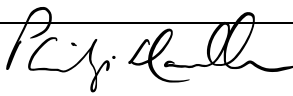


Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that The Telford Park School does not comply with the DfE's "Schools covid-19 operational guidance" from 19 July 2021	Medium	See Key Risk assessments below	Low		 24 August 2021

Key Risks	Assessed risk if no actions taken	Requirement	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
1. Risk that individuals in school do not practice good respiratory hygiene	Medium	Must	See Individual risk assessments below	Low	Infection control measures are updated in line with new DfE guidance if/when published.
2. Risk that the cleaning regime in school is not in line with DfE guidance	Medium	Must	See Individual risk assessments below	Low	
3. Risk that occupied spaces are not kept well ventilated	Medium	Must	See Individual risk assessments below	Low	
4. Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Medium	Must	See Individual risk assessments below	Low	
5. Risk that school does not have an Outbreak Management Plan that complies with public health guidelines and the contingency framework	High	Should	See Individual risk assessments below	Low	Outbreak management plan is updated in line with new DfE guidance.

Key risk 1: Risk that individuals in school do not practice good respiratory hygiene including handwashing				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	All classrooms, open spaces and offices will have disposable tissues and lidded bins operated by a foot pedal. The facilities manager will monitor stock levels.	Low	
Facilities for handwashing/sanitising are not in place	Medium	The school has handwashing facilities in all toilet areas. Handwashing guidance is visible in all toilet and kitchen areas. Hand sanitising stations are available outside every classroom/office area and more frequently in social spaces. They are also available at communal touch points such as signing in screens.	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Expectations have been shared with pupils, staff, and visitors. Guidance highlighted the importance of this requirement before 19 th July 2021. Posters to reinforce the correct techniques will be displayed at sink areas (all posters to be laminated so they can be wiped clean). The behaviour policy has been adapted to address any deliberate pupil behaviour that ignores such hygiene rules.	Low	

Key risk 2: Risk that the cleaning regime in school is not in line with DfE guidance

Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Regular cleaning in line with PHE guidance is not in place	Medium	<p>Cleaning staff will receive training in this via their management team.</p> <p>Cleaning is in line with PHE guidance.</p> <p>We will implement a cleaning log to track cleaning frequency for bathrooms.</p> <p>Daily and safe removal and disposal of rubbish.</p> <p>Frequently touched surfaces will be cleaned more than normal, particularly those in open areas that will be accessed by more than one bubble for example the canteen and open Science area (canteen 2).</p> <p>We will purchase additional standard cleaning material where needed.</p>	Low	<p>Cleaning staff will be trained in any updates to the PHE guidance.</p> <p>New staff will be trained prior to starting.</p>

Key risk 3: Risk that occupied spaces are not kept well ventilated

Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
School is not kept well ventilated in line with HSE guidance .	Medium	<p>All windows are opened by the cleaning/site team before and after school.</p> <p>Rooms without windows have built in ventilation. Adjustments have been made by our contractors to ensure optimal compliance with HSE guidance.</p> <p>To further enhance our mechanical ventilation system, natural ventilation should continue to be increased where possible. Windows should be opened where there can be, in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air, providing they are not fire doors.</p>	Low	

Key risk 4: Risk that school does not follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance	High	<p>Clear communication with visitors, staff and parents/carers referencing the guidance.</p> <p>Risk adverse culture of vigilance for signs/symptoms which includes referencing all pupils and staff who are unwell to not attend school and to be tested.</p> <p>Use of the CAT ready reckoner for both staff and pupils to ascertain who should not attend (ongoing communication via telephone).</p> <p>Record of isolation periods for pupils via Bromcom/centrally stored spreadsheet.</p> <p>Record of isolation periods for staff kept by Deputy Headteacher staff.</p> <p>Consistent questions for absent staff, pupils and visitors.</p> <p>Health check on signing in screen.</p> <p>Visits to school including those by parents and carers and visiting professionals should be by appointment only.</p> <p>Parents should not approach staff when dropping off their children.</p>	Low	<p>Updated ready reckoners are issued to staff, parents, carers and pupils when received.</p> <p>Updated guidance will be shared with parents, carers and staff before pupils before the end of term.</p>
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	<p>All staff are trained in the school guidance to ensure any potential cases are dealt with in line with DfE guidance.</p> <p>Any suspected cases must be reported to SLT immediately who will ensure the correct procedures are followed.</p>	Low	
Staff and secondary pupils do not continue to carry out voluntary term-time twice weekly lateral flow device tests and report results.	Medium	<p>The school follows government guidance when engaging with the asymptomatic testing programme.</p> <p>Pupils (where consent has been achieved) will be offered two LFD tests on their return to school via a staggered start programme allowing adequate time for the testing procedure.</p> <p>Both tests are planned to take place 3-5 days apart.</p> <p>Following test two pupils will be issued with additional test kits to self-test at home, twice a week.</p>	Low	

		<p>Staff will be reminded to self-test before and during summer school and before returning to school in September. Staff will also test twice a week at home.</p> <p>Regular reminders are sent to parents and carers with an easy access online form to provide consent.</p> <p>This process will be reviewed at the end of September in line with government guidance.</p>		
Staff or pupils with a positive lateral flow device test result do not self-isolate and follow up with a confirmatory PCR test.	Medium	<p>The CAT ready reckoner for pupils/staff has been included in the school's guidance for staff.</p> <p>Communication with staff will reemphasise this</p> <p>Home testing results are submitted via an easy access Microsoft form by both pupils and staff. When a positive result is received the Headteacher and Business manager receive a notification and then action the appropriate steps as per government guidance including recommending a PCR test.</p> <p>This will be reinforced via follow up phone calls from the attendance team and pastoral staff.</p> <p>The link to book a test is referenced in the schools guidance for parents, carers, pupils and staff.</p> <p>All stakeholders are familiar with and follow this process with regular reminders being issued by school.</p>	Low	

Key risk 5: Risk that school does not have an Outbreak Management Plan that complies with public health guidelines				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Outbreak Management Plan in line with contingency framework is not in place for occasions where school has several confirmed cases within a 14 day period	High	<p>SLT & site staff are briefed on the Outbreak Management Plan and all hold electronic and physical copies.</p> <p>Regular review of process contained within the outbreak management plan.</p> <p>Daily stock check to ensure adequate PPE & cleaning supplies to meet demand of outbreak management plan. Suppliers in place for quick turnaround on PPE & material orders as required.</p> <p>Cleaning management provider is briefed on the Outbreak Management Plan and understands the enhanced cleaning requirements within.</p>	Low	
Outbreak Management Plan does not include possibility of re-introducing “bubbles”	Medium	Reintroduction of bubbles noted within Outbreak Management Plan to help contain the spread of the virus. Staff briefed on bubble process within the Outbreak Management Plan	Low	
Outbreak Management Plan does not include possibility of re-introducing the safe wearing of facemasks	Medium	Adequate supply of face masks in stock to enable the agile movement to an environment where facemasks are mandatory – exemption lanyards will be in place where necessary.	Low	
For Secondary Schools Outbreak Management plan does not include possibility of reintroducing Asymptomatic Testing Sites	Medium	<p>Outbreak management plan is inclusive of reintroduction of asymptomatic test site if necessary. Site staff briefed and experienced in 24 hour set up of asymptomatic test site.</p> <p>Relevant staff trained on test procedure via the NHS COVID-19 training suite.</p>	Low	

		Stock held by school for movement to asymptomatic test site inclusive of furniture, timing devices, PPE & lateral flow test kits.		
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Resources

Government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

Risk matrix:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH