nishkamschooltrust

Risk Assessment and full opening plan for Nishkam West London Primary Phase

This risk assessment has been based on the DfE guidance and checklist for full opening of schools

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Risk	Who might be harmed?	Controls	Controls in place	Likelihood 1-3	Impact 1-3	Residual Risk	Owner	Start Date	Review Date	R A G
Section 1: Public health advice to minimise coronavirus (COVID-19) risks										
1.1 Member of staff or pupil becomes unwell at school	Pupils, staff and parents	1.1.1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms Separate room for child who becomes unwell at school	Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not encounter others and are supervised always, and government guidance is followed. NST COVID-19 Protocols and Procedures and School COVID-19 guidance detail all the relevant processes and procedures. Contact details for staff and pupils will be kept up to date.	1	2	2	SRA/MNO	13.07.20	27.08.20	
			The allocated medical rooms to be used for sick pupils to be kept in until parents come to collect them, ideally with a door you can close; a window you can open for ventilation and a separate bathroom they can use; ensure PPE equipment is available for member of staff if they cannot maintain 2m distance from the child; Ensure cleaning regime straight after use.	1	2	2	SRA/MNO	13.07.20	7.08.20	
1.2 Limited information re handwashing/ hygiene	Pupils, staff and parents	1.2.1 Guidance re handwashing/ hygiene increasing the frequency of cleaning hands	NST COVID-19 Protocols and Procedures and School COVID-19 guidance issued to all staff (including catering and IT contractors and cleaning contractors regarding the handwashing and hygiene. Guidance for parents and pupils to be shared re school routines - all to wash/sanitise hands regularly on arrival and when leaving the premises, including breaks, change rooms and before and after mealtimes; behaviour expectations (via behaviour guidance) are shared with parents, staff and pupils;	1	2	2	SRA	13.07.20	01.09.20	
			Have appropriate signage/ posters on site referring to social distancing; including shared spaces such as staff room, kitchen, offices and classrooms;	1	2	2	MNO	13.07.20	27.08.20	
			Pupils to watch videos and review guidance on handwashing and respiratory hygiene;	1	2	2	SRA	13.07.20	01.09.20	
1.3 Limited hand washing facilities	Pupils, staff and parents	1.3.1 Hand washing facilities 'stations' required in communal areas and classrooms	Hand sanitiser and moisturiser at key entry points of buildings and hand washing facilities throughout the school in communal areas including classrooms	1	2	2	MNO	13.07.20	27.08.20	
			Continue to monitor daily hand sanitisers, soap and stock; process to be documented;	1	2	2	MNO	13.07.20	27.08.20	
1.4 Risk of contamination by poor respiratory hygiene	Pupils and staff	1.4.1 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	School COVID-19 guidance and addendum to behaviour policy outlines best practice regarding respiratory hygiene, Health and Safety Policy has also been updated to reflect the importance of maintaining good respiratory hygiene.	1	2	2	SRA	13.07.20	27.08.20	
			Every classroom and shared communal space to have supplies of facial tissues; and lidded bins	1	2	2	MNO	14.07.20	20.7.20	
1.5 Limited cleaning on site, high touch surfaces not identified		1.5.1. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Increased and in-depth cleaning programme across the school daily supervised by the Site Manager; plan and monitor	1	2	2	MNO	14.07.20	27.08.20	
			Cleaners – minimise contact with staff and pupils. Changes to scheduled cleaning to ensure that classrooms and shared spaces are empty before cleaning is completed.	1	2	2	MNO	14.07.20	27.08.20	
			Increased toilet cleaning to throughout the day; signage sheet in progress to ensure hourly checks have been completed	1	2	2	MNO	14.07.20	27.08.20	
		1.5.2 Cleaning of high touch surfaces	High touch surfaces identified and included in cleaning schedule to increase frequency of cleaning of surface areas. Cleaning schedule has been revised to include deep cleaning of classrooms and communal areas.	1	2	2	MNO	14.07.20	27.08.20	

1.6 Social distancing measures not in place	Pupils, staff and parents	1.6.1 'Groups' of pupils are a safe and manageable size.	'Groups' are formed based on class in the primary phase. They are formed on the basis that their interaction with other groups can be minimised and still be taught a broad and balanced curriculum. The risk that younger pupils will not always be able social distancing, which is acceptable within their group. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	SRA/SMI	14.07.20	01.09.20	
		1.6.2 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – **inside the building**	Only one class in a corridor at a time, accompanied by a staff member always and following tape markings to keep distance; Staggered timetables in place to minimise the contact of pupils in the corridors: Individual plan of routines of when pupils use the toilets; School COVID-19 Guidance shared with staff to advise of process and procedures. School COVID-19 guidance has been shared	1	2	2	SRA/SMI	14.07.20	01.09.20	
			IT Technicians – minimise contact with staff and pupils. Any tickets logged to be resolved remotely where possible. If onsite support is required then they to only enter classrooms, shared staffing areas when empty. NST COVID-19 Protocols and Procedures, School risk assessments and School COVID-19 Guidance shared with staff, identifying social distancing measures and hygiene measures/ guidance.	1	2	2	MNO	14.07.20	01.09.20	
			Office staff – minimise contact with staff and pupils School COVID-19 School risk assessments and School COVID-19 Guidance shared with staff, identifying social distancing measures and hygiene measures/ guidance.	1	2	2	JFR	14.07.20	27.08.20	
			Site management team – minimise contact with staff and pupils NST COVID-19 Protocols and Procedures, School risk assessments and School COVID-19 Guidance shared with staff, identifying social distancing measures and hygiene measures/ guidance. Site Manager will not enter classroom unless it is empty. All inspections/ audits will be completed when the classroom and shared spaces are empty.	1	2	2	MNO	14.07.20	27.08.20	
			Parents and carers to email or phone with any private or confidential matters. All face to face meetings to be scheduled in advance.	1	2	2	JFR	14.07.20	27.08.20	
		1.6.3 Extracurricular provision to be reviewed	The offer of wrap around care and extracurricular provision would be considered whilst ensuring that the setting is COVID-19 secure and social distancing can be monitored.	1	2	2	JFR	14.07.20	21.09.20	
		1.6.4 Minimise contact between staff in shared spaces	The staff room and any shared spaces will be well ventilated and there will be maximum occupancy guidance issued for each room/area to staff. Video conferencing will continue to be encouraged for larger meetings even when colleagues are on site. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	MNO	14.07.20	27.08.20	
		1.6.5 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – **inside the classroom**	Staff to redesign rooms, remove excess furniture and ensure that tables are facing forwards, Teacher interaction to be limited and to maintain up to 2m distance where possible. School COVID-19 Guidance details specific actions and controls.	1	2	2	KS1- JPL KS2- MKA	14.07.20	27.08.20	
			Equipment will not be shared where possible. Any shared equipment such as keyboards must be cleaned with surface spray/ alcohol wipes after use. Pupils to keep own books on desk in trays to minimise moving around the classroom in addition to own learning pack; Resources can be shared within the class 'groups' however unnecessary sharing will be avoided. Shared sports and science equipment to be cleaned thoroughly in between uses.	1	2	2	MNO	14.07.20	27.08.20	
		1.6.6 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – **break and lunchtimes**	Break times will be staggered by 'groups' to maintain social distancing where possible. Lunches will be served in the classroom where possible or staggered lunches will be held in the dining room. All tables will be cleaned and pupils to wash their hands before and after eating.	1	2	2	MNO/SMI	14.07.20	01.09.20	
		1.6.7 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – **outdoor shared spaces/ playground**	Playgrounds will be sectioned in zones so that 'groups' are aware of the restrictions to ensure that they and maintain social distancing. Outdoor equipment must be cleaned before and after use. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	SMI	14.07.20	01.09.20	
		1.6.8 Minimise contact between individuals and maintain social distancing in consistent groups	Interaction will be limited between groups as much as possible and the shared use of classrooms will be limited. Virtual assemblies and prayer sessions will be held live streamed to classrooms where possible. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	KS1- JPL KS2- MKA SMI	14.07.20	27.08.20	

Risk	Who	Control	Details	L	S	R	Owner	Raised	Complete	RAG
			wherever possible – **shared spaces**							
		1.6.9 Social distancing – **outside of building**	External one-way system including social distancing measures around site where required; School COVID-19 guidance includes details regarding procedures; parents have also received guidance advising them of the process.	1	2	2	MNO	14.07.20	01.09.20	
			In and out gates for drop off or pick up using vehicle gate and pedestrian gate at front and rear of school;	1	2	2	MNO	14.07.20	01.09.20	
1.7 PPE Equipment not available or work correctly		1.7.1 Where necessary, wear appropriate personal protective equipment (PPE)	NST COVID-19 Protocols and Procedures includes reference to the DfE guidance stating that PPE should be avoided in educational settings; with the following exceptions; Pupils whose care routinely already involves the use of PPE due to their intimate care needs; Pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home; a face mask should be worn by the adult if a distance of two metres cannot be maintained. Stock of PPE will be monitored closely by SM and replenished as and when required.	1	2	2	MNO/SRA	14.07.20	01.09.20	
1.8 Colleagues and parents do not follow PHE / NHS test and trace process	Staff, pupils and parents	1.8.1 Engage with the Trace and Test process	Public Health England health protection team NST COVID-19 Protocols and Procedures includes information of how schools must engage with the PHE protection team. Colleagues to sign and confirm that they are willing to follow the test and trace process set out by PHE.	1	2	2	SRA/MNO	14.07.20	25.8.20	
1.9 Increase in the number of COVID-19 cases locally resulting in local lockdown	Staff, pupils and parents	1.9.1 Manage confirmed cases of coronavirus (COVID-19) amongst the school community	NST COVID-19 Protocols and Procedures has been updated to reflect the processes to be followed with the advice and guidance of the PHE Health Protection Team. In some cases, the Health Protection Team could recommend that larger number of pupils (class group or year group) self-isolate at home as a precautionary measure. PHE to share template letters and resources with the school to ensure that appropriate and relevant information is shared within the community. This has formed part of the Trust communication strategy,	1	2	2	SRA	14.07.20	25.08.20	
1.10 Advice from the PHE Health Protection Team not followed or inaccurate	Staff, pupils and parents	1.10.1 Contain any outbreak by following local health protection team advice	NST COVID-19 Protocols and Procedures has been updated to reflect the processes and procedures now in place to engage with the PHS Health Protection Team and ensure that each case is managed appropriately to mitigate the risk of a potential outbreak.	1	2	2	SRA	14.07.20	27.08.20	
Section 2 – School Operations										
2.1 Increased risk of transmitting virus using public transport	Staff, pupils and parents	2.1.1 School bus service	NST COVID-19 Protocols and Procedures has been updated to reflect the processes related to travel to school. School to liaise with bus companies to share risk assessments and confirm that strategies are in place to minimise the risk of spreading the virus. Recommend that social distancing is maintained where possible and hand sanitiser is made available to all pupils when boarding and leaving the bus and additional cleaning of vehicles. Pupils aged over 11 should wear face coverings.	1	2	2	MNO	14.07.20	27.08.20	
		2.1.2 Public transport	NST COVID-19 Protocols and Procedures has been updated to include wider information regarding the use of public transport. Schools will have staggered starts and encourage staff, pupils and parents to walk or cycle to school where possible. The staggered starts this will not impact the overall teaching time	1	2	2	SRA/SMI	14.07.20	27.08.20	
		2.1.3 Process in place to safely remove and disposed of face coverings	Staff and pupils that arrive at school with a face covering are directed to remove before entering the school building and instructed not to touch the front of their face coverings during use or when removing them. Designated area to remove face coverings are clearly signposted, the lidded bin will be emptied daily. Reusable face coverings will be placed in a sealable bag, hand must then be washed. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance has been updated with the guidance. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls	1	2	2	MNO	14.07.20	27.08.20	
2.2 Low pupil attendance and engagement from families	Staff, pupils and parents	2.2.1 Support for pupils who are shielding or self-isolating	Identify the pupils who may not be able to attend based on clinical or public health advice the school will offer immediate access to remote education; schools will need to monitor their engagement.	1	1	1	KS1- JPL KS2- MKA SMI	14.07.20	27.08.20	
		2.2.2 Strategy in place to ensure that attendance is a focus for the school	Attendance strategy in place to support all families and pupils who may be anxious to attend school. Pupils are identified, and regular processes are in place to monitor these. Parents are made aware that it is their duty to ensure that their child attends school regularly when they are of compulsory school age; the school will continue to record attendance and follow up any absences and issue sanctions where appropriate,	1	2	2	SMI	14.07.20	27.08.20	
2.3 Low staff attendance	Staff	2.3.1 Support and guidance in place to reassure staff of measures in place for their wellbeing.	School leader to address any individual concerns of staff and ensure that their wellbeing is a continued focus. Bespoke support to be made available to be provided, remind them of any internal support plan/system that is in place. Including specific support centred around managing bereavement	1	2	2	SRA	14.07.20	27.08.20	
		2.3.2 Staff who are clinically vulnerable or	Staff guidance in place and circulated to identify any concerns specific to high risk staff.	1	2	2	SRA	14.07.20	27.08.20	

			extremely clinically vulnerable							
2.4 Health and Safety duties are not met, and school is not COVID Secure	Pupils, staff and parents	2.4.1 All statutory health and safety measures are met, reviewed and updated regularly	Health and Safety Policy has been reviewed and updated in Summer 1 2020. This is due to be reviewed annually. External Health and Safety risk assessments. Termly Link Governor visits to be scheduled with effect from autumn term – these will review the completion and maintenance of all risk assessments, training requirements and statutory reporting. (All reports available upon request).	1	2	2	MNO	14.7.20	10.8.20	
		2.4.2 Educational visits check, and risk assessments are completed following statutory guidelines and Trust policies	Education visits policy reviewed; ensure that all risk assessments are completed in advance of the educational visit. Follow all government guidance when planning any visits. Templates of risk assessment to be reviewed as part of the health and safety risk assessment.	1	1	1	SMI	14.07.20	01/12/20	
		2.4.3 Improve ventilation in classrooms and shared areas	All rooms and shared areas to be assessed to consider how ventilation can be improved; windows to be left open, doors ajar where possible; limit use of air conditioning and to ensure that fresh air is circulated throughout the building where possible.	1	1	1	SRA	14.07.20	27.08.20	
		2.4.4 COVID-19 specific health and safety risk assessment completed	That a COVID-19 specific risk assessment is scheduled and completed in advance of September 2020.	1	2	2	MNO	16.7.20	10.08.20	
		2.4.5 Premises related actions following the completion of the risk assessment are completed as a priority	All pre-term premises checking tests are completed in a timely manner. Outcome of this risk assessment and external health and safety risk assessments are reviewed to ensure that any adaptions required to the building to accommodate the full complement of staff and pupils is reviewed and completed as a priority.	1	2	2	RPA/MNO	16.7.20	10.8.20	
2.5 Pupil requirements are not met due to limited engagement with specialists supporting vulnerable pupils	Pupils	2.5.1 Specialist and external agencies continue to support the school and pupils	All support should continue as appropriate to meet the needs of the pupils. Although these colleagues can move between schools, it is important to consider how this support would be managed and maintaining consistency with the colleagues who visit schools	1	2	2	GST	7.7.20	~~27.8.20~~17.7.20	
2.6 Appropriate policies and procedures not reviewed to support the COVID-19 guidance in advance of reopening	Pupils, staff and parents	2.6.1 All appropriate policies to be reviewed and shared with staff at appropriate juncture.	The following policies have been reviewed; health and safety, first aid pastoral, teaching and learning.	1	2	2	RP	16.7.20	25.8.20	
2.7 No communication strategy in place	Pupils, staff and parents	2.7.1 Communication strategy in place supported by Trust	Templates in the event of the following events are saved centrally and updated as appropriate; pupil or member of staff sent home because of showing symptoms of the virus; negative test result; positive test result; local lockdown; larger 'groups' of children sent home; changes to government guidance,	2	2	4	RPA	14.07.20	25.8.20	
		2.7.2 Governors/ Trustees to receive regular updates at meetings	CEO to update Trust Board at regular intervals. School Leaders to continue with regular updates with the Chair of Governors.	1	2	2	SRA/BPA	14.07.20	01.09.20	
Section 3: Curriculum, behaviour and pastoral support										
3.1 Curriculum expectations not met	Staff and pupils	3.1.1 Curriculum to be planned to ensure that broad and balanced curriculum is offered to all pupils	Develop and agree plans for September, which will include the recovery curriculum to support all pupils. Gap analysis is undertaken in Autumn 1 and specific provision is planned to close the identified gaps particularly in core subjects. Music and PE units have been selected to minimise the spread of the virus. For example, selecting dance will ensure equipment is not being used or shared, instrumental rather than singing units selected. School COVID-19 Guidance notes specific actions and controls curriculum delivery.	1	2	1	SRA AHTs	14.07.20	27.08.20	
		3.1.2 Plans for physical activity is detailed and updated.	Physical activity is encouraged to include daily movement breaks. Due to limited outdoor space and staggered break times, PE will have to take part indoors.	1	2	1	SRA	14.07.20	27.08.20	
3.2 No wellbeing and support in place for pupils and families		3.2.1 Appropriate plans are in place to identify and support families	A 6-week mental health and wellbeing programme will be followed to ensure all children returning to school have a specific PSHE programme of support on their return. This programme covers the topics of cleanliness, safety, happiness, loss, bereavement and optimism.	1	2	1	SMI JPL/MKA	14.07.20	27.08.20	
3.3 No support to manage behaviour expectations		3.3.1 Ensure that all policies and procedures	Behaviour policy and exclusions policy have been reviewed and updated. These will be circulated to ensure that a consistent approach has been adopted across the school. Plans agreed to ensure that specific support will be made available to those pupils struggling to reengage with school.	1	2	1	SMI JPL/MKA	14.07.20	27.08.20	

		have been reviewed and appropriate to the setting								

Section 4: Assessment and Accountability										
4.1 Inspection criteria is not known and understood	Staff	4.1.1 Guidelines from OfSTED and DfE define assessment criteria	All government and OfSTED guidance related to inspections is updated and shared with all staff to mitigate any unnecessary anxiety re an 'inspection'	I	2	2	SRA	14.07.20	27.08.20	
4.2 No support in place for pupils and staff in preparation for summer assessments and exams	Staff, pupils	4.2.1 Clear expectations and guidelines from DfE	All guidance is shared with staff and pupils in a timely manner to ensure that any anxieties and unnecessary pressures that can be address.	I	2	2	SRA	14.07.20	27.08.20	
Section 5: Contingency planning for outbreaks										
5.1 No government support or guidance in the event of a local lockdown	Staff, pupils, parents	5.1.1 Clear expectations and guidelines from the government	Ensure that procedures are in place within the Trust to support the school community through a local lockdown; including a communication strategy.	I	2	2	RPA	14.07.20	25.8.20	
5.2 No remote curriculum in place	Staff, pupils, parents	5.2.1 Plans for remote learning are in place and all curriculum expectations are met	Plans for immediate remote learning are in place to ensure that support is available in the cases of local lockdowns, self-isolation and periods of 'groups' of pupils unable to attend school. Identify all pupils that may have restrictions with access to laptops and have an alternative available for example, printed packs. All remote learning will meet guidance in place to ensure that daily lessons/ assignments are set; and a broad and balanced curriculum is offered.	I	2	2	SRA	14.07.20	27.08.20	