



Health and Safety Risk Register February 2022

Risk Assessment for opening to ALL CHILDREN

Assessment Date: 15/02/2022 Assessor: Mark Hanbury

Risk score and description

Likelihood	Maximum Impact					Score	Risk level
	1	2	3	4	5		
1	1	2	3	4	5	1-5	LOW
2	2	4	6	8	10	6-10	MEDIUM
3	3	6	9	12	15	11-15	HIGH
4	4	8	12	16	20	16-25	EXTREME
5	5	10	15	20	25		

Decide who may be harmed

Person who may be harmed/ affected by activity:	Pupils attending school, teaching & non-teaching staff, parents/guardians, kitchen staff, cleaners & caretaker.
List vulnerable groups, persons, or staff	<p>Vulnerable groups – people at high or moderate risk (clinically extremely vulnerable/clinically vulnerable).</p> <p>An individual risk assessment may be appropriate for vulnerable staff/BAME or very anxious about returning to work.</p>

Identify Hazards or Activity

Hazards below are deemed significant pending installation configuration & testing - tick all applicable.

1. COVID-19 <input checked="" type="checkbox"/>	2. Mental health & wellbeing <input checked="" type="checkbox"/>	3. Fire <input checked="" type="checkbox"/>	4. Legionella <input checked="" type="checkbox"/>	5. Lifting equipment <input checked="" type="checkbox"/>
6. First Aid <input checked="" type="checkbox"/>	7. Statutory Inspections <input checked="" type="checkbox"/>	8. Waste Materials <input checked="" type="checkbox"/>	9. COSHH <input checked="" type="checkbox"/>	10. PPE <input checked="" type="checkbox"/>

Area	Haz No.	Hazard/Risk Description and Potential Consequences	SCHOOL OPERATIONS: Existing controls in place	Residual Risk Rating			Mitigation / Further action needed to reduce risk	Rating after mitigation / reduced risk			RAG	Dir	Lead
				S	L	R		S	L	R			
Plan – Prepare staff, parents, and children	All	Classroom Management	Full classes.	3	3	9	Full classes in school. Phases are now bubbles. Masks are optional. Normal school opening hours. Parents to wait on the playground at their normal exits.	2	2	4	4	↓	SLT
	All	1:1 Support and Specialist interventions	Revert to normal practice	3	3	9	Revert to normal practice	3	3	9	9	→	SLT
	All	Enable access to wraparound care	Breakfast and After School Clubs are run by Kinetic Sports Ltd. Places are booked as before, to a maximum of 50 places.	3	3	9	Normal practice.	3	3	9	9	→	SLT
	1	Breaks and lunch times	Revert to normal lunches in dining hall. Staggered break times and ensure appropriate supervision is in place.	3	3	9	Breaks and lunchtimes in phases. Still staggered by phase.	2	2	4	4	↓	SLT
	3-7	First Aid, Fire, Water, Premises Procedures	Standard practices in place	3	3	9	Revert to standard procedures.	3	3	9	9	→	AG/JD
		Use of school library	School library in use as normal.	2	2	4	Normal practice.	2	2	4	4	→	All
	1	Staff rooms and offices	Staff room not available for seated lunches. Staff can store goods and prepare food and drinks and use photocopier.	3	3	9	Staff room not available for seated lunches. Staff can store goods and prepare food and drinks and use photocopier.	3	3	9	9	→	AG/JD
	1	Ventilation to reduce spread	Open windows & prop doors open, where safe to (re fire safety, security & safeguarding).	3	3	9	Teachers open all windows each morning as often as is reasonable and close each evening. Staff to dress appropriately. No CO2 concerns.	2	2	4	4	↓	JD
	1, 2	Parents requesting meetings/ communications	Encourage parents to phone & make telephone appointments if they wish to discuss child or safety measures. One to one meetings can take place by prior appointment).	3	3	9	Encourage parents to phone & make telephone appointments if they wish to discuss child or safety measures. One to one meetings can take place by prior appointment.	3	3	9	9	→	MCH
	1	Use of mobile phones	Procedure for use of mobile phones	3	3	9	Mobile phones are only to be used in classrooms in exceptional circumstances by agreement with the Headteacher, Emma Bamber or Allison Grant. Mobile phones to be put away unless used to record school activities or in emergency.	3	3	9	9	→	SLT
	1, 2	Insufficient staff capacity	Headteacher to monitor staffing and liaise with LA/PHT.	3	3	9	All staff and pupils ave returned to school. Staffing capacity monitored daily.	3	3	9	9	→	SLT
	1	Kitchen facilities comply	Revert to usual procedures	3	3	9	Return to normal	3	3	9	9	→	AH
Area	Haz No.	Hazard/Risk Description / Potential Consequences	MINIMISING COVID 19 RISKS: Existing controls in place	Residual Risk Rating			Mitigation / Further action needed to reduce risk	Rating following mitigation			RAG	Dir	Lead
				S	L	R		S	L	R			
	1, 10	Staff use of PPE	Staff decide if required on case by case basis. Staff use is optional.	3	3	9	Staff have been provided with guidance on donning and doffing PPE. PPE is available as required.	2	2	4	4	↓	All

	1	Toilets being overcrowded	Each class has allocated to toilet blocks. Toilets cleaned regularly & pupils encouraged to clean hands thoroughly after using toilet. Children use sanitiser on return to class.	3	3	9	Continue with allocated toilet blocks.	3	3	9	9	→	All
		Assemblies and groups	Requirement for collective worship in classes can be through class assemblies in line with PHSE Policy, with PHSE resources.	3	3	9	Assemblies to be run in phase groups.	3	3	9	9	→	All
Area	Haz No.	Hazard/Risk Description / Potential Consequences	ASSESSMENT AND ACCOUNTABILITY: Existing controls in place	Residual Risk Rating			Mitigation / Further action needed to reduce risk	Rating following mitigation			RAG	Dir	Lead
				S	L	R		S	L	R			
Assessment &		Planning, Preparation and Assessment Time	SLT reviewed PPA arrangements to ensure distancing and cover for classes in order that educational provision is of the highest quality and aligned to the risk assessment criteria. Staff are able to take PPA at home.	3	3	9	PPA may still be taken at home.	2	2	4	4	↓	SLT
		Financial Accountability	Revert to usual practice	3	3	9	Revert to usual practice	3	3	9	9	→	AG
Area	Haz No.	Hazard/Risk Description / Potential Consequences	CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT: Existing controls in place	Residual Risk Rating			Mitigation / Further action needed to reduce risk	Rating following mitigation / reduced risk			RAG	Dir	Lead
				S	L	R		S	L	R			
Curriculum, Behaviour and Pastoral Support		Curriculum Planning	Curriculum planning to be informed by assessing & addressing gaps, making use of regular formative assessment while avoiding unnecessary tracking systems. Staff will need to be robust in assessment of pupils needs.	3	4	12	Catch-up interventions are firmly embedded across the school.	2	2	4	4	↓	SLT
		Delivery of Music and Drama Lessons	Music lessons will be taught by class teachers in KS1. There will be physical distancing where possible and children will be within their phases, with good ventilation.	3	4	12	Key Stage 2 music lessons with RB to resume. Each class will be supported by the class TA.	2	2	4	4	↓	MCH / RB
		Trips and Visits	Trips and visits to be reviewed to ensure health and safety requirements are in place.	3	3	9	All trips/visits to be discussed and approved on a case by case basis with the headteacher, ensuring health and safety aspects have been considered.	3	3	9	9	↓	MCH
	2	Anxiety levels of staff & community causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about (or where not possible put in writing) plans (eg safety measures, timetable changes and staggered arrival & departure times), & discuss whether training would be helpful.	4	4	16	All staff to inform line manager where there are concerns (or other trusted adult). Wellbeing is always an agenda item during Phase and SLT meetings. SLT ensures changes are communicated clearly. Staff briefings, joint consultations, shared review of risk assessment and issues raised with managers, AG or SLT.	3	3	9	9	↓	SLT
Area	Haz No.	Hazard/Risk Description / Potential Consequences	CONTINGENCY PLANNING IN CASE OF SELF-ISOLATION of multiple pupils/staff or local outbreaks: controls in place	Residual Risk Rating			Mitigation / Further action needed to reduce risk	Rating following mitigation			RAG	Dir	Lead
				S	L	R		S	L	R			
Contingency Planning in Case of Isolation / Outbreaks	1	Member of a class or staff becoming unwell with suspected COVID-19	If a child has symptoms, parent collects and arrange PCR. Parent to let the school know result asap. If a staff member has symptoms, they will arrange a test asap & provide results. To be updated with national guidance.	4	4	16	If anyone in school develops symptoms they will be sent home & advised to follow national guidance. Symptomatic cases are required to take a PCR test and follow isolation rules. https://www.gov.uk/get-coronavirus-test	3	3	9	9	↓	SLT
	1	Pupil or staff member has a confirmed positive test for COVID-19	For positive LFT, isolation rules followed. If no symptoms, LFT stands as positive test. If symptoms, PCR to be arranged and can override LFT as long as no outbreak in year group.	4	4	16	National guidance has not changed for schools. Symptomatic cases need to arrange a PCR test and isolate for 10 days unless they have 2 negative LFD tests after on consecutive days from day 5.	3	3	9	9	↓	SLT
		Lateral Flow Tests	<i>Lateral Flow tests have been made available for all staff who volunteered to take them</i>	4	4	16	Staff are no longer taking LFTs twice-weekly unless outbreak in year group when they are asked to test daily. National guidance has removed this requirement.	3	3	9	9	↓	SLT
		Plan for Remote Education	<i>Groups needing to isolate to be identified and their access to home learning assessed. IT equipment and home learning curriculum content to be provided, reviewed and monitored.</i>	4	4	16	If required, pupils will be offered access to remote education/Oak Academy and we will monitor engagement. If bubble closes, pupils will be provided with an oven-ready curriculum. Staff will use online platforms to create purposeful weekly learning. Devices to be made available as needed.	3	3	9	9	↓	SLT
	1	Testing arrangements are clear for all staff	Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirus-test	3	3	9	Staff have been made aware how to arrange testing. https://www.gov.uk/get-coronavirus-test	2	2	4	4	↓	All/AG
	1	Outbreak across multiple year groups	Confirmed cases could mean staff shortages.	4	4	16	We will work with LA/PHT to manage cases across multiple year groups and will implement all measures advised.	2	2	4	4	↓	All