

**SCHOOLS AND SETTINGS - Reset and Recovery**  
**Risk Assessment**



**Introduction:**

This Schools' Risk Assessment document is designed to allow you to review and track your individual readiness to reopen your setting in line with COVID-19 requirements. It has been revised in line with DfE guidance published on 2 July 2020. It is split into the following sections (one per tab):

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Social distancing practicalities</li><li>• Quality of education</li><li>• Safeguarding</li><li>• Pupils with SEND (including medical needs)</li><li>• Emotional and behaviour considerations</li><li>• Hygiene and cleanliness/health and safety</li><li>• Possible COVID-19 cases</li></ul> | <ul style="list-style-type: none"><li>• Transition</li><li>• Finance</li><li>• Building work and logistics</li><li>• Recruitment and staffing</li><li>• Miscellaneous</li><li>• Additional (left blank for you to fill in)</li></ul> |
|--|--|

Within each section some initial risks and some possible actions that could be taken to control or mitigate the risks have been pre-populated for you. However these are only initial suggestions and it is vital that you tailor this risk assessment by amending / adding to these as required to ensure you have captured all relevant risk information specific to your setting.



**OVERALL RISK CATEGORISATION**

Likelihood / Prevalence











**SCHOOLS AND SETTINGS - Reset and Recovery Risk Assessment**



**3 - Safeguarding** Specific to the issue of: Child safety (any form), child abuse (any form), impact of domestic violence, violence on families that result in a child being in care or in the custody of a local authority (particular for disabled pupils and lone parent families)

- NOTES**
- All pre-identified risks / solutions are suggestions only. Please amend / add to for your setting
  - All identified risks must have Current and Future risk scores completed
  - Do not delete data in columns 1 or M as these are formulas
  - Do not add rows as the formulas will not be included
  - Do not enter any information below the bottom of the table
  - There are blank rows added at the bottom to add additional risks in
  - The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
  - The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

**RISK OVERALL**

CURRENT:				OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-21)	Very High (22-25)	16.40
0	1	4	0	HIGH

  

FUTURE:				OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-21)	Very High (22-25)	9.00
0	5	0	0	MEDIUM

**RISK BREAKDOWN**

CURRENT:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
0	0	1	3	1
0	0	1	3	1

  

FUTURE:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
0	0	5	0	0
0	0	4	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would this harm be harmed?	What existing controls or mitigations are in place today?	Considering existing controls / mitigations (Current overall risk level [1-5])		Overall Current risk level [1-5] (auto-calculated)	What planned actions will you take to control / mitigate the risk?	Following completion of further actions (Future overall risk level [1-5])		Overall Future risk level [1-5] (auto-calculated)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support	Updated Guidance	Lockdown 1	Lockdown 2
				Current overall risk level [1-5]	Severity of Risk (1-5)			Future overall risk level [1-5]	Severity of Risk (1-5)									
School staff are not aware of safeguarding risks that occurred during the school closure	Children, staff	Staff do not have adequate information about a child's experience and a child is not supported effectively, staff are not aware of safeguarding risks that occurred during the school closure	CPUs maintain contact with social workers, awareness of pupils with CP Plans, CP Plans and staff help them	3 - High	3 - High	HIGH	CPUs maintain contact with social workers, awareness of pupils with CP Plans, CP Plans and staff help them	3 - Medium	3 - Medium	MEDIUM	DP1 Mrs. [redacted]	Weekly	Amber	with support from DS team	<a href="#">Department for Education COVID-19 safeguarding in schools, colleges and other settings</a> <a href="#">https://www.gov.uk/government/news/department-for-education-issues-safeguarding-guidance-for-schools-and-colleges</a>			
Pupils may have suffered from abuse during lockdown and they have not had the opportunity to discuss this at school	Children	School staff may be unaware of incidents that have occurred during lockdown and they have not had the opportunity to discuss this at school	CPUs maintain contact with social workers, awareness of pupils with CP Plans, CP Plans and staff help them	3 - High	3 - High	HIGH	CPUs maintain contact with social workers, awareness of pupils with CP Plans, CP Plans and staff help them	3 - Medium	3 - Medium	MEDIUM	DP1 Mrs. [redacted]	Weekly	Amber	with support from DS team. Regular contact from staff has helped to reduce this.				
Attendance	Children	Children may not attend school regularly, increasing anxiety	Attendance monitoring is currently suspended.	5 - Very high	5 - Very high	HIGH	Child's attendance will be monitored again from the beginning of the autumn term. Communication with parents will be enhanced. Contact LA, following normal procedure. If any pupils' absence becomes a concern, RAU school re-opening from 8.2.21, and external education opportunities reviewed.	3 - Medium	4 - High	MEDIUM	DP1 Mrs. [redacted]	Weekly	Amber		<a href="#">https://www.gov.uk/government/news/department-for-education-issues-safeguarding-guidance-for-schools-and-colleges</a> <a href="#">https://www.gov.uk/government/news/department-for-education-issues-safeguarding-guidance-for-schools-and-colleges</a>			
Shielding pupils	Children	Children may not attend school regularly, increasing anxiety, learning gaps increasing	Shielding pupils, risk at home or parents and access to counselling or other welfare, teams or school support	4 - High	4 - High	HIGH	where children fail to attend school or parents are following clinical and/or public health advice, schools will not be provided. If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and consider measures of the response. This may include: - providing a safe space for the child to discuss their concerns with a staff member - providing a safe space for the child to discuss their concerns with a staff member - providing a safe space for the child to discuss their concerns with a staff member	3 - Medium	3 - Medium	MEDIUM	DP1 Mrs. [redacted]	Weekly	Amber	Final day calling to resume. Reasons recorded on DS1 and DS2 to monitor weekly. Support to be provided where needed.				
DS1 capacity to cover parental increase in demand	DS1 team, Children	Capacity to meet this need is likely to be impacted by increased demand for support from parents that need addressing	DS1s continue to meet weekly to discuss all vulnerable children. There are 4 DS1s for complex clinical monitoring of families. DS1s will have time to attend meetings for key families.	3 - Medium	3 - Medium	MEDIUM	Integrated safeguarding leads (and deputies) should be provided with more time to meet with the DS1s. DS1s to have more direct support to staff and children regarding any one safeguarding and welfare concern and the handling of referrals to children's social care and other agencies where there are safeguarding and welfare concerns. Schools should prepare to work together to actively look for signs of harm, weekly monitoring on Wednesday afternoon from 8.2.21. All relevant DS1s will be discussed in meetings.	3 - Medium	3 - Medium	MEDIUM	DP1 Mrs. [redacted]	Weekly	Amber	2 of 4 DS1s are on-class based. 1 DS1 (Celia) has been given additional time this year.				

END OF TABLE - DO NOT ENTER INFO BELOW HERE

**SCHOOLS AND SETTINGS - Reset and Recovery Risk Assessment**



**4 - Pupils with SEND (including medical needs)**

- NOTES**
- All pre-proposed risks / solutions are suggestions only. Please amend / add to for your setting
  - All identified risks must have Current and Future risk scores completed
  - Do not delete data in columns 1 or 2 as these are formulae
  - Do not add rows as the formulae will not be included
  - Do not enter any information below the bottom of the table
  - There are blank rows added at the bottom to add additional risks in
  - The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
  - The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

**RISK OVERALL**

CURRENT:	LOW (1-4)	MEDIUM (5-12)	HIGH (13-24)	OVERALL
	1	3	5	12.67
				HIGH

  

**FUTURE:**

LOW (1-4)	MEDIUM (5-12)	HIGH (13-24)	OVERALL
3	6	0	6.33
			MEDIUM

**RISK BREAKDOWN**

CURRENT:	1-Verylow	2-Low	3-Medium	4-High	5-VeryHigh
Likelihood	0	3	3	3	0
Severity	0	1	2	2	4

  

FUTURE:	1-Verylow	2-Low	3-Medium	4-High	5-VeryHigh
Likelihood	1	5	3	0	0
Severity	1	2	5	1	0

Description of the risk / hazard / Change	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, what is the CURRENT RISK level (1-5)		OVERALL CURRENT RISK level (1-24) (Formula: (LxS) automatic)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, what is the FUTURE RISK level (1-5)		OVERALL FUTURE RISK level (1-24) (Formula: (LxS) automatic)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / devices / support	Updated Guidance Docs
				Likelihood / prevalence of risk occurring	Severity of risk (if return)			Likelihood / prevalence of risk occurring	Severity of risk (if return)							
Pupils with underlying health conditions are at higher level of risk	Children	Contacting/behaving C19	<ul style="list-style-type: none"> <li>Have medical guidelines for pupils with serious under-lying health conditions such as cardiac fibrillation, who may need to stay at home during periods of illness. To this end, all children with health conditions in addition to social distancing for pupils with serious underlying conditions may not have the same level of contact with other children.</li> <li>Ensure the use of PPE with specific reference to clothing/equipment. For example, do not use gloves that are not intended for use in a group (SCHOOL NOT APPLICABLE). Children returning will remain in their bubble, and will not be cross-contacted with the other bubble.</li> </ul>	4 - High	5 - Very high	HIGH	<ul style="list-style-type: none"> <li>Have medical guidelines for pupils with serious under-lying health conditions, such as cardiac fibrillation, who may need to stay at home during periods of illness. To this end, all children with health conditions in addition to social distancing for pupils with serious underlying conditions may not have the same level of contact with other children. Ensure the use of PPE with specific reference to clothing/equipment. For example, do not use gloves that are not intended for use in a group (SCHOOL NOT APPLICABLE). Children returning will remain in their bubble, and will not be cross-contacted with the other bubble.</li> </ul>	3 - Medium	1 - Medium	MEDIUM	Dr Mrs Barlow/DL	Weekly	Action	As medication checked it is in date.	<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	4.3.2020
Staff with long term health conditions and/or pregnant staff are at higher level of risk	Staff and children	Contacting/behaving C19	<ul style="list-style-type: none"> <li>Have medical guidelines that recommend that the staff member remains at home risk assessments to be completed for those staff to ensure it is in place to support their health and wellbeing.</li> </ul>	3 - Medium	5 - Very high	HIGH	<ul style="list-style-type: none"> <li>Have medical guidelines that recommend that the staff member remains at home risk assessments to be completed for those staff to ensure it is in place to support their health and wellbeing.</li> <li>Occupational health and safety risk assessments to be completed for those staff to ensure it is in place to support their health and wellbeing.</li> </ul>	1 - Very low	1 - Very low	LOW	Headteacher	Weekly	Green	Risk assessments for vulnerable staff to be reviewed weekly. Further actions being sought for pregnant staff as this is unclear in the guidance issued on 4.3.20.		
Some pupils with SEND may have an awareness of space may be critical in case they require immediate care, such as following their usual distance (cannot be implemented)	Staff and children	Contacting/behaving C19	<ul style="list-style-type: none"> <li>Risk assessments to be updated to reflect the additional measures that will need to be taken in relation to those children who have SEND and who will be required to wear PPE with specific reference to clothing/equipment. For example, do not use gloves that are not intended for use in a group (SCHOOL NOT APPLICABLE).</li> </ul>	4 - High	5 - Very high	HIGH	<ul style="list-style-type: none"> <li>Risk assessments to be updated to reflect the additional measures that will need to be taken in relation to those children who have SEND and who will be required to wear PPE with specific reference to clothing/equipment. For example, do not use gloves that are not intended for use in a group (SCHOOL NOT APPLICABLE).</li> </ul>	3 - Medium	4 - High	MEDIUM	Dr Mrs Barlow/DL	Weekly	Action	RAG and SEND to be reviewed weekly with relevant staff.	<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	
Subtle encouragement of a return to school for all pupils will occur anyway	Staff and children	mental health and wellbeing	<ul style="list-style-type: none"> <li>Ensure parents have advance notice of start date so that they can prepare their child for the return to school back to school and back to work daily - to ensure they are able to begin to return to the day to day routine of their child and to ensure they are able to begin to return to the day to day routine of their child and to ensure they are able to begin to return to the day to day routine of their child.</li> </ul>	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> <li>Ensure parents have advance notice of start date so that they can prepare their child for the return to school back to school and back to work daily - to ensure they are able to begin to return to the day to day routine of their child and to ensure they are able to begin to return to the day to day routine of their child.</li> </ul>	2 - Low	3 - Medium	MEDIUM	Dr Mrs Barlow/DL	Weekly	Action		<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	
Meaningful provision	Substantive children	Contacting/behaving C19	<ul style="list-style-type: none"> <li>Ensure provision is either direct or operating via a third party (e.g. parent or carer) and that it is meaningful and relevant to the child and their needs. Consideration should be given to the child's individual needs and to the child's individual needs and to the child's individual needs.</li> </ul>	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> <li>Ensure provision is either direct or operating via a third party (e.g. parent or carer) and that it is meaningful and relevant to the child and their needs. Consideration should be given to the child's individual needs and to the child's individual needs and to the child's individual needs.</li> </ul>	2 - Low	3 - Medium	MEDIUM	Headteacher	Weekly	Action		<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	
LA organized transport to and from school for pupils with SEND	Substantive children	children get safety to school on time	<ul style="list-style-type: none"> <li>As the child is in contact of county, the social worker would arrange alternative transport for the child and school. Consideration should be given to the child's individual needs and to the child's individual needs and to the child's individual needs.</li> </ul>	2 - Low	2 - Low	LOW	<ul style="list-style-type: none"> <li>As the child is in contact of county, the social worker would arrange alternative transport for the child and school. Consideration should be given to the child's individual needs and to the child's individual needs and to the child's individual needs.</li> </ul>	2 - Low	2 - Low	LOW	DL Team	Weekly	Green		<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	
Work towards individual SEND targets	Children	gap in learning wellbeing children needs not being met	<ul style="list-style-type: none"> <li>Thorough assessment of pupils based on their specific targets as return to school - which these interventions planned throughout the day and week to ensure that the child and their needs are met. Consideration should be given to the child's individual needs and to the child's individual needs and to the child's individual needs.</li> </ul>	4 - High	4 - High	HIGH	<ul style="list-style-type: none"> <li>Thorough assessment of pupils based on their specific targets as return to school - which these interventions planned throughout the day and week to ensure that the child and their needs are met. Consideration should be given to the child's individual needs and to the child's individual needs and to the child's individual needs.</li> </ul>	2 - Low	3 - Medium	LOW	Headteacher	Weekly	Green		<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	
Medicines in school may become out of date	Children	Children may need replacement medicines before returning to school	<ul style="list-style-type: none"> <li>An appointed member of staff (usually school nurse) to check all medicines and inform parents/carers as they need to be replaced. Review medicines requirements with parents to ensure they have their changed. Review care plans as needed.</li> </ul>	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"> <li>An appointed member of staff (usually school nurse) to check all medicines and inform parents/carers as they need to be replaced. Review medicines requirements with parents to ensure they have their changed. Review care plans as needed.</li> </ul>	2 - Low	3 - Medium	MEDIUM	Dr Mrs Barlow/DL	Weekly	Action		<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	
Shedding pupils	Children	Gap in learning wellbeing children needs not being met, mental health and wellbeing	<ul style="list-style-type: none"> <li>Shedding pupils cannot be done at school or school website present.</li> </ul>	3 - Medium	5 - Very high	HIGH	<ul style="list-style-type: none"> <li>Shedding pupils cannot be done at school or school website present.</li> </ul>	3 - Medium	3 - Medium	MEDIUM	Class Teachers	Weekly	Action		<a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a> <a href="#">Guidance for young people with underlying health conditions (COVID-19)</a>	

END OF TABLE - DO NOT ENTER INFO BELOW HERE



SCHOOLS AND SETTINGS - Resett and Recovery Risk Assessment



5 - Emotional and Behavioural Considerations

**NOTES**

- All pre-populated risks / mitigations are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns 1 or 4 as these are formulas
- Do not add rows as the formula will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks
- The Overall Risk Analysis provides a count of all over all risk levels currently and following mitigating actions
- The Risk Breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

**RISK OVERALL**

LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
0	4	3	13.80 HIGH

  

LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
0	7	0	9.00 MEDIUM

**RISK BREAKDOWN**

1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
0	0	4	3	0
0	0	1	5	1

  

1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
0	3	4	0	0
0	0	4	3	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <b>EXISTING</b> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT RISK (1-5)		OVERALL CURRENT RISK level 1-5 (if not automatically)	What <b>EXISTING</b> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate FUTURE RISK level 1-5		OVERALL FUTURE RISK level 1-5 (if not automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Rating of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support	Full re-opening R.2.21
				Likelihood / probability of risk	Severity of Risk if it occurs			Likelihood / probability of risk	Severity of Risk if it occurs							
Some pupils may have experienced a statement of their family during the school closure (Specifically in relation to COVID-19)	Children	Emotional wellbeing	<ul style="list-style-type: none"> <li>Prior to opening, encourage parents to share any significant information about their child with the school (via a multi/telephone if possible)</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> <li>If required, secure specialist support for the pupil, and if need be their family</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> </ul>	3 - Medium	3 - Medium	MEDIUM	<ul style="list-style-type: none"> <li>Prior to opening, encourage parents to share any significant information about their child with the school (via a multi/telephone if possible)</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> <li>If required, secure specialist support for the pupil, and if need be their family</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> <li>Provide in-school support and a named person (someone present in class) to support the pupil when they start</li> </ul>	3 - Medium	3 - Medium	MEDIUM	SLT	Weekly	Amber	School unaware of any statement as yet but have shared recent update of the school closure	<a href="#">Warrackabeery Council - COVID-19</a> <a href="#">Warrackabeery Council - COVID-19</a> <a href="#">Warrackabeery Council - COVID-19</a>	
Pupils with social and emotional difficulties may struggle with returning to school and the routine of school (particularly pupils with anxiety)	Children and staff	Social/emotional wellbeing, physical wellbeing	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	4 - High	5 - Very High	HIGH	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	3 - Medium	4 - High	MEDIUM	SLT/Class teachers	Weekly	Amber	Warrackabeery Council - COVID-19	<a href="#">Warrackabeery Council - COVID-19</a> <a href="#">Warrackabeery Council - COVID-19</a>	
Some pupils may be more vulnerable to exclusion than others (particularly those with behavioural issues)	Children and staff	Social/emotional wellbeing, physical wellbeing	<ul style="list-style-type: none"> <li>Identify the particular pupils who could be vulnerable to exclusion</li> <li>Identify the particular pupils who could be vulnerable to exclusion</li> <li>Identify the particular pupils who could be vulnerable to exclusion</li> <li>Identify the particular pupils who could be vulnerable to exclusion</li> </ul>	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"> <li>Identify the particular pupils who could be vulnerable to exclusion</li> <li>Identify the particular pupils who could be vulnerable to exclusion</li> <li>Identify the particular pupils who could be vulnerable to exclusion</li> <li>Identify the particular pupils who could be vulnerable to exclusion</li> </ul>	3 - Medium	4 - High	MEDIUM	SLT/Class teachers	Weekly	Red	Behaviour policy under review and to be updated in September 2021. All pupils with vulnerable pupils/pupils that are excluded. 100% response rate		
Children may struggle with the return to school and the routine of school (Specifically in relation to COVID-19)	Children and staff	Social/emotional wellbeing	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	2 - Low	3 - Medium	MEDIUM	SLT/Class teachers	Weekly	Amber	Regular contact from staff helps to reduce anxieties around a return to school	<a href="#">Warrackabeery Council - COVID-19</a> <a href="#">Warrackabeery Council - COVID-19</a>	
Some pupils will not have had any social contact with anyone other than their family since the start of the school closure	Children	Social/emotional wellbeing	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	4 - High	4 - High	HIGH	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	3 - Medium	3 - Medium	MEDIUM	SLT	Weekly	Amber	Regular contact from staff helps to reduce anxieties around a return to school. Engagement given has been kept throughout lockdown 1.	<a href="#">Warrackabeery Council - COVID-19</a> <a href="#">Warrackabeery Council - COVID-19</a>	
Some pupils are reluctant to send their children back to school because of the risk of infection and being away from their family	Parents, children	Social/emotional wellbeing	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	3 - Medium	4 - High	HIGH	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	3 - Medium	4 - High	MEDIUM	SLT	Weekly	Amber	SLT speak with parents who have concerns.	<a href="#">Warrackabeery Council - COVID-19</a> <a href="#">Warrackabeery Council - COVID-19</a>	
Support for emotional wellbeing	Parents, children, staff	Social/emotional wellbeing	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> <li>Ensure that these pupils are closely monitored and provided with the best support to help them to manage their emotions (in consultation with their parents)</li> </ul>	2 - Low	3 - Medium	MEDIUM	SLT/Class teachers	Weekly	Amber	Warrackabeery Council - COVID-19	<a href="#">Warrackabeery Council - COVID-19</a> <a href="#">Warrackabeery Council - COVID-19</a>	

END OF TABLE - DO NOT ENTER INFO BELOW HERE

**SCHOOLS AND SETTINGS - Reset and Recovery**  
Risk Assessment



**6 - Hygiene / Cleanliness and Health & Safety**

**NOTES**

- All prepopulated risks/valuations are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns 1 or 2 as these are formulae
- Do not add rows as the formulae will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk Breakdown analysis provides a count of all individual risk likelihood/severity scores currently and following mitigating actions

**RISK OVERALL**

CURRENT:				OVERALL	
LOW (1-4)	MEDIUM (5-12)	HIGH (13-20)	20-25	10-20	
0	7	0		MEDIUM	

  

FUTURE:				OVERALL	
LOW (1-4)	MEDIUM (5-12)	HIGH (13-20)	20-25	10-20	
0	7	0		MEDIUM	

**RISK BREAKDOWN**

CURRENT:					
Likelihood	1-Verylow	2-Low	3-Medium	4-High	5-Veryhigh
Severity	0	2	5	0	0
	0	0	1	6	0

  

FUTURE:					
Likelihood	1-Verylow	2-Low	3-Medium	4-High	5-Veryhigh
Severity	0	4	3	0	0
	0	0	7	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm?	How often does this group get harmed?	What existing controls or mitigations are in place today?	Considering existing controls / mitigations, please enter CURRENT risk level (1-25) (numerical)		What additional actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate FUTURE risk level (1-25) (numerical)		Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support	Updated Guidance	Lockdown 3
				Overall Current Risk level 1 - 25	Overall Future Risk level 1 - 25		Overall Current Risk level 1 - 25	Overall Future Risk level 1 - 25							
Maintaining regular hand washing hygiene	Children, staff, parents, family members	Continuously	Handwashing stations in all areas	1	1	Handwashing stations in all areas	1	1	NA	NA	NA	NA	NA	NA	NA
Who are people at risk of coughing or sneezing into their hands, especially younger children?	Staff and children	Continuously	Handwashing stations in all areas	1	1	Handwashing stations in all areas	1	1	NA	NA	NA	NA	NA	NA	NA
Keeping the floor clean to a high level of cleanliness	Staff and children	Continuously	Handwashing stations in all areas	1	1	Handwashing stations in all areas	1	1	NA	NA	NA	NA	NA	NA	NA
What if there are a change of events for staff or visitors who do not?	Staff and children	Continuously	Handwashing stations in all areas	1	1	Handwashing stations in all areas	1	1	NA	NA	NA	NA	NA	NA	NA
What are the risks to the 'surface' that are not between hands and which are not covered by any surface?	Staff and children	Continuously	Handwashing stations in all areas	1	1	Handwashing stations in all areas	1	1	NA	NA	NA	NA	NA	NA	NA
Face coverings	Children and staff	Continuously	Handwashing stations in all areas	1	1	Handwashing stations in all areas	1	1	NA	NA	NA	NA	NA	NA	NA
Wound equipment	Children and staff	Continuously	Handwashing stations in all areas	1	1	Handwashing stations in all areas	1	1	NA	NA	NA	NA	NA	NA	NA

END OF TABLE - DO NOT ENTER INFO BELOW HERE

**SCHOOLS AND SETTINGS - Reset and Recovery**  
Risk Assessment



**7- Possible COVID-19 Cases**

**NOTES**

- All prepopulated risks / evaluations are suggestions only. Please amend / add to for your setting
- All identified risks must have current and future risk scores completed
- Do not delete data in columns or fill these are formulas
- Do not add rows after formula as will not be included
- Do not enter any information below the bottom of the table
- There are 5 tabs rows added at the bottom to add additional risks
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk Breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

**RISK OVERALL**

CURRENT:				FUTURE:			
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL	LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
0	0	9	9	0	3	6	13.11
			HIGH				HIGH

**RISK BREAKDOWN**

CURRENT:					FUTURE:				
1-Verylow	2-Low	3-Medium	4-High	5-Veryhigh	1-Verylow	2-Low	3-Medium	4-High	5-Veryhigh
0	0	0	0	0	0	2	7	0	9

Description of the risk / Hazard / Challenge	Who is at risk of harm?	How would these people be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please provide a CURRENT risk level (1-5)			OVERALL CURRENT risk level (1-5) (in automatic)	What EXISTING actions will you take to control / mitigate this risk?	Following completion of further actions, please provide a FUTURE risk level (1-5)			OVERALL FUTURE risk level (1-5) (in automatic)	Assigned person to complete further actions	Planned / Actual completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support	Updated Guidance			
				Overall Current Severity of Risk (1-5)	Overall Future Severity of Risk (1-5)	Overall Future Severity of Risk (1-5)															
Full contact and contact with close persons (staff, visitors, other staff, etc.)	Staff and children	contaminating/leading to illness	Full contact and contact with close persons (staff, visitors, other staff, etc.)	1	High	1	Very High	HIGH	Full contact and contact with close persons (staff, visitors, other staff, etc.)	1	Very High	1	Very High	High	Daily	Active	Children in high school up to secondary level are at most risk. To be monitored by HLT or other. Also to be monitored by the head teacher. HLT can update the levels for children to use. Care in Long Likelihood and High are below national average.	National guidance	<a href="#">Coronavirus (COVID-19) guidance for full contact</a>	4.11.20	
Hand hygiene (hand washing, hand sanitiser, etc.)	Staff and children	contaminating/leading to illness	Hand hygiene (hand washing, hand sanitiser, etc.)	1	Medium	1	Very High	HIGH	Hand hygiene (hand washing, hand sanitiser, etc.)	1	Medium	1	Very High	High	18/06/2020	Daily	Active	All staff have PPE in Crab Bag. If PPE is used, it needs to be reported at the end of the day to the HLT.	National guidance	<a href="#">Coronavirus (COVID-19) guidance for hand hygiene</a>	
Number of staff begins to show symptoms when in school (high and/or medium temperature)	Staff and children	contaminating/leading to illness	Number of staff begins to show symptoms when in school (high and/or medium temperature)	1	High	1	Very High	HIGH	Number of staff begins to show symptoms when in school (high and/or medium temperature)	1	Medium	1	Very High	High	Daily	Active	Staff with symptoms should not attend work. This may cause staff shortage when the school about will need to be managed. Continue to base with the HLT and support with this.	National guidance	<a href="#">Coronavirus (COVID-19) guidance for staff</a>		
Staff shortages as a result of staff self-isolating	Staff and children	contaminating/leading to illness	Staff shortages as a result of staff self-isolating	1	High	1	Very High	HIGH	Staff shortages as a result of staff self-isolating	1	Medium	1	Very High	High	Daily	Active	Staff with symptoms should not attend work. This may cause staff shortage when the school about will need to be managed. Continue to base with the HLT and support with this.	National guidance	<a href="#">Coronavirus (COVID-19) guidance for staff</a>		
Test and trace	Parents, Children, staff, visitors	contaminating/leading to illness	Test and trace	2	Medium	1	Very High	HIGH	Test and trace	2	Medium	1	Very High	Medium	Daily	Active	Test and trace	National guidance	<a href="#">Coronavirus (COVID-19) guidance for test and trace</a>		
What do we know about the symptoms of COVID-19?	Parents, Children, staff, visitors	contaminating/leading to illness	What do we know about the symptoms of COVID-19?	1	Medium	1	Very High	HIGH	What do we know about the symptoms of COVID-19?	1	Medium	1	Very High	High	Daily	Active	What do we know about the symptoms of COVID-19?	National guidance	<a href="#">Coronavirus (COVID-19) guidance for symptoms</a>		
Multiple equipment cases or increased cases	Parents, Children, staff, visitors	contaminating/leading to illness	Multiple equipment cases or increased cases	1	Medium	1	Very High	HIGH	Multiple equipment cases or increased cases	1	Medium	1	Very High	High	Daily	Active	Multiple equipment cases or increased cases	National guidance	<a href="#">Coronavirus (COVID-19) guidance for multiple equipment cases</a>		
What is a bubble class?	Parents, Children, staff, visitors	contaminating/leading to illness	What is a bubble class?	2	Medium	1	Very High	HIGH	What is a bubble class?	2	Low	1	Very High	Medium	Daily	Active	What is a bubble class?	National guidance	<a href="#">Coronavirus (COVID-19) guidance for bubble classes</a>		
Outbreak in local area	Parents, Children, staff, visitors	contaminating/leading to illness	Outbreak in local area	1	Medium	1	Very High	HIGH	Outbreak in local area	2	Low	1	Very High	Medium	Daily	Active	Outbreak in local area	National guidance	<a href="#">Coronavirus (COVID-19) guidance for local area outbreaks</a>		

END OF TABLE - DO NOT ENTER INFO BELOW HERE



9 - Finance

NOTES

- All pre-populated risk / solution are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk Breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
0	4	0	9.75
<b>MEDIUM</b>			
FUTURE:			
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
2	2	0	5.75
<b>MEDIUM</b>			

RISK BREAKDOWN

CURRENT:					
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High	Overall
0	0	4	0	0	0
0	0	3	1	0	0
FUTURE:					
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High	Overall
0	3	1	0	0	0
0	2	2	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would those groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, what is the CURRENT level (1-5) Likelihood / prevalence of risk / Severity of Risk if it occurs			What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXISTED risk level (1-5) Likelihood / prevalence of risk / Severity of Risk if it occurs			Assigned / planned to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				OVERALL CURRENT RISK level 1 - 25 (this automatically)	LOW (1-4)	MEDIUM (5-12)		HIGH (13-25)	OVERALL FUTURE RISK level 1 - 25 (this automatically)	LOW (1-4)					
The budget for 2023/2024 has not been set because the Finance Committee has been unable to agree.	staff, children	not having correctly allocated resources to meet the needs of the school	governing bodies to arrange virtual meetings so that quorate meetings can be arranged	3 - Medium	4 - High	MEDIUM	Governing bodies to arrange virtual meetings so that quorate meetings can be arranged. Budget agreed virtually. Budget for 2023/22 being set virtually with support from WCC Finance.	2 - Low	3 - Medium	MEDIUM	Headteacher/SBM	Sep-20	Amber	Budget set and submitted June 2020. WCC supporting the school with monitoring the budget and ensuring there is not an overspend where possible.	Submission to budget setting deadline confirmed by WCC.
Calculated tips need to be reflected in the recruitment companies have not yet issued offers.	staff, children	not having correctly allocated resources to meet the needs of the school	Reimburse the money to families as they may be in financial difficulty and the staff maintain positive relationships (the school should be able to secure referrals in the long term)	3 - Medium	3 - Medium	MEDIUM	Reimburse the money to families as they may be in financial difficulty and this will maintain positive relationships (the school should be able to secure referrals in the long term). May be able to secure insurance for Ringwood (once received). No staff have been reported for this. Leadership sign.	2 - Low	2 - Low	LOW	SBM	Sep-20	Green	Referrals or families undertaken. Meeting referrals to school from coach and trip bookings.	
Reimbursement of COVID-related costs.	Staff, children, budget	not having correctly allocated resources to meet the needs of the school	School keeping notes of additional costs incurred by C19. Government provided reimbursement for costs incurred.	3 - Medium	3 - Medium	MEDIUM	Schools should use their existing resources to make arrangements to welcome all students back. Teachers to plan in advance to minimise additional costs incurred as part of that process. The deadline to apply for the provider relief scheme (July - October 2020) is Thursday 9 July. All costs recovered for first lockdown. Additional supply/cover costs being incurred for additional staffing staff from September 2021. Lockdown costs being kept noted.	3 - Medium	3 - Medium	MEDIUM	SBM	Jul-20	Amber	C19 reimbursement process under way.	Continued COVID-19 reducing business on educational and care settings.
Governors unaware of potential impact of full time attendance in September on 2023/2024 budget.	Staff, children, budget	not having correctly allocated resources to meet the needs of the school	School keeping note of additional costs incurred by C19. Government provided reimbursement for costs incurred.	3 - Medium	3 - Medium	MEDIUM	C19 to inform governors. SBM will be monitoring costs. C19 to copy from September. Finance governors, LA Finance Officer and relevant staff to include potential rise costs in Budget Control System 2022. Please meeting with WCC to be held. Additional costs seen for C19 children through supply due to C19 children present and unable to move staff around school (cross subsidy) as we would normally do.	2 - Low	2 - Low	LOW	SBM	Jul-20	Green	C19 reimbursement process under way.	

SCHOOLS AND SETTINGS - Reset and Recovery Risk Assessment



10 - Building Work & Logistics

- NOTES**
- All pre-populated risks/ actions are suggestions only. Please amend/ add for your setting
  - All identified risks must have Current and Future risk scores completed
  - Do not delete data in columns for Risk Score or Formulae
  - Do not add rows as the formulae will not be included
  - Do not enter any information below the bottom of the table
  - There are blank cells added at the bottom to add additional risks in
  - The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
  - The Risk Breakdown analysis provides a count of all individual risk likelihood/ severity scores currently and following mitigating actions

**RISK OVERALL**

CURRENT:		FUTURE:		OVERALL	
LOW (1-4)	Medium (5-12)	High (13-20)	LOW (1-4)	Medium (5-12)	High (13-20)
6	0	0	6	0	0
<b>3.00</b>					
LOW					

  

CURRENT:		FUTURE:		OVERALL	
LOW (1-4)	Medium (5-12)	High (13-20)	LOW (1-4)	Medium (5-12)	High (13-20)
4	2	0	4	2	0
<b>5.17</b>					
MEDIUM					

**RISK BREAKDOWN**

Likelihood	CURRENT:				
	1-Very Low	2-Low	3-Medium	4-High	5-Very High
Severity	2	4	0	0	0
	2	4	0	0	0

  

Likelihood	FUTURE:				
	1-Very Low	2-Low	3-Medium	4-High	5-Very High
Severity	1	4	1	0	0
	1	3	1	1	0

Description of the risk / hazard / challenge	Who is at risk of harm?	How would this impact the business?	What existing controls or mitigations are in place today?	CURRENT RISK LEVEL (1-5)		FORMULA: Don't delete	Overall Current Risk Level (1-20) automatically	What future actions will you take to control / mitigate the risk?	FUTURE RISK LEVEL (1-5)		FORMULA: Don't delete	Overall Future Risk Level (1-20) automatically	Assigned person to complete further actions	Planned / Actual Completion date	RAC Status of further actions	Comments / Notes	Links to relevant guidance / documents / sources of support	Updated guidance	Updated date
				Likelihood	Severity of risk				Likelihood	Severity of risk									
Accommodating engaged cars and trucks. Reduced public transport capacity / increased congestion	Children, staff, parents	Children, staff, parents could get on school site late	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW	SLT	1st Sep 2020	Green				
Construction work on building and maintenance	Children, staff, parents	Children, staff, parents could get on school site late	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW	SLT/MAP	1st Sep 2020	Amber	All actions will be planned by a member of school staff, who will liaise with the contractor to ensure any work done at the school, and will not impact on any other work. An action will go to the school using recovery teams.			
Caterers/garden	Children on school site	Children on school site could get on school site late	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW	SLT	1st Sep 2020	Amber	Actions to provide full protection for Reception children for first half year. All logs will be provided for to be used in the classroom. All other staff will be instructed to use in parallel with the first half year.			
Delivery equipment	Children on school site	Children on school site could get on school site late	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW	Children with no transport have to get on site early to ensure they have enough time to get on site safely. Check in early site which identifies the location of the cars and trucks. Have some supervision or assistance and parking for when cars arrive. Have some supervision or assistance for when cars arrive. Have some supervision or assistance for when cars arrive.	2 - Low	2 - Low	4	LOW							
Education events	Staff, children, parents	Staff, children, parents could get on school site late	Staff, children, parents could get on school site late	1 - Very Low	1 - Very Low	1	LOW	Staff, children, parents could get on school site late	1 - Very Low	1 - Very Low	1	LOW	SLT/MAP	1st Aug 2020	Green	High in first half year will be cancelled in favour of school staff maintaining an essential workforce and having gaps of the school.			
Uniform	Staff, children, parents	Staff, children, parents could get on school site late	Staff, children, parents could get on school site late	2 - Low	2 - Low	4	LOW	Staff, children, parents could get on school site late	2 - Low	2 - Low	4	LOW	All Teachers	1st Aug 2020	Green				
Workshop equipment - repairs and other school code	Children, parents, staff	Children, parents, staff could get on school site late	Children, parents, staff could get on school site late	1 - Very Low	1 - Very Low	1	LOW	Children, parents, staff could get on school site late	1 - Very Low	1 - Very Low	1	MEDIUM	SLT	1st Aug 2020	Amber	SLT, RAC will not be at school on the playground gate. This will be the gate. Parents have been informed of this. Links will be provided to all staff in the office (RAC) for an issue related to the gate.			

END OF TABLE - DO NOT ENTER INFO BELOW HERE

**SCHOOLS AND SETTINGS - Reset and Recovery**  
Risk Assessment



SUPPORTING GUIDANCE DOCUMENTS AND LINKS



SCHOOLS AND SETTINGS - Reset and Recovery  
Risk Assessment



11 - Recruitment & Staffing

NOTES

- All pre-proposed risks / solutions are suggestions only. These are not valid for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns or rows as these are formulas
- Do not add rows as this formula will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a score of overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores
- Currently and following mitigating actions

CURRENT: RISK OVERALL			
LOW (1-4)	MEDIUM (5-12)	HIGH (13-20)	OVERALL
3	7	1	8.09 MEDIUM

  

FUTURE: RISK OVERALL			
LOW (1-4)	MEDIUM (5-12)	HIGH (13-20)	OVERALL
2	8	1	7.45 MEDIUM

CURRENT: RISK BREAKDOWN					
Likelihood	Severity				
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
2	3	6	0	0	0
1	1	5	2	2	2

  

FUTURE: RISK BREAKDOWN					
Likelihood	Severity				
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
1	7	3	0	0	0
1	1	5	3	3	1

Description of the risk / hazard / Challenge	Who is at risk of harm?	How would these groups be harmed?	What existing controls or mitigations are in place today?	Considering existing controls / mitigations, what is the CURRENT Risk Level (1-5)			FORMULAS: Don't delete	What further actions will you take to control / mitigate the risk?	Following completion of further actions, what is the FUTURE Risk Level (1-5)		Assigned person to complete further actions	Planned / Actual completion date	RAG-Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurrence	Severity of risk (if it occurs)	OVERALL CURRENT risk level (1-25 Risk automatically)			Likelihood / prevalence of risk occurrence	Severity of risk (if it occurs)					
New staff need to be recruited for September/October this year	Staff, children	Self-quarantine procedures may not be followed in the usual way. Increased absence. Absence may reduce the number of staff available to deliver the curriculum. Governors involved in recruitment process.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	2 - Medium	3 - Medium	MEDIUM	2 - Low	3 - Medium	MEDIUM	SLT	Jul-20	Amber	1 staff recruited during the summer 2020 term ready for September 2021	<a href="https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses">https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses</a>	
Staff induction including NCR	Staff, children	Self-quarantine procedures may not be followed in the usual way. Increased absence. Absence may reduce the number of staff available to deliver the curriculum. Governors involved in recruitment process.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	2 - Low	2 - Low	LOW	2 - Low	2 - Low	LOW	SLT	Sep-20	Green			
NCR support	Staff, children	NCR may be hard at a discharging, turning negative impact on the staff or teaching team.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	3 - Medium	3 - Medium	MEDIUM	2 - Low	3 - Medium	MEDIUM	SLT Mrs Barton	2020-21	Amber		<a href="https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses">https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses</a>	
Staff who are clinically vulnerable or previously shielding	Staff	High anxiety with returning to work, possible illness.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	3 - Medium	3 - Medium	MEDIUM	3 - Medium	4 - High	MEDIUM	SLT	Sep-20	Amber	Risk Assessments to be reviewed over the summer 2021 to ensure a 100% for September.	<a href="https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses">https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses</a>	
Staff with significant risk factors such as asthma, diabetes, BMBS community member	Staff	Higher risk of contracting COVID-19.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	3 - Medium	5 - Very High	HIGH	3 - Medium	5 - Very High	HIGH	SLT	Sep-20	Red		<a href="https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses">https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses</a>	
Staff member health and wellbeing	Staff	Staff member health and wellbeing.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	3 - Medium	4 - High	MEDIUM	3 - Medium	3 - High	MEDIUM	SLT	Aut-20	Amber		<a href="https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses">https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses</a>	
Staff employment, teachers and teaching assistants	Staff, children	Contracting / meeting C19	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	2 - Low	5 - Very High	MEDIUM	2 - Low	3 - Medium	MEDIUM	SLT all staff meeting bubble, all staff meeting maintaining their bubble	Aut-20	Amber		<a href="https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses">https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses</a>	
Supply and temporary staff	Children, staff	Steps in learning, social and emotional wellbeing, receiving an unfamiliar classroom environment/learning/working in a different classroom/working in a different classroom/working in a different classroom/working in a different classroom.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	1 - Very Low	3 - Medium	LOW	2 - Low	3 - Medium	MEDIUM	SLT	Aut-20	Amber	Where possible, staff absence will be covered internally.		
IT/cookies	Staff, children	School Direct Students may be part of a discharging, turning negative impact on the staff or teaching team.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	3 - Medium	3 - Medium	MEDIUM	2 - Low	3 - Medium	MEDIUM	SLT Mrs Barton	2020-21	Amber	Working with Airwatch Teaching School IT/IT support		
Annual leave	Staff	Staff may need additional leave due to quarantine, or may not be able to take annual leave as planned during summer term.	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	2 - Low	4 - High	MEDIUM	2 - Low	4 - High	MEDIUM	Headteacher	Sep-20	Amber	No staff on reduced C19 holiday requiring quarantine. Additional quarantine for travelling from Spain introduced July 2020.	<a href="https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses">https://www.gov.uk/government/coronavirus/coronavirus-guidance-for-businesses</a>	
Infectious	Staff, children	Contaminating / meeting C19	Consideration of existing controls / mitigations: Staff induction including NCR, NCR support, Staff who are clinically vulnerable or previously shielding, Staff with significant risk factors such as asthma, diabetes, BMBS community member	1 - Very Low	1 - Very Low	LOW	1 - Very Low	1 - Very Low	LOW	Headteacher	Oct-20	Green			

END OF TABLE - DO NOT ENTER INFO BELOW HERE



**SCHOOLS AND SETTINGS - Reset and Recovery**  
Risk Assessment



**12 - Miscellaneous**

**NOTES**

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns C or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks
- The Overall risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk Breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

CURRENT:			RISK OVERALL		
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL		
4	2	5	4.91 MEDIUM		
FUTURE:			RISK OVERALL		
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL		
9	2	0	4.91 MEDIUM		

CURRENT:					
5 - Very Low	4 - Low	3 - Medium	2 - High	1 - Very High	0
2	4	0	5	0	
2	2	1	6	0	
FUTURE:					
5 - Very Low	4 - Low	3 - Medium	2 - High	1 - Very High	0
0	10	1	0	0	
0	9	1	1	0	

**Formulas Don't Hide**

**Formulas Don't Hide**

Description of the risk / nature of Challenge	Who is at risk of harm?	How would this present to harm?	What <b>EXISTING</b> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk level (1-5)	OVERALL CURRENT Risk level (1-25 (this is automatic))	What <b>EXISTING</b> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate FUTURE risk level (1-5)	OVERALL FUTURE Risk level (1-25 (this is automatic))	Assigned priority for complete further actions	Planned / Actual Completion date	RAG Status of further actions	Comments / Notes	Links to relevant guidance / documents / sources of support	Updated Guidance	
															Likelihood / prevalence of risk occurring
Wipe around entrance - chairs etc	Children, parents, who attend staff	Contamination of children, isolation of their school building.	Wipe around is currently done. No additional staff can be seen. Reported for the third school day.	1 - Very low	1 - Very low	LOW	We are looking to amend the current Health Protection (Coronavirus) (Prevention of Spread) Regulations 2020. We intend to review to ensure space for both outside and indoor provision from 8 July, provided that they follow the protection measures set out in the guidance. They must follow the guidance set out in the protection measures for all of school settings using the measures (COVID-19) guidance. Staff will monitor the situation and will work with the school after the great hall phase. Staff will have the right to stop the school from being open. Staff will have their own procedures in place for social distancing and other measures. Staff will have children at all times and have staff office in school. Staff will have children at all times. Staff will have staff office in school. Staff will have children at all times. Staff will have staff office in school.	1 - Medium	1 - High	MEDIUM	9/7	9/10	Red	<a href="#">National guidance - Protective measures for all school settings</a> <a href="#">Public Health England - COVID-19: School settings</a> <a href="#">Public Health England - COVID-19: School settings</a>	<a href="#">Public Health England - COVID-19: School settings</a> <a href="#">Public Health England - COVID-19: School settings</a>
Address of support and guidance for staff (group of staff) visit at the school	Children	Addressing of learning gaps, needs not being met	Assess the likelihood of your school receiving new pupils from these categories. Review the likelihood of your school receiving new pupils from these categories. Review the likelihood of your school receiving new pupils from these categories. Review the likelihood of your school receiving new pupils from these categories.	2 - Low	2 - Low	LOW	Review the likelihood of your school receiving new pupils from these categories. Review the likelihood of your school receiving new pupils from these categories. Review the likelihood of your school receiving new pupils from these categories. Review the likelihood of your school receiving new pupils from these categories.	2 - Low	2 - Low	LOW	9/20/21	9/10	Green	<a href="#">Local guidance from community</a> <a href="#">Public health guidance</a>	
Staff working applications	Staff	Staff working applications	Staff working applications	2 - Low	2 - Medium	MEDIUM	Staff working applications	2 - Low	2 - Medium	LOW	9/20/21	Return 1/2021	Amber	Public health guidance School nurse contact?	
Admission may be subject to support from the responsible bodies, including education or communication with parents	Parents, parents, children, staff	Admission may be subject to support from the responsible bodies, including education or communication with parents	Admission may be subject to support from the responsible bodies, including education or communication with parents	2 - Low	2 - Low	LOW	Admission may be subject to support from the responsible bodies, including education or communication with parents	2 - Low	2 - Low	LOW	9/20/21	Return 1/2021	Green	Not all government approved only on school site. Meeting dates with parents may vary to be held virtually where possible. Policies updated for Sept 2020.	Local and national guidance from Governor support review and the risk.
Admission - some parents may request to take their child's place in Reception until the following year	Children, parents, staff	Admission - some parents may request to take their child's place in Reception until the following year	Admission - some parents may request to take their child's place in Reception until the following year	2 - Low	4 - High	MEDIUM	Admission - some parents may request to take their child's place in Reception until the following year	2 - Low	1 - Medium	MEDIUM	9/7	Return 1/2021	Amber	He requires to define a place at present, but will continue to monitor.	Local guidance - admission and appeals team
Will Official inspections begin in schools in schools' return?	Staff	Will Official inspections begin in schools in schools' return?	Will Official inspections begin in schools in schools' return?	1 - Very low	1 - Very low	LOW	Will Official inspections begin in schools in schools' return?	1 - Low	2 - Low	LOW	9/20/21	Weekly	Green	Ready to staff to be monitored, refer to OI health availability of staff. Working group shared with all staff and engaged in support area of the school.	<a href="#">School arrangements (COVID-19) - Public Health England</a>
Staff not maintaining good hygiene when returning to school	Staff	Staff not maintaining good hygiene when returning to school	Staff not maintaining good hygiene when returning to school	2 - High	4 - High	HIGH	Staff not maintaining good hygiene when returning to school	2 - Low	2 - High	LOW	Head Teacher and School Care Coordinator	9/10/21	Green		
Staff are not wearing masks	Staff	Staff are not wearing masks	Staff are not wearing masks	2 - High	4 - High	HIGH	Staff are not wearing masks	2 - Low	2 - High	LOW	Head Teacher and School Care Coordinator	Jan 21	Green		
Use staff training implications	Staff	Use staff training implications	Use staff training implications	2 - High	4 - High	HIGH	Use staff training implications	2 - Low	2 - High	LOW	Head Teacher and School Care Coordinator	9/20/21	Green	Refer to staff training implications for full information.	
Staff fail to report tests	Staff and children	Staff fail to report tests	Staff fail to report tests	2 - High	4 - High	HIGH	Staff fail to report tests	2 - Low	2 - High	LOW	Head Teacher and School Care Coordinator	9/10/21	Green		
Lower number of staff absent in the school	Staff	Lower number of staff absent in the school	Lower number of staff absent in the school	2 - High	4 - High	HIGH	Lower number of staff absent in the school	2 - Low	2 - High	LOW	Head Teacher and School Care Coordinator	9/10/21	Green		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

SCHOOLS AND SETTINGS - Reset and Recovery  
Risk Assessment



13 - Additional

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
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- There are blank rows added at the bottom to add additional risks
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

**RISK OVERALL**

CURRENT:			OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	9.25
1	2	1	MEDIUM

  

FUTURE:			OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	5.25
3	1	0	MEDIUM

**RISK BREAKDOWN**

Likelihood	CURRENT:				
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
Severity	1	0	3	0	0
	1	0	1	1	1

  

Likelihood	FUTURE:				
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
Severity	1	2	1	0	0
	1	2	0	1	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please provide CURRENT Risk Level (1-5)		OVERALL CURRENT risk level (1-25) (Mts automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1-5)		OVERALL FUTURE risk level (1-25) (Mts automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Heat affecting children and staff	Children and staff	Sun burn when outside, heat reactions, overheating	Parental parents to ensure children bring a risk apply sunscreen prior to coming to school and for parents to continue to provide a water bottle. If in staff control of being hot, they should consider a cooler part of the building. Plenty of water is available. Staff should inform SLT immediately if they or a child feel unwell	3 - Medium	4 - High	MEDIUM	Parental parents that in the weather is hot, children will be outside where possible and will therefore need sunscreen. Windows must remain open at times to aid ventilation. Temperatures in classrooms and office may lower. Rooms that have no windows may be used only when absolutely necessary, and the door must remain open. Time of day temperature	2 - Low	2 - Low	LOW	Class Teachers	Daily	Amber		
Risk Page	Children, staff and parents/visitors	Spreading C19 around school resulting in bubble or whole school closure due to an increase in positive cases on school site, the school may lack leadership and be unable to function	Back Page to be undertaken virtually this academic year	1 - Very low	1 - Very low	LOW	Parents/visitors to be given access to the back page online, order forms sent out electronically. No cash to be received by the school - only electronic payments due to the back page provider. Completed Dec 2020	1 - Very low	1 - Very low	LOW	Mr Wade	Dec 20	Green		
SLT working due to exposure to C19	SLT, children, visitors, other staff	Spreading C19 around school resulting in bubble or whole school closure due to an increase in positive cases on school site, the school may lack leadership and be unable to function	All meetings are virtual where possible, SLT limiting movement around school to 'essential' only, limiting number of people in office/meeting spaces, communication via teams, phone or mobile tablet, sanitising hands before/after using office spaces/attending one to one meetings	3 - Medium	5 - Very high	HIGH	Leadership Team B identified in the event that SLT are unable to work on site. Leadership Team B will be assisted by SLT remotely if SLT are well enough to do so to enable the school to continue to function effectively. At least 1 member of LMT/SLT on site every day. LMT up-to-date with MHO of the school. SLT completed by phone call on school site	3 - Medium	4 - High	MEDIUM	SLT and LMT	Nov-20	Amber		
Admin isolation due to exposure to C19	Admin team, children, visitors, other staff	Spreading C19 around school resulting in bubble or whole school closure due to an increase in positive cases on school site	Limiting the traffic into the main office (both staff and visitor). Communication with admin team via phone, email, mobile tablet. Admin team use visors and gloves to receive and distribute deliveries. No parents are entering the school building at present, and few children have significantly reduced. Majority of external communication is via telephone or email	3 - Medium	3 - Medium	MEDIUM	Admin Team B identified in the event that Admin are unable to work on site. All Admin staff can already work remotely if needed (therefore Admin B would be for answering calls and general back of house support). Site for parents/visit deliveries left outside the entrance doors for drop and go deliveries (including parcels). Reminder to parents regarding access to main office via phone and email. Regular updates on school news letter and social media/whatsapp/app. During lockdown 3, admin on site to work from home for part of the week.	2 - Low	2 - Low	LOW	SLT and Admin	Nov-20	Amber		
END OF TABLE - DO NOT ENTER INFO BELOW HERE															