



COVID-19 RISK ASSESSMENT: FULL SCHOOL RE-OPENING, SEPTEMBER 2020

Name of School	Cranbury College, Cranbury Road
Completed By	Mandy Wilton
Date	26th August 2020

This risk assessment should be completed with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

Risk Score Criteria:

LIKELIHOOD	
Very High	The issue will occur (and reoccur) in most circumstances
High	The issue is expected to occur
Medium	The issue may occur at some time
Low	The issue could potentially occur
Very Low	The issue is unlikely to occur

IMPACT	
Very High	Critical impact to staff and students and/or critical threat
High	Significant impact to staff and students and/or significant threat
Medium	Moderate impact to staff and students and/or moderate threat
Low	Manageable impact – within acceptable boundaries
Very Low	Negligible

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5

This risk assessment has been produced with the information and knowledge available at this time. The Controls and Ratings are appropriate at the present time, however this Risk Assessment will be reviewed at the end of week one of opening and periodically after that or in the event of new information and guidance.

Guidance:
https://www.gov.uk/coronavirus
https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings
https://www.gov.uk/coronavirus/education-and-childcare
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-extension-of-self-isolation-period-30-july-2020
https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Due to the 'impact' score remaining static, residual scores in the risk assessment often remain yellow. The school has attempted to mitigate risks to reduce the 'likelihood' scores to acceptable levels though the residual scores remain at level that requires the school to monitor the risks closely and respond swiftly to the changing situation.



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1	Transmission of COVID-19 virus in school setting – reopening school preparation, full attendance of students from September 2020	4	5	20	Reintegration of pupils <ul style="list-style-type: none"> Virtual tour of school including introductions to staff; student handbook sent to all new starters; on-site visits offered to prospective students and 1 parent during July, when no other students present Staffing <ul style="list-style-type: none"> Minimise number of students on site to 24 students in 6 groups of 4 across the school day. Agreed maximum staffing ratio of 1:4 (classroom size restriction) Maximum of 4 admin staff on site, two in the front office and two in the back office. Students are not to enter office; staff to have access to the office before 9.20am and after 3.30pm. Any teaching resources required will need to be organised in advance as there will be no access to the photocopier during the day Classroom <ul style="list-style-type: none"> Classrooms to be organised to provide distanced seating spaces for students wherever possible, 1M apart; chairs in staff room 1M apart Soft furnishings removed Resources cleaned after use Student packs provided to limit sharing of equipment Windows and doors opened where possible to maximise ventilation Learning <ul style="list-style-type: none"> 1:1 face to face tutorials available. Classes of max. 4 students. remote learning via Teams; hard copy work packs given; contact with teachers as well as pastoral staff; On-site re-opening curriculum to include English, Maths, Cooking, Art, Health and Fitness and IT. Looking to access online Science for KS3 and 4 Alternative Provision <ul style="list-style-type: none"> Obtain COVID risk assessments from AP sites before sending students Continue to liaise with AP providers as to re-opening plans; support students with remote learning; invite AP students for 1:1 tutorial pm, when other students not on site RAs to be collated and checked/updated 	2	5	10	SLT/HT



					Remote Learning <ul style="list-style-type: none"> Prompting via pastoral calls to complete work; robust remote learning curriculum plan covering aims and strategies to ensure success; emphasis on literacy and numeracy skills; Catering <ul style="list-style-type: none"> Liaise with TH to organise deep clean of kitchen. TH to organise “Grab and Go” lunches for students 				
R2	The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation	4	4	16	<ul style="list-style-type: none"> Social distancing expectations outlined and reinforced; marking tape used where necessary. Minimise student movement by getting staff to move around and students remaining in their classroom as much as possible. No visits to the shop Up to date risk assessments for students attending the site Communications to parents before students return regarding expectations Classrooms to be organised to provide distanced seating spaces for students wherever possible, 1M apart; chairs in staff room 1M apart 	3	4	12	SBM/HT
R3	Staff wellbeing including workload consideration	4	4	16	<ul style="list-style-type: none"> Positive comms at all times Any staff who have been advised to continue to shield and have received a letter from the NHS (for themselves or a member of their household) are expected to return to work; We will carry out personalised risk assessments for those staff who request this in order to provide reassurance and agree additional measures for them to be in school. These discussions will be managed by the SBM, in consultation with the Headteacher; Staff will be encouraged to speak to their line managers with any concerns; PPE available; small no. of students on site; Covid-ready measures eg. removal of classroom furniture, marking on floors; preparation of medical room; roles at home for staff. Staff and MC consulted on risk assessment which is reviewed and dynamically updated by school leaders (weekly in first instance) Staff training and/or guidance 1st June, including First Aid update and safe use and disposal of PPE <p>Directed time information and the annual calendar will be shared with staff in advance to support planning and workload management.</p>	3	3	9	SLT



R4	Potential transmission of COVID-19 in school environment	4	5	20	<ul style="list-style-type: none"> All students to be provided with their own pencil case and stationary, this will stay with them in the same classroom. distancing between students and staff– site team to set up before 1stSeptember 2020 Ensure each room has the desks set up facing the front Ensure there is hand sanitiser, tissues and anti -bacterial wipes in each teaching space – site team to provide before 1stSeptember 2020 and re-stock daily. Teaching areas are cleaned at the end of each sessionby teacher and students Wherever possible windows and doors are opened to encourage ventilation All specialist room teaching to be given training on risk management before the end of term Anti- Bac wipes to be available next to all photocopiers for touch screen Each classroom to have access to at least 2 laptops. 	2	5	10	SLT/HT
R5	Cross contamination: Journey, arrival at and departure from school.	4	5	20	<ul style="list-style-type: none"> All staff and students to enter the building using the main entrance even if parking in the carpark. Wash basin to wash hands at main entrance for all staff and students 70% Alcohol sanitiser gel Gloves and facemasks available to both students and staff Temperature checks Staff team on duty to manage arrivals; manage departure times Confirmed with LA school transport that taxi companies are covid secure all drivers are to wear PPE, parents and AP providers will not let students be transported without this. Ensure that mostly students have taxi's on their own, if this is not possible then students will be provided with a mask, one in the front and one in the back Parents to be encouraged to transport children; taxi providers to be confirmed Covid-safe; students to be given face masks if using taxis. Students to be discouraged from using public transport at this point 	2	5	10	SLT/HT
R6	Student wellbeing – COVID-19 impact Including Safeguarding/Attendance & Behaviour	4	5	20	<p>School's normal attendance policy will apply from September with the following clarifications:</p> <ul style="list-style-type: none"> A small number of pupils will be unable to attend due to self-isolating/symptomatic or close contact with someone that has coronavirus. If rates of disease rise locally some pupils may be advised to shield and therefore maybe temporarily absent Some pupils no longer required to shield but may to need discuss their care with a specialist health professional before returning to school Pupils who are unable to attend due to complying with clinical / Public 	2	4	8	SLT/DSL



					<p>Health advice will be offered access to remote education. Class teachers are responsible for monitoring engagement in this activity, providing remote education resources for pupils and providing feedback on work submitted</p> <p>Wellbeing</p> <ul style="list-style-type: none"> • Pastoral Support provided on site by all staff. and especially NDM, SB and DH • Changes to organisation etc shared with parents and students so they can prepare for new start • Pastoral calls weekly; remote learning; AP if available inc. transport; laptops; CPOMS; • key workers or phase leaders to attend virtual CIN/CP meetings • Social services, police and parents have access to key staff: DSLs, SEND, First Aiders • Pastoral visits offered to CIN/CP students not attending: outdoors, social distancing maintained • CIN/CP students offered 1:1 afternoon tutorials/support • Prompting via pastoral calls to complete work; robust remote learning curriculum plan covering aims and strategies to ensure success, emphasis on core curriculum subjects. • Live one to one sessions • PPE available to staff and students • support for students' mental health and wellbeing leading to reduced anxiety; 'we are a bubble' mindset reinforced with staff <p>Behaviour</p> <ul style="list-style-type: none"> • therapeutic schools approach leading to positive behaviours; <p>HT will ensure that Class teachers are aware that some pupils will return to school being exposed to some adversity and trauma, this is to be supported but behaviour and conduct expectations must remain high at all times; prevent not react</p>				
R7	Potential transmission of COVID-19 in school environment through coughs and sneezes	4	4	16	<ul style="list-style-type: none"> • All staff and pupils understand routines for good respiratory hygiene e.g.: the 'catch it, bin it, kill it': <ul style="list-style-type: none"> - All pupils to receive a consistent message through classroom staff. - Provide guidance / training to all staff before return. - Provide classrooms and staff rooms with boxes of tissues. - Ensure each classroom and main entrance has a bin (with a lid operated by foot). - Ensure the bins are emptied regularly and double-bagged as appropriate. 	3	4	12	SLT/HT



R8	Attendance of clinically vulnerable pupils https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults	4	3	12	<ul style="list-style-type: none"> Attendance will be mandatory from September 2020 unless advised to continue to shield or told to self-isolate through the Test and Trace system; The curriculum will be available to students online as well as in school to ensure that these students are able to continue their learning; We will communicate with anxious parents the safety measures we have taken to encourage attendance; We will publish our re-opening risk assessment on the website for parents to review; The DSL will report any non-attendance of students to their social workers as applicable; Attendance policy to be revised and communicated with parents 	3	3	9	HT/SLT
R9	Providing First Aid Non-COVID Possibly symptomatic person. Link: Training for First Aid – COVID-19	4	5	20	<ul style="list-style-type: none"> Medical room cleared out of any non-essential equipment PPE organised and stocks remain managed First Aider and First Aid kit available. Always ensure a First Aider is on site First Aiders updated on https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ Advice to parents and staff about not attending if symptomatic and where to get tested. First aid staff to be trained in use and disposal of PPE; Protocol re engagement with the Test and Trace system to be developed and shared with staff. Interaction with the system will principally be managed by the SBM. Information will be shared in accordance with guidance from PHE; First aid staff to be made aware of reporting requirements in respect of suspected Covid 19 cases and follow up to be carried out; First aid staff to be made aware of accessibility of tests for staff and parents of children eligible to attend school to be able to inform; Staff to be trained re the Trust protocol in respect of home testing kits that will be made available to the school 	2	5	10	SLT/HT
R10	Staff PPE PPE is not available to protect staff from an increased risk of exposure to the virus Link: Training for First Aid – COVID-19	3	5	15	<ul style="list-style-type: none"> Certain PPE (gloves, masks, aprons) focussed on certain roles in the school (first aid, site, catering, reception) in line with DfE guidance; Any requests from staff for PPE will be subject to a personalised risk assessment and Headteacher approval and will include a consideration of the impact on students; PPE requirements to be co-ordinated by Site Manager/SBM Sanitiser will be available across the school; Disinfectant wipes will be available to all staff; Site & Cleaning team to ensure that soap, tissues and sanitiser supplies are topped up every day; Daily audit of PPE, sanitiser and wipes to be conducted; Guidance to be provided to staff re the safe usage of PPE; 	2	5	10	SLT/HT



					<ul style="list-style-type: none"> • Face masks must: <ul style="list-style-type: none"> ○ Cover both nose and mouth ○ Not be allowed to dangle around the neck ○ Not be touched once put on, except when carefully removed before disposal. Hands must then be cleaned ○ be changed when they become moist or damaged 				
R11	COVID-19 cleaning Enhanced cleaning requirements	4	5	20	<ul style="list-style-type: none"> • Students to use separate toilets am. and pm., both to be cleaned each evening; • sinks to be cleaned daily; • hand sanitiser in classrooms and public spaces; • daily checks on soap dispensers; cleaning materials on site • Teaching staff to clean down used surfaces if change of students is on the same day, • cleaners are on site in the afternoon for a full clean • We will ensure that the cleaning contractor is aware of the latest DfE guidance in respect of cleaning contaminated areas, including the requirements in respect of the wearing and disposal of aprons and gloves and the disposal of cloths and mops used. This includes the requirement to double bag waste/ used PPE/ items used in cleaning and storing for 72 hours before putting in the general waste; • Waste requiring storage will be stored in a secure area only accessible to site staff; • Cleaning contractor has confirmed that they have a plentiful supply of appropriate cleaning materials to adhere to government guidance; • daily checks on soap dispensers; cleaning materials on site and stocks maintained • Bins and double bagging for disposal of tissues. • Staff responsible for cleaning all surfaces in classrooms, staffrooms and offices for ease of cleaning: cleaning materials available in each room being occupied. • Staff use and clean their own mugs – they do not make drinks for others. • Multi surface cleaner and single use cloths provided for staff to sanitise the room after lessons 	2	5	10	SLT/SBM
R12	Cross contamination: Accessing school site at main school reception area.	4	5	20	<ul style="list-style-type: none"> • Visitors discouraged; • virtual meetings wherever possible; • hand sanitiser and PPE available for any visitors • Parents advised not to come to school without an appointment unless in an emergency. • Meetings to take place via Teams/Zoom • Parents to be asked not to come to reception but to call or email the school with their queries; 	2	5	10	SLT/SBM



					<ul style="list-style-type: none"> Reception to advise visitors to wait outside and to only admit 1 person at a time; 				
R13	Fire Drills / Lock downs/ H&S compliance	3	5	15	Fire drills/Lockdowns <ul style="list-style-type: none"> New fire evacuation protocol to include social distancing routines H & S Compliance <ul style="list-style-type: none"> Essential health and safety procedures have been maintained throughout the lockdown period; Ventilation system to be set to full fresh air; All toilets will be flushed through with the lid down 	2	5	10	SITE/SBM
R14	Local Lockdown – Enforced School Closure	3	5	15	Logistics <ul style="list-style-type: none"> The Trust would be informed in the event of us receiving a notification to close; Staff and students would be notified of a closure, the website would also be updated to reflect this; SBM would notify catering, cleaning and site staff as soon as possible; Learning would switch to an online provision, which has been planned and is available in advance; All remote access granted to staff will not be removed for the foreseeable future; Laptops would be made available to staff as required; A local lockdown plan including communications templates will be created and shared with staff as appropriate. Staffing and Wellbeing Line managers would be asked to contact their teams virtually to update and identify issues or concerns	2	5	10	TRUST/ SLT
R15	Identification/Treatment of symptomatic member of school community Including measures, actions & communication	5	5	25	If a confirmed case is identified then BM will: <ul style="list-style-type: none"> Contact PHE who will provide definitive advice on who must be sent home and provide template letters on latest guidance Send all staff and parents of the 'group/bubble' communication of positive result and actions thereafter Communicate to Chair of LAB, Trust Director of Operations, CFOO and CEO and Local Authority Link Headteacher will following guidance from PHE send home those people in close contact with person who tested positive and they must self-isolate for 14 days. If 2 or more confirmed cases within 14 days or the overall rise in sickness where coronavirus with suspected, the school will work with PHE and may require larger numbers of pupils to self-isolate as directed If a child or member of staff is sent home with symptoms or the school is informed of by absence due to symptoms, then:	3	4	12	SLT/HT



					<ul style="list-style-type: none"> • The BM will inform parents/staff member to follow testing protocol • The BM will inform via email all parents of class members and any other children who have met with them of a suspected case. No further update will be provided unless test results confirmed as positive • The BM will inform school staff via all school email of a suspected case. No further update will be provided unless test results confirmed as positive <p>BM will inform parents / staff that the other members of the class should continue as normal</p> <p>Engagement with NHS Test and Trace</p> <ul style="list-style-type: none"> • Business Manager to ensure school community to understand the Test and Trace process through Training and comms • BM to understand how to contact the PHE team and ensure that systems are in place to enable this in their absence • BM to ensure that staff and parents understand they will need to be willing to: <ul style="list-style-type: none"> ○ Book a test ○ Provide details of close contacts ○ Self-isolate as required • BM to ensure that parents and staff inform school of test results <ul style="list-style-type: none"> ○ Negative result = once feeling well can stop self-isolating and return to work/school ○ Positive result = follow stay at home guidance and remain in isolation for 10 days since onset of symptoms. Can return only if they do not have symptoms apart from cough / loss of smell and/or taste. Other members of the household (including siblings) self-isolate for 14 days 				
R16	The school will not be prepared for an Ofsted visit	5	5	25	<ul style="list-style-type: none"> • Additional guidance in respect of nature of visits to be released late September; • Likely to involve a consideration of safeguarding, action taken against previous points and how we are improving our practice); • Ensure ghost plan is reviewed regularly • Ensure SCR is reviewed and audited regularly <p>School will need to maintain their preparation for these inspections and ensure there is rigour in their SEF and SIP/PP Strategy review processes.</p> <p>Ofsted readiness plan to be created at SLT level to consider the approach and information required.</p>	3	3	9	SLT/HT
R17	Use of Catch-up Funding Recovery Curriculum and Gap Analysis	4	5	20					



R18	Risk Assessment is not fit for purpose.	3	4	12	<ul style="list-style-type: none"> RA Informed by DfE advice and guidance; RA to be reviewed by Trust leadership; RA to be reviewed by Trustees (audit/risk committee); RA to be circulated to Staff for consultation; RA is dynamically reviewed, adjustments made and circulated as appropriate; <p>Business Manager and Headteacher to ensure that they are up to date with the latest DfE and PHE guidance and that the risk assessment is updated in the light of this as required.</p>	2	3	6	SLT/HT
R19	Consultation of RA	3	4	12	<p>RA will be shared with the following for consultation purposes and feedback:</p> <ul style="list-style-type: none"> Any named trade union Representatives All members of staff particularly those not part of a TU <p>HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents, carers and pupils</p>	2	3	6	HT

FORMAL REVIEW

THE RISK ASSESSMENT WILL BE REVIEWED FORMALLY BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE TRUST:

- DRAFT FOR CONSULTATION 13th July 2020
- SUBMISSION TO TRUST 15th July 2020
- REVIEW 20th July 2020
- FULL REVIEW 31st August 2020
- WEEKLY for the first 2 weeks of the Autumn term
- FORTNIGHTLY for the remainder of the Autumn term
- FULL REVIEW 31st December 2020

Signed by: M. W. M. Headteacher

Date: May 2020