



Heathfield Community School (585)

Risk Management - Assessment Report

Risk Area: COVID-19
Assessment Framework: September 2020 COVID-19: Wider School Re-opening
Work Area or Activity: Covid 19 September full school re-opening
Competent Person: Karl Husband
Groups Affected: All Groups Affected
Notes:

This is a review of an assessment carried out on 21/07/2020

This is a review of an assessment carried out on 09/11/2020
 It was marked as 'nothing had changed' by Stuart Walker on 09/11/2020

This is a review of an assessment carried out on 09/11/2020
 09/11/2020
 09/11/2021

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
---------------------	--

Assessed on:

To be Reviewed on:

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?	Yes, checklist covered by site staff and SLT.	Yes	Severity:0 Likelihood:2 Risk Rating:0
Will you review existing department induction programmes to make sure all members of the team understand their role and responsibilities, and to ensure all the team understands new ways of working?	Yes, HODs and SLT will brief new staff as appropriate, and ensure staff are aware of their roles and responsibilities, and new ways of working. This will include their role in minimising the risk of transmission of Coronavirus.	Yes	Severity:1 Likelihood:2 Risk Rating:2
Along with the normal volunteer checks that a school is required to undertake, are procedures in place to support these individuals and consideration given to the types of roles they are assigned (including minimising mixing between groups of pupils)?	Volunteers will be discouraged from attending site during the pandemic. Those persons who do need to attend the site will be given advice on measures in place and consideration will indeed be given to how to minimise their contact to students across year groups.	Yes	Severity:1 Likelihood:2 Risk Rating:2
Have schools followed the guidance for breakfast and out of school provision at https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak ?	School has followed the latest guidance issued around measures to be implemented to reduce risk.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have appropriate levels of support been identified by the headteacher to those individuals on an ITT programme within the school environment?	The member of SLT who leads ITT will support trainees in conjunction with the appropriate Head of Department. Trainees will be reminded of where to seek support.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance: https://www.gov.uk/coronavirus/education-and-childcare and https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A	School is using the latest guidance issued to organise it's approach to minimising risk.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you reviewed and updated relevant risk assessments to ensure they meet COVID guidance e.g. playground eqpt, cleaning regimes, COSHH assessments?	Relevant risk assessments have been reviewed.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you shared your risk assessment with the staff, governors and parents? Publishing onto the school website is a recommended option to demonstrate transparency.	Risk Assessments will be shared with stakeholders.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you communicated the new arrangements and procedures to staff and parents, particularly towards any new intake year groups and children?	Amended arrangements will be communicated to staff and parents.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you set up a suitable review process to ensure that the preventative and protection measures are effective e.g. this could be an agenda item at staff meetings, Governor health and safety walkdowns/meetings etc.?	SLT meetings will have a Covid 19 standing item where Risks and other issues surrounding the pandemic will be discussed on a weekly basis.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Has the school a system in place to offer home learning for those pupils who are unable to attend school based on clinical/Public Health advice?	School is expanding the use of Microsoft Teams as an online learning tool, which will be rolled out further from September. Epsense will also be used where appropriate.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Does the school have a platform where it is able to listen to concerns and provide reassurance to parents of pupils who are anxious or have significant risk factors? This may be in the form of telephone conversations, virtual meetings and regular communication with parents.	School will communicate regularly with parents via the school website and social media as well as by letter. Parents will be encouraged to share any concerns with staff and will also be able to email our ask@heathfield email account with specific queries.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Does the school have a process in place to identify those pupils and families who require additional support and is able to put systems in place to enable this?	Heads of Year and other pastoral support staff will be able to identify many of our more vulnerable families who require additional support. There is considerable knowledge within these teams regarding existing families know to need support and staff are trained to pass any concerns on to relevant colleagues.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Does the school have a contingency programme in place in the event of a local lockdown?	In the case of a local lockdown school will follow the LA guidance and instructions from PHE or equivalent body. School will be ready to move to online working for the majority with key worker and vulnerable students anticipated to attend unless instructed otherwise by an appropriate body.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?	Business contingency planning is in place and potential effects of Covid 19 have been considered.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you reviewed your critical incident plan to take account of any required support mechanisms e.g. bereavement, critical illness, isolation etc?	Critical incident plans will be updated to take account of Covid specific issues.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Has the school updated their behaviour policy to reflect new rules and practices?	The behaviour policy has been updated and there are sections which relate to Covid 19 within it.	Yes	Severity:1 Likelihood:1 Risk Rating:1

Does the school have an effective system to monitor absences and effectively react to regular occurrences of absenteeism?	School has an attendance process for both staff and students with appropriate levels of action and support within them.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Have any role changes, such that staff can be employed flexibly within the school, been discussed and agreed with the individuals concerned? This may need to be recorded on an Individual Risk Assessment if concerns are raised by the individual.	Individual risk assessments will be completed with staff who are at higher risk. Staff deployment to non job description roles has been discussed previously and would only be requested as a last resort.	Yes	Severity:1 Likelihood:1 Risk Rating:1
For any staff that may be required to quarantine upon return to the UK from a pre-booked foreign holiday (as agreed in the HR policy), are procedures in place to enable the member of staff to work from home during the quarantine period?	Staff requiring quarantine from a pre-booked holiday may work from home on tasks appropriate to their role.	Yes	Severity:1 Likelihood:1 Risk Rating:1

Karl Husband Signed Dated

Co-ordinator Signed Dated

Copyright:- This Assessment is to be used for activities which are organised by, or participated in by, individuals associated with the Establishment identified in the title block or other establishments federated with it.