

## RAGLAN COVID ADDITIOAL RISK ASSESSMENT – JANUARY 2021

**MATRIX:** tables below for guidance on risk rating scores.

LEGEND	
I	Impact
P	Probability
Impact or Consequence	
Description	Indicators
5 (Major)	The risk has a <b>major</b> impact if realised
4 (Significant)	The risk has a <b>significant</b> impact if realised
3 (Moderate)	The risk has a <b>moderate</b> impact if realised
2 (Minor)	The risk has a <b>minor</b> impact if realised
1 (No consequence)	The risk has <b>no consequence</b> impact if realised

Probability (or Likelihood)	
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	<input type="checkbox"/> Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	<input type="checkbox"/> Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	<input type="checkbox"/> Take appropriate action to manage the risk
5 and below	Low Risk	<input type="checkbox"/> Risk to be removed from register with monitoring activity to assess changes in risk rating

**RAGLAN SCHOOL RISK ASSESSMENT FOR RESTRICTED OPENING OF SCHOOL (SITE SPECIFIC IN ADDITION TO TRUST RISK ASSESSMENT)**

	Risk Description	I	P	Risk Rating	Risk Control(s)	Residual Rating	Additional Controls Required (if any)	Lead for Risk Control Activities
1.	Insufficient staff to be able to open safely for children of key workers and vulnerable children	5	4	20	<ul style="list-style-type: none"> <li>▪ Staff to be contacted to confirm return to work</li> <li>▪ Extremely clinically vulnerable staff to be identified</li> <li>▪ Clinically vulnerable staff to be identified.</li> <li>▪ Staff to be allocated to year group bubbles – to determine the number of groups that can be accommodated.</li> <li>▪ School reopening for children of key workers and vulnerable children</li> </ul>	12	<p>Clinically extremely vulnerable staff to work from home , consideration to be given to where clinically vulnerable staff can best be placed.</p> <p>Clear communication with staff concerning where they will be placed.</p> <p>Staff who can work from home should continue to do so.</p> <p>No staff mixing across bubbles – bubbles will close if insufficient staff</p>	<p>Head Teacher</p> <p>HR</p>
	Staff/pupil experiencing COVID symptoms	5	4	20	<ul style="list-style-type: none"> <li>▪ Straight to isolation room</li> <li>▪ Staff to wear PPE</li> <li>▪ Parents called</li> <li>▪ Remain in isolation for 10 days</li> <li>▪ Double bag any waste</li> <li>▪ Thoroughly disinfect room</li> <li>▪ Inform Bromley Healthy and COVID TEAM</li> <li>▪ Refer to RA to inform contacts</li> </ul>	15		Lynda/Kate
2.	Classroom sizes	5	4	20	<ul style="list-style-type: none"> <li>▪ Careful thought has gone into spaces being used.</li> <li>▪ Small spaces will not be used</li> </ul>	15	No groups larger than 15 if at all possible	
3.	Classrooms are not set up for social distancing	5	3	20	<ul style="list-style-type: none"> <li>▪ Additional desks and chairs will be removed.</li> <li>▪ Desks to face forward</li> <li>▪ Doors (not fire doors) and windows to be kept open for ventilation.</li> </ul>	12	<p>Children to use the same desk each day</p> <p>Children identified as flight risks re open doors identified and risk assessed individually.</p>	<p>Site team</p> <p>Staff</p> <p>AHT Inclusion</p>

4.	Contaminants being brought into school.	5	4	20	<ul style="list-style-type: none"> <li>▪ Disinfectant solution and cloths available in all classrooms.</li> <li>▪ Disinfectant stations set up in school.</li> <li>▪ Sanitiser available at school reception for visitors such as delivery drivers.</li> <li>▪ Children required to wash hands regularly throughout day – poster in each class reminding children and staff</li> <li>▪ All tables and chairs wiped down in dining hall before use by another person</li> </ul>	12	<p>Cleaning protocol agreed with cleaning contractor</p> <p>Classrooms to be kept as tidy as possible throughout the day</p>	<p>Site team</p> <p>Cleaning contractors</p> <p>Staff</p>
	Too many staff	5	4	20	<p>One teacher in school , one working from home in each yr group</p> <p>Leadership team, site team and office team in school on rota basis</p>	12		
	Infection may spread	5	4	20	<ul style="list-style-type: none"> <li>▪ Enhanced cleaning regime</li> <li>▪ Wipe down any shared resources such as IPADS</li> <li>▪ Class resources only to be used by one class</li> <li>▪ Staff only work in one bubble</li> <li>▪ PE outside only</li> <li>▪ Books taken home to quarantine for 48hrs</li> <li>▪ First aid carried out in class or playground where possible</li> <li>▪ PPE to be worn by first aider</li> </ul>	12	<p>Any staff member displaying symptoms must stay at home and must be tested</p>	
5.	Staff mixing with staff outside their own bubbles	5	4	20	<ul style="list-style-type: none"> <li>▪ Break and lunch times will be staggered.</li> <li>▪ Staffrooms will be rearranged so that tables and chairs are set apart.</li> <li>▪ Additional areas will be identified as extra space for staff. Staff advised to wear face coverings in communal areas</li> </ul>	12	<p>Staff encouraged to stay on site during the day to reduce contact with additional people.</p> <p>Staff to arrive and leave school site no more than an hour before school starts and finishes</p>	<p>Site team</p> <p>Staff</p>

6..	Too many people on school grounds to be able to maintain social distancing	5	4	20	<ul style="list-style-type: none"> <li>Clear communications with parents prior to re-opening detailing drop off and pick up times and details of the one-way system in place at each school.</li> <li>Entry to school grounds to be via designated entrance points and exit via exit point.</li> <li>Only one adult to drop off and collect.</li> <li>Parents strongly encouraged to wear face coverings</li> <li>Staff must wear face coverings in playground when parents present</li> </ul>	15	<p>Parents and staff given written information about this</p> <p>Member of staff on duty at each gate</p> <p>School grounds will have signage showing entry, exit and circulation routes.</p> <p>Parents can only drop off and pick up; they cannot enter the school.</p>	<p>Class teachers</p> <p>Site staff</p> <p>Staff</p>
7.	Children moving around the school outside their bubbles	5	4	20	<ul style="list-style-type: none"> <li>Teaching staff to reinforce message that children must remain in their bubble.</li> <li>Adults to talk to children moving around the school if unaccompanied and remind them of importance of what has been agreed</li> <li>Break and lunchtimes will be staggered and bubbles will be allocated specific areas in playgrounds</li> </ul>	12	<p>Emergency first aid kits available in classrooms so that children do not have to go to first aid for minor scrapes.</p> <p>Medication to be taken to children.</p> <p>Social distance to be maintained in dining hall – all classes to adhere to allocated times</p>	<p>Head Teacher</p> <p>Teaching staff</p> <p>Site staff</p>
9.	Staff not fully aware of procedures for return to school	4	3	12	<ul style="list-style-type: none"> <li>Remote Staff meetings to identify any issues</li> <li>Regular written communication</li> <li>Weekly remote briefing</li> </ul>	8	<p>Good quality communication with staff</p> <p>All of the measures in place to be shared with staff prior to reopening.</p>	<p>Head Teacher</p> <p>Staff</p>
	Safety and Wellbeing of pupils not in school	4	3	12	<ul style="list-style-type: none"> <li>Robust home learning offer in place which includes live feedback session</li> <li>Teacher to monitor whether home learning being completed</li> <li>Phone call home if concerned</li> <li>Report to Safeguarding lead</li> <li>Regular weekly check in with all children considered vulnerable by phone</li> </ul>	6		

					<ul style="list-style-type: none"> <li>Teams check in with other children weekly</li> </ul>			
	Wellbeing of staff and pupils in school	5	4	20	<ul style="list-style-type: none"> <li>All staff received training in active listening so able to support children</li> <li>Listening Ear and worry box in each class</li> <li>Teacher to Involve Inclusion Team and contact parents if ongoing concerns</li> <li>Regular check in with staff by email/Teams</li> </ul>	6		
	Reputation	5	4	20	<ul style="list-style-type: none"> <li>Clear and regular communication with staff and parents – consistent message from everyone</li> <li>Timely response to any concerns</li> </ul>	6		