COVID – 19 RISK REGISTER Completed by Sarah Rule 3rd September 2021

Scoring	**Impact x Likelihood + Impact**	**Impact** (1= low to 5 = high)	**Likelihood** (1 = not likely to 5 = likely)
RAG Rating	Red 15 – 30	Amber 8 - 14	Green 2 – 6

RISK 1 : **Emotional distress of the children**

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Children will be coming into a setting that could be unfamiliar for them, with systems in place that are different to the systems in July	**4**	**4**	**20**		All classes are placed in an area of the school they are familiar with after transition day in July Class teachers to remind pupils about the new routines and systems regularly, particularly in the first week Letter to parents on the 3rd of September will detail information about routines within school	**4**	**2**	**12**		This will need reviewing if a member of staff becomes ill or is unable to come into work.
Children not discussing their worries or fears about the return to school/change in their environments/home life	**4**	**3**	**15**		Daily class group Circle Time and class discussion to encourage discussion of worries	**4**	**2**	**12**		
'Getting back' into a routine of school days can by tiresome for the mind and body causing anxiety and distress	**4**	**4**	**20**		Reduced time in school to ensure transition is successful from home to school for reception pupils Focus on circle time/discussion to identify and address any emerging anxieties Opportunity for regular breaks for child if needed	**4**	**2**	**12**		As there are no restrictions on the playground, classes can use any area of the school grounds

RISK 2 : Emotional distress of the staff – including anxiety										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Staff feeling anxious as they are not aware of the plans and have social media/news influence – causing distress and anxiety	4	4	20		Staff briefing sent out on the 23rd of August to let staff know about some of the routines for September Part of the 3rd September PD day will be used to provide more detail about the risk assessment and steps to keep staff safe.	4	2	12		
Staff misunderstanding/not sure of messages due to misunderstanding written communication and not discussing in person, causing mixed messages and anxiety about wider opening of school	4	4	20		Online / phone conversations for any staff who request it	4	2	12		This has now become part of operational practice.
Anxiety from the removal of restrictions, which could result in staff member being off from work	4	4	20		Risk assessments reviewed weekly for first month, and then monthly to ensure risk reduction measures are appropriate eg Education Support	4	2	12		Weekly briefing to contain information about local transmission rates and information about the risk assessment

RISK 3 : Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Several children in the toilets at the same time	4	4	20		Staff to monitor large groupings in the toilet. If a large number of pupils are gathering, some will be sent back to class and told to come back later Pupils reminded about toilet behaviour and hand hygiene regularly	4	3	16		KS1 pupils to have their own toilets – KS2 chn have more risk due to more classes using the toilets Early years have their own toilets
Hands not washed properly after going to the toilet – resulting in direct and indirect transmission of the virus	4	4	20		Signs in toilet re washing hands Extra soap ordered to ensure we do not run out Regular reminders to pupils about the importance of hand hygiene and social distancing in busy places, particularly when mixing with other classes	4	3	16		

RISK 4 : Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Child is endangering themselves or others	4	3	16		Use the school's "Team Teach" procedures as a last resort. This advises any intervention should be necessary, proportionate and for the shortest amount of time possible. Appropriate PPE to be purchased and used as required by close contact staff Extra disposable aprons, masks and gloves ordered	4	2	12		Incidents where team teach is used are rare in school: A. Walker, all teachers and TAs

					Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk					

RISK 5 : Risk of transmission at playtimes and lunchtimes										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Space and amount of children on the playground can lead to direct transmission of virus	4	5	24		Duty staff to be particularly aware of contact that is too close or inappropriate School to use the school field, weather appropriate, so that pupils can spread out more. Prior to first few playtimes, staff to remind pupils about steps they can take to reduce the risk of increasing the possibility of transmission: hand hygiene, don't get too close to other pupils – particularly if they are not in your class	4	3	16		There will be no restrictions on playgrounds or playtimes from autumn 2021. The interactions between pupils will be monitored over the first two weeks of being back in school to ensure that a non segregated playground does not increase the risk of transmission
Children sitting in close proximity with several year groups in the hall at the same time	4	4	20		All tables to be wiped prior to a new group sitting at the table Duty staff to be particularly aware of contact that is too close or inappropriate as well as the sharing of food	4	3	16		Dinner time will last from 12:15pm – 1:00pm KS2 and 12.00-1.00 for KS1. As per the time prior to COVID, pupils will come into the hall in class and will fill the tables when empty

RISK 6 : Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Lack of soap and waiting for soap for more frequent handwashing	4	3	16		All classrooms have a sinks All sinks have hand wash, with site supervisor checking regularly that they are full	4	2	12		
Children not washing hands properly when they initially come back, as routine not embedded	4	5	24		Even though a number of restrictions have been removed, the importance of hand washing will be continually highlighted by staff. Children will wash their hands for at least 20 seconds and drying them thoroughly: • On arrival. • After playtimes. • Before lunch and after lunchtimes • After they have sneezed / coughed. • If they sneeze or cough into a tissue, this must be placed in the nearest bin and then hands washed. Highlight the slogan: “Catch it, bin it, kill it”- Posters to be around school • Cleaning material present in all classrooms, with frequently touched areas being cleaned regularly	4	3	16		Pupils have been aware of hand washing procedures for 18 months, so the system should we well known to chn. Staff to continually monitor handwashing in class, encouraging children to do this regularly. Keeping the work space clean should form part of normal classroom procedures. Tidying up, should lead to frequently touched areas being cleaned.

RISK 7 : Risk of infection due to lack of cleaning resulting in indirect transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Virus will stay on surfaces for varying amounts of time	4	5	25		All surfaces, handles, toilets and shared equipment will be cleaned each day using DL10 disinfectant by cleaners	4	2	12		

RISK 8 : Staff – Staffroom/toilets										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Cross contamination from touching kitchen equipment (eg microwave handles, kettles etc.) Cross contamination from touching shared working equipment (eg printers, shredders etc.)	4	4	20		• Hand sanitizing units on exit and entry to staff room • Cleaning wipes to be used before and after use of equipment on areas that come into human contact • Staff must put own mugs, plates and cutlery in dishwasher after use • No hand washing of mugs, plates and cutlery • Staff to continue to think about social distancing when needed	4	3	12		Daily cleaning of staffroom area by cleaning team, as well as an end of the week deep clean These is no restriction on the number of staff in toilets, but staff will be continually encouraged to social distance when appropriate
Cross contamination from door handles during exit of washroom and using equipment (toilet flush, taps)	4	4	20		• Wash hands immediately upon entry and exit of washroom • Sanitiser available outside washroom door, to be used after exit • Wipes to clean taps after use	4	2	12		Daily cleaning of staffroom area by cleaning team, as well as an end of the week deep clean

Close contact within washroom										

RISK 9 : Staff – office										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Cross contamination from touching equipment and surfaces Inhalation of infected droplets from infected colleagues Cross contamination from touching shared working equipment (eg printers, shredders etc.)	4	4	20		• Cleaning wipes/sprays located at each desk (Or desk block) to be used at start and finish of shift on all equipment • Symptomatic persons to follow school protocols on for illness	4	2	12		Daily cleaning of office by cleaning team, as well as an end of the week deep clean
Infection spread into school from visitor or parents	4	4	20		• Window will be shut between office staff and visitors • Only one person in the foyer at any one time • Hand sanitizer at school entrance	4	2	12		Although some restrictions have been removed, the school will stick to the policy of only having one parents/carer in the foyer at any time and the window closed when interacting with parents.
Infection spread through general first aid	4	3	16		Apply First Aid best practice: • Wear gloves or cover hands when dealing with open wounds • Cover cuts and grazes on your hands with waterproof dressing • Dispose of all waste safely	4	2	8		AW to check if changes have been made to the first aid guidance on rescue breaths

					• Do not touch a wound with your bare hand • Do not touch any part of a dressing that will come in contact with a wound CPR to be performed without Rescue Breaths, use only chest compressions. Place a cloth over the casualties mouth and nose when carrying out chest compressions					

Coronavirus Key Actions (Outbreak Contingency Plan)			
Factors	Actions	When	Responsible person
Staff or child is showing symptoms	All staff to continue taking twice weekly testing until the end of September to reduce the risk of asymptomatic staff coming into school	Weekly	All staff
	Parents encouraged to keep ill children away from school with symptoms that are not related to COVID.	Weekly newsletter	AW to monitor
	If a parent insists that a pupil should attend, this could be refused to protect staff from the possible infection of COVID-19	When needed based on assessment of case	SR
	If a pupil presents as ill, they will go to the medical room and be assessed by SR/AW	When needed	SR/AW
	If a child is sent home with COVID symptoms, the following procedures will be used • Deep clean core areas • Inform staff	When needed	AW to contact cleaning team SR to include hygiene advice on a weekly basis

	• Core reminders of hygiene • Contact parents – general information about sickness etc via newsletter		
Any increase in stepping up measures should only be considered as a last resort to impact on the minimum number of pupils/groups for the shortest period of time. Contact tracing will be identified by NHS test and trace Extra action could be taken if the number of positive cases substantially increase. The thresholds are: • 5 chn, pupils, students or staff who are likely to have mixed closely, test positive for COVID-19 within a 10 day period or 10% of children, pupils, or staff who are likely to have mixed closely test positive for COVID-19 within a 10 day period.			
Confirmed case in school	Contact relevant agencies e.g. LA / Public Health England DfE helpline: 0800 046 8687 Self Isolation Service hub: 020 3743 6715 Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness After following advice from PHE/DfE, this could lead to a stepping up of measures to reduce the spread of COVID-19. This could include • Reintroduce face masks in communal or busy areas • Return to class bubbles • Return to segregated playtime timetable from July • Return to dinner time table from July • Sending close contacts home and reverting to remote learning for these pupils • Closing a class and reverting to remote learning and deep cleaning affected areas • Other options suggested by PHE/DsPH	**When needed – actions will be taken upon confirmation of a case**	SR – decisions will be taken following advice from DfE initially, possibly accessing further advice from PHE, LA, Directors of public health or HPT.

Suspected case in a family	Contacts are not required to self isolate if they live in the same household as someone else with COVID symptoms or someone who test positive, if • They are fully vaccinated • Under 18yrs 6 months • Are taking part in an approved COVID-19 trial Parents/carers to be reminded to inform school if anyone tests positive in a household, even though this will not prevent the pupil attending school. School will encourage the parent to take the pupils and other family members for a PCR test	**When needed – actions will be taken upon confirmation of a case**	AW to monitor
Teacher/TA shortage	Fully vaccinated staff do not need to isolate if a member of the household tests positive but will be encouraged to go for a PCR test AW to establish which staff have been fully vaccinated Regular discussions with staff in school and via electronic communications to assess any early problems. Staff encouraged to keep up to date with union advice to ensure they have a wide range of information about school return and wider issues to do with coronavirus	**When needed** **3rd September**	 AW – included in initial newsletter to staff SR Staff

Impact

Descriptor	Score	Impact on service and reputation
Insignificant	1	• no impact on service • no impact on reputation • complaint unlikely • litigation risk remote

Descriptor	Score	Impact on service and reputation
Minor	2	• slight impact on service • slight impact on reputation • complaint possible • litigation possible
Moderate	3	• some service disruption • potential for adverse publicity - avoidable with careful handling • complaint probable • litigation probable
Major	4	• service disrupted • adverse publicity not avoidable (local media) • complaint probable • litigation probable
Extreme/Catastrophic	5	• service interrupted for significant time • major adverse publicity not avoidable (national media) • major litigation expected • resignation of senior management and board • loss of beneficiary confidence

Likelihood

Descriptor	Score	Example
Remote	1	may only occur in exceptional circumstances
Unlikely	2	expected to occur in a few circumstances

Descriptor	Score	Example
Possible	3	expected to occur in some circumstances
Probable	4	expected to occur in many circumstances
Highly probable	5	expected to occur frequently and in most circumstances

Impact						
Extreme/ Catastrophic	5	10	15	20	25	30
Major	4	8	12	16	20	24
Moderate	3	6	9	12	15	18
Minor	2	4	6	8	10	12
Insignificant	1	2	3	4	5	6
		1 Remote	2 Unlikely	3 Possible	4 Probable	5 Highly Probable

Likelihood

Heat map