

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 class time/class teachers/email as necessary • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email (teachers2parent mail) • Staff during a national lockdown being deemed as Clinically Extremely Vulnerable to follow any advice from their GP and the government to work from home <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	Head Teacher / SLT and Admin staff
Guidelines in place but are not being followed in school	<ul style="list-style-type: none"> • Posters displaying social distancing rules, hygiene rules around school including school lobby area (1 person only), toilets, in classrooms and in corridors • Hand sanitizers installed in key locations to ensure ease of access for staff and pupils • All staff and visitors to wear a face covering anywhere in school except when teaching in their bubble or working with a child. Social distancing remains • Working 1:1 with a child in close proximity a mask can be worn by an adult or a visitor • All parents to wear a mask when on the premises including on the playground during pick up and drop unless exempt, SLT members will challenge anyone not wearing a mask and ask them to wear one on the premises • All visitors coming into the school to wear face masks • All visitors coming into school to have guidance on physical distancing and hygiene • All visitors to read the Coronavirus visitor agreement on entry. • Teachers to reiterate message in class time (when directed) and via email: <ul style="list-style-type: none"> • covering your cough or sneeze with a tissue 	5	3	15	Head Teacher Head Teacher/ Finance Secretary/ Cleaning

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	<ul style="list-style-type: none"> • then throwing the tissue in a bin. (catch it, bin it, kill it approach) • Avoid touching your eyes, nose and mouth with unwashed hands • A risk assessment is to be completed for any visitor/tutor travelling from Tier 4 into a Tier 3 school is to be completed (when tiers are announced by the government) • • Coronavirus information is on the school website <ul style="list-style-type: none"> • Website documents in place and updated accordingly • Finance secretary/ Cleaning company/ caretaker 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 • 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. (Lunch supervisors to have hours increased to clean before lunchtime) • to provide hand sanitiser stations for Office Lobby area, outside Classrooms and at key locations throughout the school • To ensure outdoor play equipment, lunchtime equipment and any shared resources are cleaned frequently • All staff <ul style="list-style-type: none"> • School to ensure staff understand the NHS Test and Trace process 				<p>Company / Caretaker</p> <p>Head Teacher/ Caretaker/ Finance Secretary / Cleaning company</p>
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	As a result: All pupils and all staff working with pupils are adhering to current advice.				
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 Back to school plan, Risk Assessment and safety plan with all staff Risk assessment & safety plan shared with parents via website In the event of a local lockdown the school will review the processes within the school and communicate any changes to parents <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 119 or visit nhs online for advice If after 10 days any of the following symptoms are felt they should stay home until at least 48 hours after the symptoms have ceased <ul style="list-style-type: none"> high temperature feeling hot and shivery runny nose or sneezing feeling or being sick diarrhoea School or individual to request a COVID-19 test kit 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 Head Teacher/ Secretary to remind contractors to follow guidelines in accordance with PHE 	5	3	15	Headteacher Secretary

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	AS a result: risk of staff passing virus reduced				
<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>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. • Staff and regular visitors (eg sports coaches/ contract cleaners) completing the LFD tests twice weekly to identify those who may be asymptomatic – following the instructions given and reporting to school using a forms survey and NHS. • Covid -19 test to be requested online or by contacting 119 for symptoms • 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 ask Teaching Assistants or bring in Supply Teachers to cover absence • If the Head Teacher is sick, the AHT's 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 ClassDojo, email, 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 Class Dojo, email. Pupils will be expected to complete tasks at home. Staff will communicate on a daily basis with their classes using ClassDojo asking parents to upload photographs of work so teachers can give feedback. Teams will be set up as a face to face communication. 	5	4	20	Head Teacher
<p>Catering staff absent – lunch no longer available</p>	<p>Catering via outside catering company</p> <p>Food arriving is individually wrapped, therefore contamination risk is low</p>				Finance Secretary

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	<p>All lunchtime supervisors before entering their classes</p> <ul style="list-style-type: none"> • Wash hands • Use of sanitizer • Wearing gloves and plastic aprons • Tables in classrooms wiped down with Milton <ul style="list-style-type: none"> • No hot meals will be served • Pupils will complete an Black Pepper online form selecting their packed lunch options • Sandwiches will be delivered to the doors of the classrooms by their allocated lunchtime supervisor 				
Cleaning staff absent – cleaning no longer available	<ul style="list-style-type: none"> • inform Head Teacher of any staff off sick with associated symptoms. • Contact the Cleaning company • Cleaning company to provide alternative staff <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	Head Teacher/ Finance Secretary/ 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 visits to public places– this is adhered to by all staff leading trips • Usual risk assessments apply • Staff follow updated national guidelines on travelling to busy places • Staff and pupils use the provided hand sanitiser on return <p>In exit phase, school trips will be assessed on a case by case basis and may be cancelled if risk is high</p>	5	3	15	Head Teacher

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	As a result: pupils and staff are protected from risk				
<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>	All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below	5	4	20	Head Teacher
<p>Pupil or adult shows symptoms whilst at School</p>	<ul style="list-style-type: none"> Children and staff are within their classroom bubbles 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. Face masks worn by staff supporting students who are deemed high risk must meet FFPT2 standards – ‘COVID-19 response box’ with PPE resources available in each classroom for quick access to the equipment needed 	5	4	20	Head Teacher Cleaning

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	<ul style="list-style-type: none"> • Pupil moved to identified clean & ventilated rooms until collected and 2 metre distance maintained from all other staff and pupils (School HT office/ school hall) • 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 • Covid-19 test requested using online/ 119 requesting system <p>Caretaker/ Cleaning company: 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. • Staff to self- isolate as per the guidance– journey home by car • If, after 10 days any of the following symptoms are felt staff/students must stay at home for 48 hours after symptoms have stopped <ul style="list-style-type: none"> • high temperature • feeling hot and shivery • runny nose or sneezing • feeling or being sick • diarrhoea • If any adult or pupil tests positive, HT informs PHE and follows advice <p>As a result: risk of passing virus reduced</p>				Company/ Caretaker
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<p>Siblings at another school report unwell and family confused as to appropriate action</p>	<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
<p>Virus confirmed as positive in a Spire Trust adult or child</p>	<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 Adults and children who have been within the group of the positive case to self-isolate for 10 days (DfE current guidance) 	5	4	20	Head Teacher
<p>Vulnerable pupils & adults in the School are exposed to illness</p>	<ul style="list-style-type: none"> School communicate appropriately with their most vulnerable pupils. Health care plans are updated and instruction from GPs followed Admin staff identify the most vulnerable pupils and staff from current medical information 	5	3	15	Head Teacher

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<p>Vulnerable pupils & adults in the School community at risk of food shortages or feel unsafe</p>	<ul style="list-style-type: none"> • Head Teacher and SLT prepare food packages for vulnerable families • Head Teacher to refer families to Malvern Food Bank or Here2Help website • CSS informed in the case of school closure in respect of vulnerable families at risk 	5	3	15	Head Teacher
<p>Pupils affected emotionally by response to Covid-19</p>	<ul style="list-style-type: none"> • School staff understand the impact that closure and lock down may have had on students • All school staff complete online CPD relating to Trauma and the impact on children • Concerns about a pupil showing signs of anxiety, stress or low mood are referred to SLT 	5	3	15	Head Teacher
<p>Pupils with known medical conditions cannot access their medication</p>	<ul style="list-style-type: none"> • Pupils are requested to bring their inhalers to school • 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 • PPE will be available to First Aiders 	5	3	15	Head Teacher
<p>School refusers</p>	<ul style="list-style-type: none"> • Pupils will be supported through adapted start and finish times. • Secure quieter areas provided outside the classroom with adult supervision • If the child is very distressed the parent can decide on course of action, leave them for an hour and check in, Part time placement, take home • Teachers will reassure them verbally • Should a child not arrive at school (Y6 walking) the parent will be contacted immediately and the police if they were on way to school. 	5	3	15	Headteacher

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	<ul style="list-style-type: none"> Involve outside agencies where appropriate e.g. Complex Communication Team, Pupil Referral Unit Outreach, Educational Psychologist 				
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
No First aider on site	<p>In the event of no first aider being on site;</p> <ul style="list-style-type: none"> Speak to The CEO of the Trust Source a First Aider from the Trust if this is possible school will inform parents of the situation If no first aider is available the school will consider closing 	5	2	10	Headteacher/ CEO
No Designated Safeguarding Lead on site	<p>In the event of no DSL on site;</p> <ul style="list-style-type: none"> Inform the CEO and Safeguarding lead at the Trust All members of staff have received up to date Safeguarding training ANY SLT member will follow Safeguarding procedures <p>Follow the latest guidance around the DfE and PHE guidance</p>	4	2	8	Head teacher

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Government Track and Trace app	<ul style="list-style-type: none"> If a member of staff or parent has been contacted using the App to say they have been in contact with someone they should follow the latest guidance from the DfE. 	5	3	15	Head teacher
Local outbreak of Coronavirus	<ul style="list-style-type: none"> Follow the WCF guidance for local outbreaks and local lockdown procedures should the number of COVID-19 numbers rises within the Malvern area. 	4	3	12	Head teacher
Poor ventilation	<ul style="list-style-type: none"> All doors and windows to be kept open in the classrooms to ensure good ventilation If the risk is low the fire doors are to be kept closed as the fire regulations outweigh the risk of COVID-19, however should the risk of contracting COVID-19 increase then the fire doors can be propped open. In winter, when the heating is on, the opening of doors and windows to be assessed on a room by room basis to maximise ventilation whilst maintaining an adequate temperature for teaching. 	4	3	12	Head teacher

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<p>Risk of transfer of germs via close working with adults or children</p>	<ul style="list-style-type: none"> Any member of staff working closer than 2 metres with a child eg to mark work, supporting learning may wear a visor and mask (disposable/ reusable) Masks should be washed by their owner daily. Visors should be wiped down daily or more by their owner. Disposable masks should be disposed of following the PHE guidelines Staff involved with more close up work 1:1 interventions may use a portable screen Staff involved with group interventions have been provided with visors Children- following the government guidance which recommends that children do not wear a mask. Should the guidelines change then we will review our risk assessments 	4	3	12	Head teacher
<p>Before and After school club Transfer of germs between bubbles</p>	<ul style="list-style-type: none"> Children to sit either in sibling bubbles or in class bubbles when attending wrap around care. Each child to have their own equipment Tables wiped before and after use with sterilizing fluid Outdoor play as much as possible Good ventilation in the hall Hall area used for wraparound care and is a large space, however numbers to be limited dependant on space and bubble size. Staff to wear masks Children to wash hands on arrival to wraparound and when they leave wraparound care 	4	3	12	
<p>Staff wellbeing: support through the playtimes and lunchtimes</p>	<ul style="list-style-type: none"> KS2 playground to be separated into 2 parts and 2 bubbles to be on the playground at the same time but not crossing. Enabling staff to support each other especially at lunch time. KS1 – 1 class in the climbing area and 1 class on the playground- this will enable staff to support each other and if there was a problem. During the weekend the equipment will be left for at least 48hrs. 	4	3	12	Head teacher

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	<ul style="list-style-type: none"> Play equipment to be sanitised daily. 				
No SLT members due to self isolating	<ul style="list-style-type: none"> SLT members to separate into different offices when national figures rise All staff meetings and SLT meetings to be virtual SLT members to wear masks around the building Social distance to ensure the contact is reduced Any lengthy conversation to take place via telephone or virtually 	4	2	8	
In year transfer – admissions	<ul style="list-style-type: none"> If a child from another school wants to transfer to one of the Trust schools an appropriate protocol will be followed and questions asked: Does the current school prior to transfer have any current COVID cases? An isolation period between schools will take place as per Government guidance at the time Any sign of symptoms the child will not be able to start until after a covid-19 negative test result. The child or close family contact has not been asked to isolate by track and trace for 10 days or has been in contact with someone who has tested positive for Coronavirus The child or family has not travelled from or through a country that is not exempt from the ‘all but essential’ travel guidance in the last 14 days 	4	3	12	Headteacher/ CEO

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Critical worker Bubble maximum during a national lockdown	<p>During a National Lockdown the maximum number of children per bubble will be 15 to enable</p> <ul style="list-style-type: none"> • Children to socially distance within the classroom • For all staff to socially distance and stay safe when working with the children • To follow this risk assessment successfully • ECHP/ those with a social worker to be a priority and have a 1:1 as necessary • Critical workers with both parents working to attend school 	4	3	12	HT
University/ college students	<ul style="list-style-type: none"> • Any students taking placement during the COVID-19 pandemic will be asked to follow the Trust Risk Assessment • Complete LFD testing in line with St Matthias staff • Advised where possible to continue their university/college learning remotely from home to reduce the amount of contact and potential transfer of the COVID-19 virus. • Students to remain in one bubble in school and wear a mask when travelling through the school until they reach their bubble. 	4	3	12	HT
Parents not following social distancing guidance and lockdown rules from 8 th March	<ul style="list-style-type: none"> • Posters and signs on the playground remind parents to socially distance and to not socialise with other parents • Back to school letter emailed to parents on 24.2.21 with reminders about social distancing, wearing masks and ensuring they leave the premises swiftly • Text reminders sent out regularly first one set for 8.15am on 8.3.21 • WCF marshalling contacted for support to patrol the school area 	4	3	12	HT