

Risk Assessment - Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome/Residual risk	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	DSL will keep the Safeguarding policy under regular review with regard to COVID-19. This has been enhanced through a COVID – 19 specific addition	Safeguarding risk to pupils by staff not following current policies and procedures.	DSL to take into account issues arising which will feed back into Safeguarding policy Review
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT monitors and shares relevant Government advice that is discussed on a regular basis. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june	Safety of staff and pupils compromised by not following current Government guidance in respect of returning to school.	SLT to ensure guidance is disseminated to all relevant Stakeholders.
C	Unions not consulted over plans.	The Head and Head of Junior School will have liaised with the staff team to address any questions regarding the safe re-opening of the School.	Potential for Unions to advise/instruct members of Pitsford School not to return.	Weekly reviews with junior school staff to ensure dialog is maintained and concerns addressed.
D	Changes not regularly communicated to staff, pupils, parents and governors	SLT discuss weekly the procedures required to reopen the junior school. The Head will send out regular information to staff, pupils, parents and governors updating on return to school arrangements.	Incorrect information circulated in the schools wider community on the return to schools safety measures.	Point B is a standing agenda item on SLT weekly meetings.

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E	Changes not reviewed by governors	Head will be in regular communication with the Chair of Governors and the designated safeguarding and health and safety Governor to ensure oversight and consultations are on-going.	Governors not involved in planning process or familiar with measures implemented to ensure safe re-opening of the school.	Standing discussion point on Head/Chair of Governors discussion.
F	Insurers not consulted with school's re-opening and / or amended plans	Bursar maintains regular communication with insurers. Email to Zurich on 19.05.20 to inform insurer of plans to reopen the Junior School on 01.06.20.	Any future C-19 related claim potentially challenged by insurer, if not informed prior to re-opening of Junior school.	Maintain regular communication with the insurers.
G	Suspended services and subscriptions not re- set.	The school continues to operate a skeleton administration function to ensure the continuity of essential services.	All relevant subscriptions that fall for renewal during Covid - 19 have been reviewed and renewed as per contract conditions.	Under review.
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	The existing security arrangements remain in place. The School is currently closed to all non-prearranged visitors. Heightened awareness of staff on-site to challenge any visitors who should not be on the School site.	Visitors on to the school site during school hours, not following return to school guidelines in terms of Covid - 19.	Increased vigilance.
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	The school has communicated the planned SD measures to all staff, parents and governors prior to reopening. Year 6 teacher to inform year 6 children the expectations on their return to school.	Specific arrangements in place for Kits/J1.	Staff to ensure children remain aware and vigilant of SD measures.

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J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	All staff to remind pupils to wash hands on a regular basis throughout the day.	Specific arrangements will be communicated to all staff to ensure compliance.	Staff to ensure children remain aware and vigilant of hygiene and SD measures.
K	Insufficient supplies of hygiene materials and not being suitably placed.	Bursar & Estates in regular communication on sourcing sufficient hygiene materials and supplies.	Additional supplies have been issued into the key locations.	Staff to ensure that supplies remain sufficiently stocked.
L	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Bursar has liaised with contract cleaners to ensure specific cleaning routines for Junior school in accordance with current Government hygiene advice on Covid - 19. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools	Risk that a pupil or member of staff becomes unwell from lack of a focused Covid -19 cleaning regime.	Cleaning routines to be kept under review.
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Shared equipment will be kept to a minimum, where necessary teaching staff will ensure equipment is cleaned if used by more than one bubble/set of children. Anti-bacteria wipes and hand sanitiser to be supplied in every designated area for use.	Risk that a pupil or member of staff becomes unwell from lack of a focussed COVID -19 cleaning regime.	Staff to remain vigilant of equipment cleaning.

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N	High risk areas not being regularly monitored for hygiene.	All high risk areas identified within Covid -19 have specific cleaning schedules.	Risk that a pupil or member of staff becomes unwell from lack of a focused C-19 cleaning regime.	Cleaning operations monitored on a weekly basis by Head of Junior School.
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	SLT will monitor the phased re-opening of Junior School, the experience of which will assist and form decisions on the opening of the remainder of Pitsford School. Review of re-opening arrangements to be a weekly item on SLT agenda.	Ensure the school retains sufficient flexibility to make adjustments to current return to school practises, to improve both the Junior school provision, and help inform the wider return to school.	Add as a standing item to SLT agenda.
P	Not all hazards are identified properly, mitigated and regularly re-assessed?	Specific arrangements have been risk assessed, and recorded in risk assessment for Junior School.	Prevent any future Health & Safety risks by monitoring current provision weekly, and making appropriate adjustments to future provision.	Re-opening to be a standing item on SLT agenda.