

School Risk Assessment – Coronavirus

IDENTIFYING, EVALUATING AND MANAGING RISKS

GUIDANCE FOR COMPLETING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Impact (or Consequence)	
Description	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	▪ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	▪ Take appropriate action to manage the risk
5 and below	Low Risk	▪ Risk to be removed from register with monitoring activity to assess changes in risk rating

Risk Description	I	P	Risk Rating	Risk Control(s)	Lead for Risk Control Activities
<p>Staff do not report travel plans to / from a category 1 / category 2 area or a member of their household who has travelled to a category 1 / category 2 area</p> <p>Staff do not report a member of their household has been confirmed positive for virus</p>	5	3	15	<p>National Guidelines: People who have returned from a category 1 area within the last 14 days should self-isolate and should not attend work or any education or pupilcare setting and should ring NHS 111 for advice or access NHS advice online</p> <p>People who are symptomatic (Dry cough, Fever, breathlessness) after visiting a category 2 area should self-isolate and should not attend work or any education or pupilcare setting and should ring NHS 111 or access NHS 111 online for advice</p> <p>See link below for specified countries / areas http://www.gov.uk/government/publications/covid-19-specified-countries-and-areas</p> <ul style="list-style-type: none"> ➤ communicate to staff the importance of following national guidelines in regular emails ➤ remind staff to follow the sickness policy during lock down period/staff self-isolation ➤ Site Manager to remind contractors to follow guidelines in accordance with PHE <p>AS a result: risk of staff passing virus reduced</p>	Head teacher
<p>Staff are not displaying symptoms but have virus</p> <p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence Increases</p> <p>Catering staff absent – lunch no longer available</p>	5	4	20	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or Childcare setting</p> <ul style="list-style-type: none"> ➤ communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff. ➤ remind staff of the sickness policy during any lock down period or staff self-isolation ➤ Staff to inform Head Teacher immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice ➤ School will bring in Supply Teachers to cover absence ➤ If appropriate, classes will be joined together. The Head Teacher will review this in the event of changing guidelines from DfE. <p>Canteen Manager:</p> <ul style="list-style-type: none"> ➤ ensure precautions are in place for all staff on site <ul style="list-style-type: none"> • Washing hands • Use of sanitizer • Wearing gloves and hair nets and uniform • Thorough cleaning of kitchen at the end of every service • ensure the kitchen space and lavatory for staff are being cleaned as appropriate. 	<p>Head Teacher</p> <p>Canteen Manager</p>

Risk Description	I	P	Risk Rating	Risk Control(s)	Lead for Risk Control Activities
Cleaning staff absent – cleaning no longer available				<ul style="list-style-type: none"> • inform Head Teacher of any staff off sick with associated symptoms. ➤ If necessary, redirect site team to support canteen ➤ If no kitchen staff available: <ul style="list-style-type: none"> • kitchen to close and emergency sandwiches bought from local supermarkets on day 1. • Parents informed that pupils will need packed lunches from day 2. • Externally sourced lunch(sandwiches) provided for pupils entitled to FSM <p>Cleaning staff absent</p> <ul style="list-style-type: none"> ➤ If necessary and possible, redirect kitchen team to support site ➤ If necessary and possible, but in external cleaning services ➤ If site cannot be cleaned, contact PHE and Chair of Governors to recommend school closures on health and safety grounds <ul style="list-style-type: none"> ➤ If the Head Teacher is sick, the DHT will lead the school ➤ In the event of significant staff absence, the HT will review the viability of school remaining open. The Head Teacher will consult with the Chair of Governors ➤ If school is to be closed, then this will be communicated to staff and parents via email, letter, My Ed and the school website. ➤ Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc) ➤ In the event of a school closure with staff and pupils at home who are well and still able to access education, work will be set electronically via email, Class charts and using online learning platforms. Pupils will be expected to complete tasks at home. <p>As a result: pupils will continue to access education</p>	Site Manager
Specific guidelines regarding school trips aren't followed	5	3	15	<ul style="list-style-type: none"> ➤ National guidelines state that in after school activities <ul style="list-style-type: none"> ○ Pupils must wash hands and after any travel on public transport or visits to public places– this is adhered to by all staff leading trips ○ Usual risk assessments apply ○ Staff follow updated national guidelines on travelling to busy places ○ Staff and pupils use the provided hand sanitiser on return ➤ In delay phase, school trips will be assessed on a case by case basis and may be cancelled if risk is high <p>As a result: pupils and staff are protected from risk</p>	Head teacher

Risk Description	I	P	Risk Rating	Risk Control(s)	Lead for Risk Control Activities
<p>Pupils are not displaying symptoms but have virus</p> <p>Pupils do not report sickness</p> <p>Pupils are unwell but attend school</p> <p>Pupils absence Increases</p>	5	4	20	All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below	
Pupil or adult shows symptoms whilst at School	5	4	20	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and follow School agreed process ➤ Staff report to Head Teacher ➤ Admin team to notify parents for collection. ➤ Pupil moved to identified clean & ventilated rooms until collected and 2 metre distance maintained from all other staff and pupils ➤ Deep clean of safety rooms once evacuated ➤ Site Manager: Advice on rubbish which may have been contaminated: <ul style="list-style-type: none"> ○ all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. ➤ Staff to self- isolate – journey home by car ➤ If any adult or pupil tests positive, HT informs PHE and follows advice <p>As a result: risk of passing virus reduced</p>	Head teacher
Siblings at another school report unwell and family confused as to appropriate action	5	3	15	<ul style="list-style-type: none"> ➤ The school has the most recent information from the government, and this is distributed throughout the school community ➤ obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately ➤ communicate with families and reiterate the message of gaining advice from NHS 111 <p>AS a result: families are clear about what action to take</p>	Head teacher
Virus confirmed as positive in a SHS adult or child	5	4	20	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE & PHE guidance ➤ Head Teacher to call PHE immediately 	Head teacher

Risk Description	I	P	Risk Rating	Risk Control(s)	Lead for Risk Control Activities
Vulnerable pupils & adults in the School are exposed to illness	5	3	15	<ul style="list-style-type: none"> ➤ School communicate appropriately with their most vulnerable pupils. Health care plans are updated and instruction from GPs followed ➤ Pastoral Team identify the most vulnerable pupils and staff from current medical information 	Head teacher
Vulnerable pupils & adults in the School community at risk of food shortages or feel unsafe	5	3	15	<ul style="list-style-type: none"> ➤ School community (staff) donate to Stretford High school foodbank ➤ Welfare team prepare food packages for vulnerable families ➤ CSS informed in the case of school closure in respect of vulnerable families at risk 	Head of Learner Welfare
GCSE exams preparation disrupted	4	3	12	<ul style="list-style-type: none"> ➤ Work sent home by class teachers via email, class charts and Edlounge ➤ Pupils can communicate with class teachers via email to submit work and receive guidance & feedback 	
GCSE exam period disrupted	5	3	15	<ul style="list-style-type: none"> ➤ Follow advice and guidance from DfE and The Office of Qualifications and Examinations 	

This risk assessment informs the Stretford High School Coronavirus Safety Plan