

# 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 <b>major impact</b> if realised
4 (Significant)	The risk has a <b>significant impact</b> if realised
3 (Moderate)	The risk has a <b>moderate impact</b> if realised
2 (Minor)	The risk has a <b>minor impact</b> if realised
1 (No consequence)	The risk has <b>no consequence</b> impact if realised

Likelihood (Probability)	
Description	Indicators
5 (Very likely)	The risk <b>will</b> emerge
4 (Likely)	The risk <b>should</b> emerge
3 (Unlikely)	The risk <b>could</b> emerge
2 (Very unlikely)	The risk is <b>unlikely</b> to emerge
1 (Impossible)	The risk <b>will not</b> 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"> <li>• Head Teacher to ensure daily checks are made with Government updates</li> <li>• Website information is automatically updated ☑ Pupils updated via form time/class teachers/email as necessary</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <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"> <li>• Posters around school including Reception, dining hall, in classrooms and in corridors</li> <li>• Hand sanitizers installed in key locations to ensure ease of access for staff and pupils</li> <li>• Teachers to reiterate message in registration time and throughout the school day:                             <ul style="list-style-type: none"> <li>• covering your cough or sneeze with a tissue,</li> <li>• then throwing the tissue in a bin.</li> <li>• Avoid touching your eyes, nose and mouth with unwashed hands</li> </ul> </li> <li>• Coronavirus information is on the school website                             <ul style="list-style-type: none"> <li>• Website documents in place and updated accordingly</li> </ul> </li> <li>• Site Manager to get advice on the cleaning products we should be using in school to ensure that these meet necessary standards</li> </ul>	5	3	15	Head Teacher          Site Manger/ Caretaker



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	<ul style="list-style-type: none"> <li>• Cleaning staff:             <ul style="list-style-type: none"> <li>• ensure that all toilet/bathroom facilities are well stocked</li> <li>• 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.</li> <li>• to provide hand sanitiser stations for reception area, outside dining room and at key locations throughout the school</li> </ul> </li> </ul> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>				Site Manager/ Caretaker
Poor communication	<ul style="list-style-type: none"> <li>• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>• Head Teacher to share Risk Assessment with all staff</li> <li>• Risk assessment &amp; safety plan shared with parents via website</li> </ul> <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"> <li>• 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</li> <li>• communicate to staff the importance of following national guidelines in regular emails</li> <li>• remind staff to follow the sickness policy during lock down period/staff self-isolation</li> <li>• Site Manager to remind contractors to follow guidelines in accordance with PHE</li> </ul> <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>AIP staff absent – lunch no longer available</p>	<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"> <li>communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff.</li> <li>remind staff of the sickness policy during any lock down period or staff self-isolation</li> <li>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</li> <li>Internal cover system will be implemented in the first instance and then school will bring in Supply Teachers to cover absence if required.</li> <li>If appropriate, classes will be joined together. The Head Teacher will review this in the event of changing guidelines from DfE.</li> <li>If the Head Teacher is sick, the DHT will lead the school</li> <li>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</li> <li>If school is to be closed, then this will be communicated to staff and parents via email, letter and the school website.</li> <li>Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc)</li> <li>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.</li> </ul> <p>Catering Manager: ensure precautions are in place for all staff on site</p> <ul style="list-style-type: none"> <li>Washing hands</li> <li>Use of sanitizer</li> </ul>	5	4	20	<p>Head Teacher</p> <p>Catering Manager</p>
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	<ul style="list-style-type: none"> <li>Wearing gloves and hair nets and uniform</li> <li>Thorough cleaning of servers at the end of every service See AIP risk assessment</li> </ul> <p>If no kitchen staff available:</p> <ul style="list-style-type: none"> <li>Emergency sandwiches bought from local supermarkets on day 1.</li> <li>Parents informed that pupils will need packed lunches from day 2.</li> <li>Externally sourced lunch(sandwiches) provided for pupils entitled to FSM</li> </ul> <p>As a result: pupils will continue to access education</p>				
Cleaning staff absent – cleaning no longer available	<ul style="list-style-type: none"> <li>inform Head Teacher of any staff off sick with associated symptoms.</li> </ul> <p>Cleaning staff absent</p> <ul style="list-style-type: none"> <li>If site cannot be cleaned, contact PHE and Chair of Governors to recommend school closures on health and safety grounds</li> </ul>	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"> <li>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</li> <li>Usual risk assessments apply o Staff follow updated national guidelines on travelling to busy places</li> <li>Staff and pupils use the provided hand sanitiser on return</li> </ul> <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



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<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>	<p>All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below and follow School Safety Plan.</p>	5	4	20	Head Teacher
<p>Pupil or adult shows symptoms whilst at School</p>	<ul style="list-style-type: none"> <li>All staff understand the symptoms of COVID-19 and follow School Safety Plan</li> <li>Staff report to Head Teacher</li> <li>Admin team to notify parents for collection.</li> <li>Pupil moved to identified clean &amp; ventilated rooms until collected and 2 metre distance maintained from all other staff and pupils</li> <li>Deep clean of safety rooms once evacuated</li> </ul> <p>Site Manager: Advice on rubbish which may have been contaminated:</p> <ul style="list-style-type: none"> <li>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</li> </ul>	5	4	20	<p>Head Teacher</p> <p>Site Manager/ Caretaker</p>



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	<p>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.</p> <ul style="list-style-type: none"> <li>• Staff to self- isolate – journey home by car</li> <li>• If any adult or pupil tests positive, HT informs PHE and follows advice</li> </ul> <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"> <li>• The school has the most recent information from the government, and this is distributed throughout the school community</li> <li>• obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately</li> <li>• communicate with families and reiterate the message of gaining advice from NHS 111</li> </ul> <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"> <li>• Follow the School Safety Plan</li> <li>• All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE &amp; PHE guidance</li> <li>• Head Teacher to call PHE immediately</li> </ul>	5	4	20	Head Teacher



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<p>Vulnerable pupils &amp; adults in the School are exposed to illness</p>	<ul style="list-style-type: none"> <li>• School communicate appropriately with their most vulnerable pupils.</li> <li>• Health care plans are updated and instruction from GPs followed</li> <li>• Pastoral Team identify the most vulnerable pupils and staff from current medical information</li> </ul>	5	3	15	Head Teacher
<p>Pupils with known medical conditions cannot access their medication</p>	<ul style="list-style-type: none"> <li>• Pupils are requested to bring their inhalers to school</li> <li>• Pupils requiring medication during the day are escorted to the gym where a First Aider will follow process to administer medication adhering to social distancing rules</li> <li>• PPE will be available to First Aiders</li> </ul>	5	3	15	Head Teacher
<p>Vulnerable pupils &amp; adults in the School community at risk of food shortages or feel unsafe</p>	<ul style="list-style-type: none"> <li>• Vulnerable families continue to receive Food Vouchers or arrangements made with caterers for food parcels.</li> <li>• CSS informed in the case of school closure in respect of vulnerable families at risk</li> </ul>	5	3	15	Head Teacher

