

The following template has been designed as a guide and will need to be completed and adapted to local context.




Key to Residual Risk Assessment


	The residual risk is unacceptable. Further action must be taken to mitigate the risk	As per normal procedures, Headteachers will retain overall responsibility for risk assessment. It is expected that other members of staff will engage in the risk assessment process. All staff must understand the mitigations in place. Please engage with the school Health and Safety rep.
	The residual risk is high, other mitigation should be considered if possible	
	The residual risk is moderate.	
	There is low residual risk.	

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5


School Name: St Matthias Primary School




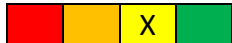
1. START OF THE DAY AND END OF THE DAY



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Parents	Parent contact with pupils and staff	<ul style="list-style-type: none"> • Communication to parents to ask only one parent to accompany pupil to school • Allocated entrances • Communication to parents re protocols via text / on website with link to Google Translate • Parents not to gather at school gate • Information to parents eg use of public transport, handwashing and social distancing • Encourage families to walk or cycle to school • A member of SLT present at drop off on main gate to encourage movement and share messages in person 	Lucy Blewett	<p>Please assess the residual risk.</p> 
Drop off	Social distancing on drop off	<ul style="list-style-type: none"> • Graduated start time from 8:30-9:00 at 5 different entrances • Each gate will be have a ta/teacher welcoming and reinforcing social distancing. Children will then be escorted by TA to their classroom. • Pupils who arrive late will wait under the shelter to be escorted to class by SLT, observing social distancing. • Markings at school entrance (2 metres) • Signage- to include FAQs and directing parents to guidance on website • Staff presence at drop off • Communications to parents – via email / on website with link to Google Translate 	Alice Martin to rota daily member of leadership at main gate and teachers on individual gates	<p>Please assess the residual risk.</p> 
Pick up	Social distancing on collection	<ul style="list-style-type: none"> • Graduated collection times between 3:00 and 3:30 from five different gates around the school to ensure distancing • Allocated collection points- children to line up 2ms • No adults that are collecting children will be allowed on site • Markings at school entrance • Signage • Staff presence at collection • Communications to parents – via text / on website with link to Google Translate 	Lucy Blewett to rota member of leadership to be present at the gate All bubble staff to supervise collection	<p>Please assess the residual risk.</p> 

Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class Mixed messages avoided	<ul style="list-style-type: none"> Weekly briefings to all staff- Monday 3:45 (via teams) Daily pupil briefings at start of day from teacher / bubble leader Messaging to parents - via text / on website with link to Google Translate Markings on floors and signage Enhanced Staff presence / vigilance during the period of transition Scripted reminders with all staff using the same language e.g. thank you for remembering one person in the toilets at once 	Lucy Blewett Alice Martin Kelly Durcan	Please assess the residual risk. 
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2. IN CLASS/LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Classroom	Observing social distancing	<ul style="list-style-type: none"> Emails to remind staff of requirements Signage Positioning of tables Positioning of staff Use of bubbles model Visual map/route for classes of their route to be displayed clearly in the classroom so that all children are clear of how their bubble will move around the school Storage of coats and bags on designated pegs (distanced) not to be placed on backs of chairs are chairs will be cleaned throughout day Water bottles to be brought from home and kept on tables with child Class sizes capped at 15, smaller numbers to be considered Bubbles distanced across the school building to ensure no crossing of bubbles Pupils to mark their own work under guidance from teacher. Outdoor learning taking place with cross bubble staff i.e. PE coach to always maintain 2m from all staff and children. First aid or contact with child to be made by teaching assistant assigned to bubble 	Lucy Blewett Premises Manager	Please assess the residual risk. 
Classroom	Children requiring additional support	<ul style="list-style-type: none"> Specific staff assignment with plan for absence Clear shared expectations about the nature of support Staff PPE if appropriate with plan to ensure that replenishment is timely 	Kelly Durcan	Please assess the residual risk.

		<ul style="list-style-type: none"> • Staff briefing 		
Classroom	Children leaving the classroom	<ul style="list-style-type: none"> • Additional adult in bubble to escort pupils leaving the classroom. • If a pupil leaves without permission and refuses to return the parent / carer will be informed immediately. • Staff briefing • Staff rota • Children have clear routes to avoid any crossing with other bubbles (using only external doors to enter and exit classroom in KS2) • Designated toilets for each bubble- one child in at any time 	Class teachers Additional adults	<p>Please assess the residual risk.</p> 
Classroom	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> • Hand sanitisation stations and soap in all classrooms • Handwashing on any entrance to classroom, after toilet, before lunch, and whenever child has sneezed/coughed • Supervision of handwashing/support for pupils unable to complete appropriately • Staff INSET • Establishment phase to teach pupils correct handwashing processes • Remote assemblies to reinforce correct handwashing processes • Signage with instructions and key messages including catch it, kill it, bin it • Unnecessary items removed from classrooms inc. furniture • Soft furnishings and soft toys removed • Flip lid bins emptied twice daily (double bagged) • Classrooms are ventilated (doors/windows open) • Relaxed school uniform • Pupils to wear velcro or slip on shoes if unable to tie own shoe laces • Cleaning kits available in each classroom in case of coughs or sneezes 	Lucy Blewett Premises Manager Class teachers	<p>Please assess the residual risk.</p> 
Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> • Individual resources allocated in an individual allocated tray on each table • Resources only used within bubble • Deep cleaning of any shared areas or resources • Cleaning of equipment • Cleaning of toys (if appropriate) • Resources do not go home • Pupils to wipe down resources with anti-bacterial wipes- taught in hygiene briefings 	Class teachers Monica Premises manager	<p>Please assess the residual risk.</p> 



		<ul style="list-style-type: none"> Teachers not marking exercise books and children to receive workpacks or books which remain on their desks 		
Toilets	General hygiene	<ul style="list-style-type: none"> Monitoring of handwashing – children to be asked whether they have washed their hands and to repeat in class if necessary Additional adult to escort child to toilet area – child not to enter if there is another child inside Ensure adequate stock levels of soap / hand towels – premises manager to check twice a day Bottle of antibacterial gel in every classroom 	Class teachers Additional adults Monica Premises Manager	Please assess the residual risk. 
Toilets	Intimate care	<ul style="list-style-type: none"> Training for staff on use of PPE PPE available and used- procured through PA Handwashing PPE to include mask, visor, gloves Signage Ensure adequate stock levels – premises manager to check once a day 	Kelly Durcan Premises Manager	Please assess the residual risk. 

3. OFFICE AREAS


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Reception	Cross contamination	<ul style="list-style-type: none"> Frequent cleaning of surfaces- every hour across communal spaces, x4 day in bubbles (before/after school, break & lunch) No hot desking Screens for public facing desks/reception areas Adequate ventilation Protocol in place for cleaning reception desk areas between users Office out of bounds to all staff except finance / admin / SLT 	Janiece Headley-Walker Lucy Blewett Alice Martin	Please assess the residual risk. 

4. SHARED AREAS

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
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Shared spaces e.g. staff rooms and dining halls	Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> No shared pupil spaces to be used (Only rooms to be used by children are their bubble base, break out space and hall (cleaned between uses)) Seating in shared areas not to be used No hot desking (staff should be allocated a work space if they are not class based) Frequent cleaning of surfaces in any spaces to be used Signage in place to advise users to minimise time spent in the area 	Lucy Blewett	Please assess the residual risk. 
Water fountains	Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> Water fountains taped off or out of use. Water bottles to be provided from home for each child Parents to receive clear communication that children should bring their own water bottles. Designated disposable cup to be provided for each child who does not bring a water bottle from home. 	Premises Manager Lucy Blewett	Please assess the residual risk. 

5. LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Lunch service	Moving to and from lunch service whilst maintaining social distancing and hygiene requirements	<ul style="list-style-type: none"> Staggered lunch times Marked social distanced queueing Eat as a bubble, waiting until all members have finished before going outside Adult member of bubble (teaching assistant) to eat with their bubble and wipe down tables One bubble to be provided with a 'picnic' lunch in church garden one day a week to minimise bubbles in hall. Only x4 bubbles using space each day. When this increases EYFS will eat in classrooms. Cutlery to be placed on trays and children to only make contact with own tray 	Alice Martin	Please assess the residual risk. 

6. BREAKTIMES






AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> Box of equipment for each bubble that is only used by that bubble Equipment cleaned after each play time Supervision by adult member of bubble (teaching assistant) throughout play / lunch 	Kelly Durcan Teaching Assistants	Please assess the residual risk.
Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> Staggered play times Each bubble has designated play area- nursery playground, reception playground, ks1 playground, Ks2 playground, church. Social bubble use during play Cleaning of play areas Zoned play spaces Staff supervision 	Duty SLT member Teaching assistants Premises Manager	Please assess the residual risk.

7. FIRST AID PROVISION

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> PPE identified as required in place in first aid stations First aid equipment in each classroom PPE used whilst treating Cleaning of area after each use Trained staff available within each bubble 	First Aiders Kelly Durcan	Please assess the residual risk.

8. GENERAL WELFARE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Child develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> If any child displays symptoms, to be brought down to medical room with the teaching assistant within the bubble immediately where they will be isolated and temperature taken. If any symptoms, child to be sent home, cleaning of the room they were in. PPE to be worn by staff if a child becomes symptomatic 	Lucy Blewett	Please assess the residual risk.

		<ul style="list-style-type: none"> Child's family advised to get a test for the child for Covid-19 Protocol in place for if the test is positive. (see below) 		
Member of staff develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> If a member of staff displays symptoms, they will be sent home immediately and the additional adult within the class will lead the bubble The member of staff will be advised to get a test for Covid-19 Protocol in place if the test is positive 	Lucy Blewett	<p>Please assess the residual risk.</p> 
A confirmed case of Covid-19 in the setting	Risk of transmission to others	<ul style="list-style-type: none"> Contact PHE and follow agreed guidelines Inform HLT and PA Bubble members are all informed and have to self-isolate for 14 days. Short notice closure protocol in place (where an outbreak rather than an individual case occurs) See shore notice closure doc. 	Lucy Blewett	<p>Please assess the residual risk.</p> 
General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> Cleaning of staff / pupil toilets twice during day Hourly wipe down of high traffic touch points with cleaning substance Doors left open where possible – door stops used (removed by teaching assistant in event of fire alarm) Soap provision and sanitiser provision checked every twice a day Bins emptied 2x per day and double bagged Handwashing on entry and departure 	<p>Premises Manager</p> <p>Fire Marshall</p> <p>Teaching assistants</p>	<p>Please assess the residual risk.</p> 
Pupils with high levels of anxiety for a variety of reasons	Emotional well-being	<ul style="list-style-type: none"> Daily PSHE / circle time sessions Referrals to A space for remote sessions Worry/concern post its in childrens trays if they wish to leave a message for teacher on their desk Support from WAHMS- staff meeting, parent zoom meeting Support from REU 	<p>Class teachers</p> <p>Kelly Durcan</p>	<p>Please assess the residual risk.</p> 
Pupils who have experienced DV	Emotional well-being Safety of child at home	<ul style="list-style-type: none"> Daily PSHE / circle time sessions Worry notes (see above) Referral to social care – DSL always available Myconcern used to record and referred to DSL. DSL to meet child in class break out space only (2m if possible) DSL assigned to each bubble 	<p>Class teachers</p> <p>DSL (LB, AM, KD, JL)</p> <p>BB- Eyfs (feeding into LB) Y1/2- LB Y3/4- JL Y5- AM Y6- KD</p>	<p>Please assess the residual risk.</p> 





Pupils who need reminders of behaviour expectations	Behaviour	<ul style="list-style-type: none"> Reminders of class rules and behaviour expectations Continued use of Stay on Green – only one member of staff to use SoG cards (teaching assistant) Time out to be taken at own table Buddy class to be replaced by time out in break out space 	Alice Martin	<p>Please assess the residual risk.</p>
Pupils who are unable to understand school rules or are unable to comply	Behaviour Safety	<ul style="list-style-type: none"> Adapted behaviour policy EHCP children have risk assessment where needed SLT on call If pupil refuses to follow instructions / risks 'bursting bubbles', their parent / carer is asked to attend to collect them. 	SLT	<p>Please assess the residual risk.</p>
Visitors	Visitors on site spread or introduce the disease	<ul style="list-style-type: none"> Only essential visitors to be allowed on site Visitor briefing about social distancing PPE to be worn by anyone coming to do site checks Visitors to be accompanied at all time Any visitors who can come outside of school hours must (i.e boiler etc) 	Premises Manager	<p>Please assess the residual risk.</p>
Death of member of school community	Emotional well-being	<ul style="list-style-type: none"> Bereavement training for all staff Support from WAHMs for staff Support from REU for pupils Counselling offered to all staff through education mutual 'Package' of resources available 	Lucy Blewett	<p>Please assess the residual risk.</p>
Fire evacuation procedures	Out of use doors prevent quickest exit from building	<ul style="list-style-type: none"> Fire drill to be practiced on INSET day No children to pass eachother when exiting classrooms Children to line up at their 'collection points' with EYFS in playground All doors to be closed on exiting the building KS2 children leave via classroom playground door KS1 leave via corridor EYFS come through main building 		<p>Please assess the residual risk.</p>


9. STAFF SAFETY AND WELLBEING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Staff travel	Public transport being overcrowded	<ul style="list-style-type: none"> staff offered staggered start/finish times if walking or using bus, tube or train Make staff aware of cycle scheme 	Lucy Blewett	Please assess the residual risk.
Staff toilets	Staff toilet by staff room to only be used by non-bubble designated staff could be quarantined	<ul style="list-style-type: none"> There are enough staff toilets for 1 per pod across the school even when capacity expands Staff toilet by staff room may need to be used in emergency by a child quarantined with symptoms in medical room- if this is the case then staff allocated to this toilet will be redirected to another toilet that will be cleaned between uses. Cleaning during the day – staff toilets to be cleaned once mid morning and once mid afternoon in addition to before / after school. One toilet for every bubble- signage on toilets (inc emergency quarantine sign for medical room and toilet) 	Premises Manager Lucy Blewett	Please assess the residual risk.
Staff room	Staff sharing fridge/ microwave / kettle takes them outside their pod Social distancing to be observed	<ul style="list-style-type: none"> Staff room to be deep cleaned each day and cleaning twice during the course of the day Signage in staff room Sanitising wipes in staff room Encouraging staff to have free school meals Staggered lunchtimes Area to eat outside 	Premises Manager Monica Daniels Lucy Blewett	Please assess the residual risk.
Anxiety	Staff at risk of not attending work/underperforming due to anxiety	<ul style="list-style-type: none"> Clear and consistent messages Wellbeing of staff planned for- reduced contact time where possible Supervision Time out as necessary Access to staff assistance programme Protocol for class supervision in this situation 	Lucy Blewett	Please assess the residual risk.
Workload	Risk of staff workload not being manageable	<ul style="list-style-type: none"> Resources / work packs provided to staff to reduce planning/preparation for teachers Class learning mirrored in home learning 	Lucy Blewett Wider Leadership	

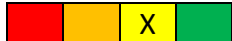


		<ul style="list-style-type: none"> • Arrangements in place to provide planning time • Roles and responsibilities determined for teams supporting in school learning, home learning, support for vulnerable pupils • Additional PPA from home provided to ease transition back into workplace 		
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10. Safeguarding

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Vulnerable Pupils	Vulnerable pupils not attending and not engaging with home learning	<ul style="list-style-type: none"> • Follow LA protocols- e.g. calling vulnerable families at least x2 per week • SENDCo/SLT to speak to parents and encourage attendance • CSC links where necessary • Good communication – link with class via messages and weekly teacher check ins 	Kelly Durcan	Please assess the residual risk. 
Changes to Safeguarding Arrangements		<ul style="list-style-type: none"> • PA Safeguarding policy in place and reviewed regularly with staff 	Lucy Blewett	Please assess the residual risk. 
Absence	Pupils missing because of a lack of clarity around attendance	<ul style="list-style-type: none"> • Pupils required to register for school in week prior to attendance • 1st day calls in place for registered pupils • Protocols in place for pupils with a social worker 	Lucy Blewett Alice Martin Kelly Durcan Janiece Headly-Walker	
Staff absence	An increase in staff absence impacts on the ability of a school to provide ensure the safety of pupils within the normal peramaters or school health and safety and in the current	<ul style="list-style-type: none"> • Short notice closure protocol in place • Parents to be informed • Teacher within bubble working from home to be ready to come to school to cover colleague not attending • Outdoor learning classrooms- garden and PE to be used to cover a one day absence prior to closure of class if neither teacher is present 	Lucy Blewett	Please assess the residual risk. 

	context of distancing and isolation within bubbles			
Bullying related to COVID	Pupils/families have experienced online abuse or bullying while at home Pupils bring attitudes about COVID into school	<ul style="list-style-type: none"> Continued emphasis on Online Safety and reiteration on the blog etc. PSHE lessons looking at bullying Referrals to A Space and REU 	Alice Martin	Please assess the residual risk. 

11. Learning

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Underachievement of key groups	On return to school, pupils have gaps in their learning due to absence from school	<ul style="list-style-type: none"> Monitoring and review of learning as part of stage 2 of the federation restart process 	Lucy Blewett Phase Leaders	Please assess the residual risk. 
Gaps in curriculum provision	On return to school, pupils have gaps in their learning due to absence from school	<ul style="list-style-type: none"> Leaders undertake a curriculum review as part of stage 2 of the federation restart process A gradual return to the curriculum will be planned as part of stage 3 of the federation restart process 	Lucy Blewett Alice Martin Subject Leaders	Please assess the residual risk. 
Pupil readiness for learning	On return to school, pupils are not ready to access learning due to social, emotional and behavioural needs or response to trauma	<ul style="list-style-type: none"> Establishment phase Plans for pupils with identified needs or EHCPs Clear exclusion or pupil management processes in place Focus on expectations in the classroom and PSHE sessions SENCO to support with individual pupils and transition 	Lucy Blewett Kelly Durcan	Please assess the residual risk. 
Staff absence	An increase in staff absence impacts on the ability of a	<ul style="list-style-type: none"> Short notice closure protocol in place 	Lucy Blewett	Please assess the residual risk.

	school to provide adequate learning for pupils				
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12. FINANCE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
School budget	Additional expenditure	<ul style="list-style-type: none"> Schools tracking additional expenditure Budget review meetings 	Angela Belcher Lucy Blewett	Please assess the residual risk.

13. KEY DECISIONS

Following your risk assessment, if you have made the decision that it is not safe to reopen your school, please summarise your reasons here:

Following your risk assessment, if you have made decisions which do not directly follow the current Government advice (e.g not opening an identified year group), please summarise your actions and reasons here:

June 1st- School will be closed for staff training
 June 2nd- School will open only to critical worker/EHCP and vulnerable children
 w/b June 8th- Start of phased return for EYFS, Y1, Y6. Start dates given will depend on numbers of children and capacity within staff- confirmed following completed registrations on Wednesday 3rd June.

Please note, the assessment above will be used by the Central Team and the Governors COVID Committee in their oversight role. Please provide sufficient detail.

SignedLucy Blewett

Date22nd May 2020.....

Headteacher, Central team, COVID committee