



# Heathfield Community School (585)

## Risk Management - Assessment Report

**Risk Area:** COVID-19  
**Assessment Framework:** September 2020 COVID-19: Teaching Staff And Visitors  
**Work Area or Activity:** Covid 19 September Teaching Staff and Visitors  
**Competent Person:** Karl Husband  
**Groups Affected:** all groups  
**Notes:**

This is a review of an assessment carried out on 24/08/2020

**Assessed on:** 09/11/2020  
**To be Reviewed on:** 09/11/2021

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Do you ensure there is enough staff to manage the number of young people that are using the school?	Yes, we anticipate that we will have sufficient staff at the start of term for the full return of students.	Yes	Severity:2 Likelihood:3 <b>Risk Rating:6</b>
Do you ensure that you conduct a full induction programme for any new, temporary or agency staff? You must provide any Supply or temporary staff with a full induction, including information on risks to their employees and the precautions applying to them. You must also provide new/temporary or agency workers with information and appropriate instruction on risks to their health and safety and the health and safety of those they are working with.	Yes all new and temporary colleagues will be fully inducted and there will be an emphasis on safe working and who to speak to if support is needed.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
If teaching assistants are allocated a group of children, have they been fully informed by the teacher of the lesson plans and necessary resources required, taking note of the guidance issued at <a href="https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/">https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/</a>	Wherever practicable staff are encouraged to share plans ahead of time with other classroom colleagues.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Are any visitors to the school, including supply staff and peripatetic teachers, understand the school's arrangements for minimising risk?	Yes, we will ensure that visitors are suitably briefed for the nature of their visit to school.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Are the number of supply teachers and temporary staff working in schools kept to a minimum and/or are consistent?	Yes, we will endeavour to keep the number of external workers to a minimum and where possible keep them consistent. Records will be kept of their attendance and classes interacted with.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
If using volunteers in the classroom, have they been included in the school induction processes and support the same groups each time?	Volunteers will be discouraged from attending site wherever possible during the pandemic. Those that do attend will have interactions recorded.	Yes	Severity:2 Likelihood:1 <b>Risk Rating:2</b>
Has the child protection policy been revised to reflect the return of more pupils? For further details, see <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a>	The child protection policy takes account of all updated guidance.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Has the school an established process for managing other visitors to the site, such as contractors, and ensured site guidance on physical distancing and hygiene is explained to visitors on or before arrival? A record should be kept of all visitors.	Contractor visits are managed by the site team who keep appropriate records and will ensure visitors are briefed appropriately according to the nature and duration of their visit.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>

Karl Husband                      Signed .....                      Dated .....

Co-ordinator                      Signed .....                      Dated .....

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