

Working from home			Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work – for example, to access equipment necessary for their role or where their role must be completed in-person. In-person working will be necessary in some cases to continue the effective and accessible delivery of some public services and private industries. We expect all education and childcare settings, including further and higher education providers, to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Teaching and learning should not be moved online as a result of the work from home guidance and we continue to expect higher education students (unless distance learners) to receive an element of face-to-face tuition. Therapists and wider children’s service professionals should continue to be invited into education and childcare settings.		Head teachers are best placed to determine the workforce required to meet the needs of their children, pupils and students. Heads will need to consider whether it is possible for specific staff undertaking certain roles to work from home, while minimising disruption to face-to-face education and care			
Foreign Travel	Increased risk of Coronavirus from students for staff that have undertaken foreign travel	Students Staff Parents Visitors	Monitor foreign travel and risk assess based on prevailing guidance. Following quarantine guidance and monitor for regular updates.		Pupils, staff and families will be expected to follow UK government advice on quarantine following any permitted foreign travel.	3	1	3
Open Days, Events and external visitors	Transmission of Coronavirus due to lack of space for social distancing and introducing person outside the normal school bubble.	Students Staff Parents Visitors	No restrictions. Continue to use TEAMS and online meeting as a preference.		Face masks to be worn at all gathering or event. Each event to be risk assessed and consideration to be given to limiting numbers, increased social distancing, and other precautions as relevant.	3	2	6
Travelling to school.								
Being on the bus travelling to and from the school site.	Transmission of Coronavirus due to lack of space for social distancing	Students Bus drivers	Liaison with bus providers who will govern of operation and social distancing on their transport. Established arrangements are in place between the school and transport companies	Dedicated and public transport.	Buses to run as normal. Face coverings should continue to be worn on all dedicated and public transport, unless exemptions apply.	3	2	6
Arrival at school.								
Entrance to buildings.	Transmission of Coronavirus from cross contamination on door surfacing or card readers.	Students Staff Parents Visitors	To reduce the number of contact points by removing barriers where consistent with Safeguarding and fire safety.		No restrictions, social distancing will be encouraged and personal choice in respect of the use of face coverings will be supported.	3	2	6
Visitors arriving	Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.	Students Staff Visitors	Hand Gel provided at reception. All visitors other than contractors requiring essential access will be limited to the school reception area and adjacent meeting facilities.		Face masks to be worn. Visitor numbers to be kept to a minimum.	3	2	6
Staff Meetings	Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.	Staff	To use TEAMS or other online meetings is encouraged		Staff meetings and weekly briefings will be held either in the main study area or in the student services area where a 2M+ distance can be kept.	3	1	3
Lifts	Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination	Students Staff Visitors	Use of lifts to be limited where social distancing cannot be achieved.		Use of lifts limited to those with need.	3	1	3

First Aid and welfare								
Suspected or confirmed case of CV at the school.	Transmission of Coronavirus	Learners Staff Contractors Visitors	If an employee, learner or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Decontamination – following advice/guidance from the Health Protection Team.		All staff and learners to be aware of procedures to be followed. Pupils to be isolated in Learning support area until can be collected by a parent. Teacher to support from outside of room. Refer to Flowchart for further actions.	3	2	6
Access to catering provision								
Queuing and eating areas	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	Face masks to be worn in common areas and circulation spaces.		Face masks to be worn in common areas and circulation spaces.	3	2	3
Classrooms								0
Use of classrooms	Transmission of Coronavirus due to lack of space for social distancing.	Students Staff	Reduce number of rooms in use to ease cleaning. Use of single open space to enable cleaning to be concentrated on one area. Consider usage of outdoor spaces for teaching and learning to limit chance of transmission.		All classrooms will be in use. It is recommended that face masks are worn.	3	2	6
Staff areas								
Staff meeting rooms and staff rooms	Transmission of Coronavirus due to lack of space for social distancing		Face masks to be worn in common areas and circulation spaces.		Face masks to be worn in common areas and circulation spaces.	3	1	3
End of the school day								
Cleaning	Cross contamination from one day to the next		Extended/amended hours to ensure cleaning can take place.		Enhanced cleaning to remain in place.	3	1	3
Communication								
Communicating with students and staff.	Adverse impact on mental health due to concerns over Coronavirus and lack of information.	Staff Learners Parents	Close liaison between families and schools regarding symptoms and testing.		Regular briefings to parents and staff to inform any changes of approach.	3	2	6
Track & trace and testing								

Risk/Priority Indicator

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
3. High (major injury/damage, lost time business interruption,
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely

RISK/PRIORITY INDICATOR MATRIX				
LIKELIHOOD	5	15	20	
	3	12	16	
	3	9	12	
	2	6	8	
	1	3	3	
		3	3	

Summary

3. Even chance/may happen
3. Likely
5. Almost certain/imminent

Dec-25	
06-Nov	
01-May	

Daily Monitoring

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are		[NAME]	
Identified and implemented the (new) recommended control		[NAME]	