy	EC  All staff  SLT  SLT  AS  Class teachers	Before 29 <sup>th</sup> May/ 5 <sup>th</sup> June   Before 29 <sup>th</sup> May / 5 <sup>th</sup> June  Ongoing  During Whit Break	

			<p>-Timetable and staff structure to accommodate breaks and lunch</p> <p>-The school will review provision every two weeks to ensure that bubbles are operating efficiently to meet the needs of the community. Places will be offered as they become available and where it is safe to do so following the period of review.</p>	<p>Phase Leaders</p> <p>SLT</p>	<p>Before 5<sup>th</sup> June</p>	
Premises	<p>Building is not currently signposted to encourage social distancing with increased numbers</p>		<p>-Walking on left system developed around the building – including 2 metre markings around the building</p> <p>-Social distancing posters in place to encourage good habits</p> <p>-Reminders for protocols on doors to shared spaces e.g. staffroom and toilets</p> <p>-Pupil toilets designated to specific rooms allocations in order to reduce numbers of pupils accessing</p> <p>-All ventilation points are assessed to ensure ready access and used and risk assessed in line with fire door regulations</p>	<p>PS</p> <p>PS and AS</p> <p>PS and AS</p> <p>Phase Leaders</p> <p>PS</p>	<p>Before 29<sup>th</sup> May</p> <p>Before 29<sup>th</sup> May</p> <p>Before 29<sup>th</sup> May</p> <p>Before 29<sup>th</sup> May</p> <p>Before 5<sup>th</sup> June</p>	
	<p>There isn't sufficient staff for schedules in place for regular interval cleaning.</p>		<p>-Live cleaning deployment utilise cleaning plan as specified by site manager in accordance with DFE specifications</p> <p>-Liaise with Alexander Cleaning to discuss contingency options for staffing</p>	<p>PS</p> <p>HM and PS</p>	<p>Before 5<sup>th</sup> June</p>	

	Contractor personnel are unaware of their duty related to hygiene and safety		-Liaise with Dolce to establish their hygiene practices and how this will be managed in maintain social distancing  -Children to eat lunch in dining hall or in their designated outdoor space, supervised by teachers and support staff allocated to that group to reduce contact with others	JJ (ELT)  Class teachers and support staff	Before 29 <sup>th</sup> May	
	The water have becomes contaminated due to underuse		-Legionella testing conducted and recorded in school  -Water tanks drained and tested	PS  PS	Before 5 <sup>th</sup> June  Before 5 <sup>th</sup> June	

Covid-19 Risk Assessment FOR SCHOOL OPENING – **In Operation**

Category of Risk	Area of Risk	Risk Level	Mitigation	Person Responsible	By when	Risk Level
Infection Control	Pupils or staff who present as unwell- with Covid symptoms		-Identified medical area in school (Medical room) stocked with relevant PPE, school mobile and treatment plan Testing organised for staff Testing signposted for parents  -If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 14 days.	SH/MS  AS AS  TP /HM circulate treatment plan	5 <sup>th</sup> June	

			<p>Their fellow household members should self-isolate for 14 days</p> <p>-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</p> <p>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, along with the staff who have been working with this group. 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.</p> <p>-Temperature checks to be conducted if child presents as being unwell</p> <p>-Space where infected group have been operating sealed and closed in order to ensure a full and thorough deep clean of the space used by the infected group conducted.</p>	<p>AS</p> <p>AS and SLT</p> <p>TA designated to group</p> <p>PS and SLT</p>		
	Treatment is required for non covid related injuries/ illness.		-Treatment boxes with first aid equipment are distributed amongst at spaces around school e.g. bay, library, playground entrance etc. First-aiders are allocated for treatment	SH/MS	By 5 <sup>th</sup> June	

	Pupils or staff who present as anxious or stressed		<p>-Curriculum adapted to thematically explore physical and mental health</p> <p>-Talk to the children about the new school procedures to ensure they understand and have consistency in application – daily with children (hygiene modelling, new school timetable)</p> <p>-Vulnerable pupils to be placed in bubbles with a familiar adult. Friendship groupings considered if the risk of wellbeing outweighs the risk of the virus.</p> <p>-Pupils use school provided ‘care’ package</p> <p>-Continue to use remote learning platforms to maintain contact between home and school as a means of reducing anxiety</p> <p>-Refer to the safeguarding policy flow chart to support actions taken to reduce vulnerability</p> <p>-Children to be able to have 1:1 conversation with trusted adults, who are already working with their group, where this may be supportive</p> <p>-Continued virtual ‘check-ins’ by pastoral lead with identified families</p> <p>-Pastoral lead to train and provide support for staff in anxiety de-escalation techniques</p> <p>-Provide regular opportunities for discussion and reassurance for staff remotely through continued virtual meetings</p>	<p>EC</p> <p>Phase Leaders oversee</p> <p>Class teachers</p> <p>AD to coordinate</p> <p>Class teachers</p> <p>Class teachers</p> <p>Class teachers/TA’s</p> <p>SG</p> <p>SG</p> <p>Phase Leaders</p>	Ongoing	
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			<ul style="list-style-type: none"> <li>-Regular staff meetings virtually including staff wellbeing</li> <li>-Resources signposted to staff to support their wellbeing</li> </ul>	<p>SLT</p> <p>EC</p>		
	Infection is spread in classrooms		<ul style="list-style-type: none"> <li>-Pupils maintain classroom seating plan</li> <li>-Pupils use school provided 'care' package</li> <li>-Children to use trays to support the ease of table and resource cleaning</li> <li>-High risk surfaces are regularly cleaned using in class cleaning equipment</li> <li>-Pupil hygiene education to ensure regular handwashing and promote good hygiene</li> <li>-Pupils do not bring in PE bags from home into school and staff should not take resources or books from school home with them – children to use cloakrooms no more than a 6 at a time</li> <li>-Pupils will not utilise the reading books in school and will continue to use online library access</li> </ul>	<p>Class teachers/TA's</p> <p>AD to oversee Class teachers</p> <p>Class teachers/TA's and cleaning staff</p> <p>Class teachers</p> <p>SLT comm. to parents, reinforced by class teachers</p> <p>Class Teachers</p> <p>SLT comm. to parents</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Before 5<sup>th</sup> June</p> <p>1 June</p> <p>Ongoing</p>	

			<p>-Pupils and staff wash clothing worn at school on a daily basis</p> <p>-Families given the choice to send pupils in dressed in uniform. Children must be in trainers throughout the day. Children will not change for PE lessons/outdoor provision</p> <p>-Pupils and staff to wash hands immediately on entry into school and at regular intervals throughout the day</p> <p>-Teachers to explicitly teach and supervise handwashing – hygiene lessons at explicit part of the timetabled day</p> <p>-Teachers to wash hands and wipe surfaces before and after handling children’s books</p> <p>-Staff trained in all the above actions</p>	<p>Class teachers/TA’s to supervise</p> <p>Class Teachers/TA’s</p> <p>SLT</p>	<p>Ongoing</p> <p>From 8<sup>th</sup> June</p>	
	Infection is spread around school		<p>-Pupils maintain circulation plan</p> <p>-Ensure pupils can read and understand signage</p> <p>-Minimise mixing through grouping i.e. children arriving in allocated bubbles should remain in the same bubbles.</p> <p>-Pupils use school provided ‘care’ package</p>	<p>Class teachers/TA’s to remain with children in corridors and reinforce rules</p> <p>Class teachers</p> <p>Class teachers/TA’s</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

			<p>-Ensure ICT equipment is divided and allocated to classrooms</p> <p>-Where ICT equipment is not available on an individual use basis, ensure that equipment is not shared without being cleaned</p> <p>-Ensure that resources are printed for children when devices are not available to use</p> <p>-High risk surfaces are regularly cleaned using in class cleaning equipment</p> <p>-Pupil hygiene education part of whole school family topic to provide consistent message</p> <p>-Each room to have an identified equipment box for outdoor activities considering what can be cleaned easily</p> <p>-Pupils to eat lunch in school hall or outdoor space</p> <p>-Timetable for break-time provision to be created, with designated outdoor space for each group of children. Break and lunchtimes to be supervised by the staff responsible for that particular group</p>	<p>Phase Leaders</p> <p>Class teachers</p> <p>Class teachers</p> <p>Class teachers/TA's</p> <p>All staff</p> <p>PHWB team</p> <p>Phase Leaders to timetable</p> <p>Phase Leaders to timetable</p>	<p>By 5<sup>th</sup> June</p> <p>Ongoing</p> <p>Weekly</p> <p>From 8th June</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>-TA's for middays to be allocated to a specific group of children and to stay with this group of children to reduce the risk of cross contamination</p> <p>-Staff to take their breaks outside, wherever possible and strictly limit numbers in the staff room. Staff to be covered by the other member of staff in their room to avoid cross-contamination</p> <p>-Pupils and staff to wash hands immediately on entry into school, and regularly throughout the day. Teachers to explicitly teach and supervise handwashing</p> <p>-Regular 'touch' areas included in cleaning plan and resources allocated such as wipes for these areas e.g phones, photocopier etc.</p> <p>-If evacuation of the building is required due to a fire the same designated points to be used but social distancing to apply and lines to form onto the field not the playground</p> <p>-Staff trained in all the above actions and consulted re: risk assessment</p>	<p>Phase Leaders to timetable</p> <p>Class teacher/TA's</p> <p>Cleaning staff</p> <p>Comm-unicated by SLT</p> <p>Overseen by SLT</p>	<p>Reviewed weekly</p> <p>Ongoing</p> <p>Ongoing</p> <p>By 5<sup>th</sup> June</p> <p>By 29<sup>th</sup> May</p>	
	The ability to maintain stringent social distancing measures		<p>-Pupils will work independently in lessons on work set by teacher. Children not in school will access resources via class dojo</p> <p>-Premises measures as highlighted above will seek to promote and control social distancing</p> <p>-Staff model social distancing as good practice. Senior leaders to monitor this in action</p>	<p>Class teachers</p> <p>PS</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

			<p>-Timetabling and staffing will limit the flow of pupils around the building</p> <p>-Pupils will remain in their allocated groups with their allocated staff and polices such as the behaviour policy will still apply</p>	<p>Phase Leaders</p> <p>All staff</p>	<p>By 29<sup>th</sup> May</p> <p>Ongoing</p>	
	There are not sufficient staffing levels to maintain school when open		<p>-Arrange staffing structure to accommodate for this as a contingency. If staffing levels drop too low apply critical incident policy for closure of school</p> <p>-Strategy in place to key year groups starting with Reception</p> <p>-The school will utilise staff from within the Trust who have not been mixing with other children to cover staff illness and as a last resort request that parents keep the affected bubble at home until staffing resumes.</p> <p>-Where there is not sufficient staffing levels to maintain numbers of children in school, direct parents to online learning platforms such as class dojo and Oak National Academy</p> <p>-If symptomatic, staff to access testing</p> <p>-Develop timetables to identify when staff are deployed to work in classroom environments or in other spaces in the school</p>	<p>SLT</p> <p>SLT</p> <p>SLT/ELT</p> <p>Class teachers</p> <p>AS</p> <p>Phase Leaders</p>	Ongoing	
	Transitory contact (passing in corridors)		-Use of walking on left system in school by all	PS		

	In ensuring adequate ventilation		<ul style="list-style-type: none"> <li>-Ensure all windows are open in rooms occupied</li> <li>-Ensure all doors, which are not fire doors (or deemed fit to be open) are propped open</li> </ul>	Class teachers/TA's		
Movement on site	Parents may come into contact with other parents at school drop and pick up		<ul style="list-style-type: none"> <li>-Parent pick up/drop off protocols – see map arrival plan. Parents to use allocated drop off and pick up points</li> </ul>	AS to comm. (ParentMail)	Before 5 <sup>th</sup> June	
			<ul style="list-style-type: none"> <li>-Admin team consider ways to restrict and manage entry to the building</li> </ul>	AS/SG	By 29 <sup>th</sup> May	
			<ul style="list-style-type: none"> <li>-Designate specific drop off point for each group of children</li> </ul>	SLT	By 29 <sup>th</sup> May	
			<ul style="list-style-type: none"> <li>-One parent to collect their child from the designated location (school gate/chaperone service location)</li> </ul>	SLT Parent comm. (ParentMail)	By 5 <sup>th</sup> June	
			<ul style="list-style-type: none"> <li>-Visitors on site limited to designated parts of the building near the front of the school to limit contact in the building</li> </ul>	AS	Ongoing	
			<ul style="list-style-type: none"> <li>-Only identified staff on site in the relevant designated rooms to minimise contact</li> </ul>	AS and SLT	Ongoing	
	Staff in high traffic volume areas coming into contact with the general public.		<ul style="list-style-type: none"> <li>-Admin staff to develop systems and structures to mitigate against this in limiting contact and entry into the building as specified in the parent protocols</li> </ul>	AS	Ongoing	
<ul style="list-style-type: none"> <li>- Establish online 'live chat' for general enquiries</li> </ul>			AS			
<ul style="list-style-type: none"> <li>-Parents and visitors only admitted onto the school site, and into the school building, when strictly necessary and by appointment only</li> </ul>			AS and SLT			

Signed by Headteacher

Signed by Chair of Governors

## RISK REGISTER

### Likelihood

5 Very High	There is little doubt that it will happen soon
4 High	Strong chance it will happen in the next year
3 Significant	50/50 chance this will happen in the next year
2 Low	Not expected to happen in the next year
1 Very Low	Almost impossible

### Severity

5 Catastrophic	Loss of operations for more than a week; severe injuries or loss of life; gross failure to meet national / professional standards; major <u>long term</u> consequences; extensive coverage in press; major financial loss then threatens existence.
4 High	Loss of operations for up to a week; severe injuries; severe financial loss with impact on operations; damage to reputation, local press coverage
3 Moderate	Some disruption to operations for 48 hours; short term illness / injuries; some damage to reputation; financial loss than can be managed within budget.
2 Low	Limited short-term disruption to operations; minor injuries / illness; small financial loss.
1 Negligible	Not a noticeable effect on the school; no injuries; no damage to reputation.

### Risk Matrix

Figure 1 - Risk Assessment Matrix

