

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

The Spire Trust – Coronavirus Risk Assessment

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 EPraise • Any change in information to be shared with Chair of Governors and passed on to parents and staff by epraise/website • 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	
Guidelines in place but are not being followed in school	<ul style="list-style-type: none"> • Posters around school including Reception, dining hall, in classrooms and in corridors • Hand sanitizers installed in key locations to ensure ease of access for staff and pupils • All staff to wear a face covering in corridors and staff room 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 or visor can be worn by an adult • 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 and to have temperature taken, and training on physical distancing and hygiene • A risk assessment is to be completed for any visitor/tutor travelling from Tier 4 into a Tier 3 school is to be completed. 	5	3	15	Head Teacher Site Manager/ Caretaker

The Spire Trust – Coronavirus Risk Assessment

	<ul style="list-style-type: none"> • All students in year 7 and above to wear face masks when in any communal area, such as corridors and toilets. • Teaching staff to wear visors at St Johns Bromsgrove where it there are large groups in small classrooms • Teachers to reiterate message in form time, class time (when directed) and via email: <ul style="list-style-type: none"> • covering your cough or sneeze with a tissue, • then throwing the tissue in a bin. (catch it, bin it, kill it approach) • Avoid touching your eyes, nose and mouth with unwashed hands • Coronavirus information is on the school website <ul style="list-style-type: none"> • Website documents in place and updated accordingly • Site Manager 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. • to provide hand sanitiser stations for reception area, outside dining room and at key locations throughout the school • To ensure SEND outdoor play equipment is cleaned frequently • All staff <ul style="list-style-type: none"> • School to ensure staff understand the NHS Test and Trace process <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>				<p>Site Manager/ Caretaker</p> <p>Head Teacher</p>
--	--	--	--	--	--

The Spire Trust – Coronavirus Risk Assessment

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 Risk Assessment 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 for 10 days from the onset of their symptoms and should not attend work or any education or pupil care setting and should ring NHS 111 or access NHS 111 online for advice communicate to staff the importance of following national guidelines in regular emails staff who become symptomatic must attend testing within 5 days of having symptoms through NHS Test and Trace remind staff to follow the sickness policy during lock down period/staff self-isolation Site Manager to remind contractors to follow guidelines in accordance with PHE <p>AS a result: risk of staff passing virus reduced</p>	5	3	15	Headteacher Site Manager
Staff are not displaying symptoms but have virus Staff do not report sickness Staff are unwell but attend school	<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. 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 	5	4	20	Head Teacher

The Spire Trust – Coronavirus Risk Assessment

Staff absence Increases	<ul style="list-style-type: none"> • School will bring in Supply Teachers/use Cover Supervisors to cover absence • If appropriate, classes will be joined together. The Head Teacher will review this in the event of changing guidelines from DfE. • If the Head Teacher is sick, the DHT 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 epraise, 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 epraise and using online learning platforms. Pupils will be expected to complete tasks at home. 				
Catering staff absent – lunch no longer available	<ul style="list-style-type: none"> • No hot meals will be served • Pupils will complete a paper list selecting their choice of sandwiches • The list will be left outside the classroom • Sandwiches will be delivered to the doors of the classrooms • Catering Manager: ensure precautions are in place for all staff on site <ul style="list-style-type: none"> • Washing hands • Use of sanitizer • Wearing gloves and hair nets and uniform • Thorough cleaning of kitchen at the end of every service • ensure the kitchen space is being cleaned as appropriate • If no kitchen staff available: <ul style="list-style-type: none"> • kitchen to close and emergency sandwiches bought from local supermarkets on day 1. • Parents informed that pupils will need packed lunches from day 2. • Externally sourced lunch(sandwiches) provided for pupils entitled to FSM 				Catering Manager

The Spire Trust – Coronavirus Risk Assessment

	As a result: pupils will continue to access education				
Cleaning staff absent – cleaning no longer available	<ul style="list-style-type: none"> inform Head Teacher of any staff off sick with associated symptoms. cleaner has been employed by the school to ensure robust cleaning schedule which is in addition to the existing process <p>Cleaning staff absent</p> <ul style="list-style-type: none"> If site cannot be cleaned, contact LORT and Chair of Governors to recommend school closures on health and safety grounds 	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"> Pupils must wash hands and after any travel on public transport or school bus or visits to public places– this is adhered to by all staff leading trips Usual risk assessments apply to Staff follow updated national guidelines on travelling to busy places Staff and pupils use the provided hand sanitiser on return School bus to be deep cleaned after being used Students using school transport must wear face masks <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 Site Manager/ Caretaker

The Spire Trust – Coronavirus Risk Assessment

<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>	<p>All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below</p>	5	4	20	Head Teacher
<p>Pupil or adult shows symptoms whilst at School</p>	<ul style="list-style-type: none"> • 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 • Pupil moved to boys changing room, and monitored through a baby monitor system until collected by parent/guardian. 2 metre distance maintained from all other staff and pupils • 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 <p>Site Manager: 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 	5	4	20	<p>Head Teacher</p> <p>Site Manager/ Caretaker</p>

The Spire Trust – Coronavirus Risk Assessment

	<p>results are negative – to be put with normal waste. If positive, to follow the advice of PHE.</p> <ul style="list-style-type: none"> • Staff to self- isolate for 10 days– journey home by car • If any adult or pupil tests positive, HT informs WCC Local Outbreak Response team (LORT) and PHE and follows advice <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"> • The school has the most recent information from the government, and this is distributed throughout the school community • obtain updated advice from LORT – 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
Virus confirmed as positive in a Spire Trust adult or child	<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 LORT and PHE immediately 	5	4	20	Head Teacher

The Spire Trust – Coronavirus Risk Assessment

Vulnerable pupils & adults in the School are exposed to illness	<ul style="list-style-type: none"> School communicate appropriately with their most vulnerable pupils. Health care plans are updated and instruction from GPs followed Pastoral Team identify the most vulnerable pupils and staff from current medical information 	5	3	15	Head Teacher
Vulnerable pupils & adults in the School community at risk of food shortages or feel unsafe	<ul style="list-style-type: none"> Pastoral team refer vulnerable families to local food banks CSS informed in the case of school closure in respect of vulnerable families at risk 	5	3	15	Head Teacher
Pupils effected emotionally by response to Covid-19	<ul style="list-style-type: none"> School staff understand the impact that closure and lock down may have had on students School has developed a recovery curriculum Concerns about a pupil showing signs of anxiety, stress or low mood are referred to Pastoral Team 	5	3	15	Head Teacher
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

The Spire Trust – Coronavirus Risk Assessment

No SLT members in school due to self-isolating	<ul style="list-style-type: none">• 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	3	12	Head Teacher
--	--	---	---	----	--------------