

The Spire Trust – Coronavirus Risk Assessment

Legend	
S	Severity
L	Likelihood
I x L	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 (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

Likelihood (Probability)	
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 risk
5 and below	Low Risk	Risk to be removed from register with monitoring activity to assess changes in risk rating

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Risk description	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
National guidelines are updated daily but school lapses in following advice	<ul style="list-style-type: none"> • Head Teacher to ensure daily checks are made with Government updates • Website information is automatically updated • Pupils updated via EPraise • Any change in information to be shared with Chair of Governors and passed on to parents and staff by epraise/website <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community</p>	5	2	10	
Guidelines in place but are not being followed in school	<ul style="list-style-type: none"> • Posters around school including Reception, dining hall, in classrooms and in corridors • Hand sanitizers installed in key locations to ensure ease of access for staff and pupils • Teachers to reiterate message throughout the school day where required: <ul style="list-style-type: none"> • covering your cough or sneeze with a tissue, then throwing the tissue in a bin. (catch it, bin it, kill it approach) • Avoid touching your eyes, nose and mouth with unwashed hands • Wash hands regularly for 20 seconds with soap and water • Coronavirus information is on the school website <ul style="list-style-type: none"> • Website documents in place and updated accordingly • Site Manager to get advice on the cleaning products we should be using in school to ensure that these meet necessary standards • Cleaning staff: <ul style="list-style-type: none"> • ensure that all toilet/bathroom facilities are well stocked 	5	3	15	Head Teacher Site Manager/ Caretaker Site Manager/ Caretaker

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	<ul style="list-style-type: none"> ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled. to provide hand sanitiser stations for reception area, outside dining room and at key locations throughout the school To ensure outdoor play equipment is cleaned frequently Outdoor climbing frame is not to be used <ul style="list-style-type: none"> All staff <ul style="list-style-type: none"> School to ensure staff understand the NHS Test and Trace process <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>				Head Teacher
Poor communication	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Head Teacher to share Risk Assessment with all staff Risk assessment & safety plan shared with parents via website <p>As a result: All pupils and all staff working with pupils are adhering to current advice</p>	5	3	15	Head Teacher
Staff do not report a member of their household has been confirmed positive for virus	<ul style="list-style-type: none"> People who are symptomatic (Dry cough, Fever, breathlessness) should self-isolate and should not attend work or any education or pupil care setting and should ring NHS 111 or access NHS 111 online for advice 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>	5	3	15	Headteacher Site Manager

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<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>	<p>National Guidelines: People who feel unwell should stay at home or who are contacted by NHS Test and Trace, 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. • 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 epraise, letter 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 epraise and using online learning platforms. Pupils will be expected to complete tasks at home. <ul style="list-style-type: none"> • No hot meals will be served • Teachers collate list of sandwich orders and send to the office • Sandwiches will be delivered to the appropriate bubble <p>AIP will not be onsite in the first half of the Autumn term and then this will be reviewed.</p> <p>When on site:</p> <ul style="list-style-type: none"> • Catering Manager: ensure precautions are in place for all staff on site <ul style="list-style-type: none"> • Washing hands • Use of sanitizer 	5	4	20	<p>Head Teacher</p> <p>Catering Manager</p>
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	<ul style="list-style-type: none"> Wearing gloves and hair nets and uniform Thorough cleaning of surfaces at the end of every service <p>If no kitchen staff available:</p> <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>As a result: pupils will continue to access education</p>				
Cleaning staff absent – cleaning no longer available	<ul style="list-style-type: none"> Inform Head Teacher of any staff off sick with associated symptoms. <p>Cleaning staff absent</p> <ul style="list-style-type: none"> If site cannot be cleaned, contact PHE and Chair of Governors to recommend school closures on health and safety grounds 	5	3	15	Site Manager /Caretaker
Specific guidelines regarding school trips aren't followed	<p>National guidelines state that in after school activities</p> <ul style="list-style-type: none"> Pupils must wash hands and after any travel on public transport or school bus or visits to public places– this is adhered to by all staff leading trips Usual risk assessments apply o Staff follow updated national guidelines on travelling to busy places Staff and pupils use the provided hand sanitiser on return School bus to be deep cleaned after being used <p>In exit phase, school trips will be assessed on a case by case basis and may be cancelled if risk is high</p> <p>As a result: pupils and staff are protected from risk</p>	5	3	15	Head Teacher Site Manager/ Caretaker

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<p>Pupils are not displaying symptoms but have virus</p> <p>Pupils do not report sickness</p> <p>Pupils families have been contacted by NHS Test and Trace</p> <p>Pupils are unwell but attend school</p> <p>Pupils absence Increases</p>	<p>All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below</p>	5	4	20	Head Teacher
<p>Pupil or adult shows symptoms whilst at School</p>	<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. • PPE MUST be worn by staff caring for the child while they await collection • Pupil moved to gym, which will be clean & ventilated, until collected and 2 metre distance maintained from all other staff and pupils • Staff to ensure usual hygiene precautions are taken (washing hands, hand sanitiser) once the student has been collected • Deep clean of safety rooms once evacuated <p><i>(see School Safety Plan for further details)</i></p> <p>Site Manager: Advice on rubbish which may have been contaminated:</p> <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. 	5	4	20	<p>Head Teacher</p> <p>Site Manager/ Caretaker</p>

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	<ul style="list-style-type: none"> • 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>				
Siblings at another school report unwell and family confused as to appropriate action	<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>	5	3	15	Head Teacher
Virus confirmed as positive in a Spire Trust adult or child	<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 	5	4	20	Head Teacher

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Vulnerable pupils & adults in the School are exposed to illness	<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 	5	3	15	Head Teacher
Vulnerable pupils & adults in the School community at risk of food shortages or feel unsafe	<ul style="list-style-type: none"> Pastoral team prepare food packages for vulnerable families CSS informed in the case of school closure in respect of vulnerable families at risk 	5	3	15	Head Teacher
Pupils effected emotionally by response to Covid-19	<ul style="list-style-type: none"> School staff understand the impact that closure and lock down may have had on students Whole school approach for supporting pupils will be implemented on pupil's return to school. Concerns about a pupil showing signs of anxiety, stress or low mood are referred to Pastoral Team where support can be offered. 	5	3	15	Head Teacher
SAT exam period disrupted	<ul style="list-style-type: none"> Follow advice and guidance from DfE and The Office of Qualifications and Examinations 	4	3	12	Head Teacher

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