

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Scoring	Impact x Likelihood + Impact	Impact (1= low to 5 = high)	Likelihood (1 = not likely to 5 = likely)
RAG Rating	Red 15 – 30	Amber 8 - 14	Green 2 – 6

RISK 1 : EYFS Returning										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
a) Lack of social distancing upon arrival/collection	4	4	20	Red	Distribute new protocols and staggered times to parents via Parentmail, website and Twitter. if not contact via phone call/letter Child has to leave parent independently to enter classroom keeping 2m social distancing between parent and member of staff.	4	2	12	Amber	Ensure parents whose pupils are returning have accessed their Parentmail. Letter sent to parents on the 2 nd January 2021 Staff to be aware of separation issues from parents and follow protocols
b) Assessing the availability of staff that can return to work	4	4	20	Red	Complete 'Return to Work' after Lockdown RA	4	2	12	Amber	Staff flexibility required Contact with staff over Christmas holiday. Briefing to staff on the 4 th January
c) Restricting resources / areas	4	4	20	Red	Only utilise resources that can be easily cleaned	4	2	12	Amber	Day to assess resources that were successfully used during the initial school return.
d) Enforcing regular cleaning of classroom and resources including between sessions	4	4	20	Red	Purchase of appropriate cleaning supplies from North Yorkshire CC Daily time table for site supervisor	4	1	8	Green	Cleaning team training for new protocols

WORKING TOGETHER TO BENEFIT OUR COMMUNITIES

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

e)	Enforcing regular hand washing for a minimum of 20 seconds with soap that leathers	4	4	20		Verbal instruction supported with modelling until pupils become independent – Adult supervision needed Include hand washing in daily teacher briefing	4	2	12		There will be less staff in EYFS from September – class teacher to establish clear routines with the staff available
f)	Intimate Care	4	4	20		PPE Equipment for the changing of nappies. Ensure that the room is well ventilated	4	3	16		Score is higher as a result of Blossom Tree Nursery. We would need additional staff members as two staff members would need to with the child, whilst the bubble was still supervised. Almost all pupils who are in the 3 year old nursery are toilet trained. Assessment of pupils who are not toilet trained will be made, with non toilet training pupils not admitted to school.
g)	Setting and equipment to use – Some will be in a new environment – emotional well being	4	4	20		Remove all of the soft furnishings and objects that are difficult to clean	4	2	12		The setting would change beyond the recognition, in the short term, and tasks need to be well thought out. This needs further research and reviewing Nursery class in the nursery setting, so chn know their classroom.
h)	Increased transmission in toilets	4	4	20		Children have to ask to go to the toilet and would need supervision from an adult to begin as the toilets are in the same room and not external to the room.	4	3	16		Extra staff member may be required to monitor toilets, this would need further planning Nursery children will need lots of guidance with new rules in a short space of time. Nursery children to use nursery toilets.
i)	Distressed pupil returning to school unwilling to leave parent	4	4	20		Staff to comfort from a 2m distance and encourage pupil into school Staff will not carry or hold hand of pupil to come into school, but will use common sense to encourage pupil into school. Parent to deal intimately with pupil – hugs/compassion	4	4	20		If pupils refuse to come into school, they will go home with parents. Contact will be made with parents to discuss a return to school plan. School staff will contact parent and develop further strategies to come into school – looking around when no one is in, talking to teaching staff

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

RISK 2 : Classes Returning										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
										Letter sent to parents on 1 st September informing pupils of plans.
a) Lack of social distancing upon arrival/collection	4	4	20		Distribute new protocols and staggered times to parents via Parentmail, website and Twitter, if not contact via phone call/letter – letter to parents on the 1 st September Child has to leave parent independently to enter classroom keeping 2m social distancing between parent and member of staff.	4	2	12		Systems in place from the autumn term to ensure consistency Ensure parents whose pupils are returning have accessed their Parentmail Separation issues from parents Staff to be aware of separation issues from parents and follow protocols
b) Assessing the availability of staff that can return to work	4	4	20		Complete 'Return to Work' after Lockdown RA completed and staff available	4	2	12		Staff flexibility required
c) Restricting resources / areas	4	4	20		Only utilise resources that can be easily cleaned	4	2	12		
d) Enforcing regular cleaning of classroom and resources including between sessions	4	4	20		Purchase of appropriate cleaning supplies from North Yorkshire CC Daily time table for site supervisor	4	2	12		Cleaning team training for new protocols
e) Enforcing regular hand washing for a minimum of 20 seconds with soap that lathers	4	4	20		Verbal instruction supported with modelling until pupils become independent – Adult supervision needed Include hand washing in daily teacher briefing	4	3	16		Reinforce through teacher protocols document New posters ordered for classrooms and toilets
f) Setting and equipment to use – Some will be in a new environment – emotional well being	4	4	20		Remove all of the soft furnishings and objects that are difficult to clean Videos and information packs to go home before they come back to school	4	2	12		Teachers to use the experience from autumn term

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

	They will be in a new part of the building									
g)	Increased transmission in toilets – they will be using different toilets to their usual routine.	4	4	20		Children have to ask to go to the toilet with regular reminding about toilet protocols	4	2	16	Extra staff member may be required to monitor toilets, this would need further planning Extra staff numbers in classes will support supervision of toilets
h)	Distressed pupil returning to school unwilling to leave parent	4	4	20		Staff to comfort from a 2m distance and encourage pupil into school Staff will not carry or hold hand of pupil to come into school, but will use common sense to encourage pupil into school. Parent to deal intimately with pupil – hugs/compassion	4	3	16	If pupils refuse to come into school, they will go home with parents School staff will contact parent and develop further strategies to come into school – looking around when no one is in, talking to teaching staff

RISK 3 : Lack of social distancing in the classroom resulting in direct transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Size of the classroom	4	4	20		All desks to face forward in class Hand washing areas in all classes Teachers to work with pupils on an individual basis rather than group basis	4	1	8		Classes used are generally large classroom. Any classroom used will have a sink and a wet area – JD moved to AC class in December 2020

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Lack of space in the classroom	4	4	20		Remove excess furniture to increase space. Clear walkways within the class and establish clear one way systems to access resources, enter or classroom	4	2	12	
Children used to working in groups and paired work	4	4	20		Lessons planned for individual work Staff to be aware of potential for pupils to congregate together Resources prepared for individual use rather than groups or paired use	4	3	16	Class teams to work on planning via email and teams where possible Sufficient staffing in classes to support planning/teaching
Children's usual routine of asking if answers correct, occasionally getting out of seat to ask for help/for work to be marked/checked	4	3	16		Self-marking undertaken by children when required / appropriate – routine will need to be instilled and mentioned from the moment school widens opening and reminders frequently	4	2	12	
Teacher usually works with small group to support	4	3	16		Designated area for the teacher – 2m distancing at front of room	4	3	16	Pregnant or clinically vulnerable staff to be extra vigilant in this area
Children's routines can mean that they occasionally move tables/seats in school.	4	3	16		Children to use same chair and table when they are in Resources planned for individual rather than paired or group work	4	2	12	Carefully planned activities will allow pupils to avoid staying in their chairs all day, but to engage in a wide range of activities, but still maintain social distancing Great use of outdoor area encouraged
Assemblies and gatherings of more than once class for celebrations and topic work	4	4	20		Children stay in the classroom for majority of the day/outside where appropriate and not mix with other groups Whole school time table for outdoor spaces, Brainspace and playgrounds so staff can plan activities	4	2	12	Any shared or collected activities to take place at tables
Children moving around the classroom for resources	4	3	16		Children's tray / zippy wallet with books and stationery kept on their table for the day	4	2	12	
Congestion in the cloakroom, possibility of prolonged stays and mix with other 'pods'	4	4	20		Bags, coats and lunchboxes kept in designated space in classroom.	4	3	16	Risk that pupils could ignore or forget about the restrictions

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

										Daily protocol to remind pupils about social distancing and why the steps taken by pupils are important. Staggered entry and exit time established to reduce the number of pupils in cloakroom areas.
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RISK 4 : Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Several children in the toilets at the same time	4	4	20		Only one pupil at a time to use the toilets – occupied/vacant signs on toilet doors Waiting area for pupils outside KS2 toilets	4	4	20		Regular cleaning to take place throughout the day
Children unaware of which toilet to use due to using a different part of the building and wonder into another 'bubble's'	4	4	20		Toilets back to pre lockdown allocations Staff to brief children about their toilets during the daily briefing	4	2	12		
Hands not washed properly after going to the toilet – resulting in direct and indirect transmission of the virus	4	4	20		Extra Signs in toilet re washing hands Extra soap ordered to ensure we do not run out Adults around to ensure cleaning hands properly when first return Site supervisor to have daily routine of checking sanitary resources and their availability to pupils	4	3	16		Daily protocols to include a focus on hand washing All hand washing at key points of the day supervised.

RISK 5 : Lack of social distancing on entrance and exit in morning resulting in direct transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

New routine for parents and children to enter school	4	4	20		Signs on gates reminding parents and children about routines	4	3	16		Staggered entry and exit times All parents/pupils to enter using the main gate, walking around the perimeter of the school to classrooms. Higher risk area is the path to the main gate which could have parents entering and exiting - risk reduced due to staggered entry and exit
Lack of understanding of new routines for entrance and exit of school on wider opening of school	4	4	20		Communication issued to parents so they are aware of our social distancing requirements whilst on the school site via parents mail, twitter and school website. Letter sent to parents about return to school sent on 2 nd of Jan 2021	4	2	12		
No 'checking' of implementation of new safety measures	4	4	20		Member of SLT/Appropriate member of staff on duty behind the main pedestrian gate reminding parents and children to maintain social distancing and following the one way system Office staff to monitor implementation – ultimate responsibility will be the head teacher's	4	2	12		Weekly newsletter, or more frequent if necessary to include regular updates about implementation of strategies, with addition information on Twitter
Lack of understanding of how far to keep apart when following the new one way system around school	4	4	20		Zoned areas in playgrounds	4	2	12		
Parents unfamiliar with new playground and new structures for drop off and collection	4	4	20		Parents encouraged to bring pupils into school for their allocated time, with no congregation on the playground	4	2	12		
Parents and children previously entered in groups with friends and there were pinch points with people passing on single paths	4	4	20		All parents follow one way system and exit using the main gate (apart from BTN) Office staff on entrance and exit during return to school.	4	2	12		Regular updates sent to parents using parent mail and Twitter

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Amount of people (Adults and children) entering the site	4	4	20		Parents encouraged to only have one adult per family on site (where possible extra siblings not to be brought onto site to pick up drop off) Separate route is parents have to come to school with a buggy/pushchair	4	3	16		
Unfamiliar routines for parents/carers to pick up as they will be new locations for many, causing people to wander around finding the necessary spot	4	4	20		Signage for parents and children displayed outside the classroom and on the school grounds Parents reminded about routes and classes in letter on the 1 st September	4	3	12		Regular updates sent to parents using parent mail and Twitter Risk of parents not reading letter or signage, so staff present to remind parents.
The volume of people through a narrow gate at pick up and drop off resulting in direct transmission of the virus	4	4	20		Staggered drop off and pick up times for different year groups <ul style="list-style-type: none"> See school's routines document 	4	2	12		Times in plan – regular reinforcement by staff needed

RISK 6 : Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Space and amount of children on the playground can lead to	4	5	24		Staggered playtimes and allocated play area. - see schools routines document	4	3	16		These are to be monitored to ensure unstructured time does not lead to close

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

direct transmission of virus					Increased staffing at playtime to ensure that pupils stick to their zones and avoid any close contact					contact – non contact games to be introduced.
Children sitting in close proximity with several year groups/bubbles in the hall at the same time	4	4	20		Staggered lunchtimes. See school's routines document Pupils to have lunch outside in their areas if suitable, or in hall at staggered times or in their classes	4	3	16		Times to be monitored to ensure enough time for eating and cleaning thoroughly.
Children playing games closely together on the playground and using play equipment such as balls and other equipment	4	4	20		Reduced playtime equipment, using plastic class based equipment which can be easily cleaned Trim Trail closed to all children all day Suggestions for games /activities discussed and shared on Teams	4	2	12		
Lunchtime staff used to games that the children were playing before and passive watching	4	4	20		Staff supervision throughout – actively encouraging and insisting on social distancing Children practice talking 2 meters apart – modelled by staff Briefing to all lunchtime staff prior to starting Member of lunchtime staff in hall to use full PPE Kitchen staff to use full PPE when serving food	4	3	16		Zoned areas for classes Dinner staff to be aware of social distancing guidelines

RISK 7 : Lack of social distancing when eating lunch resulting in direct transmission of the virus

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Children have previously been used to sitting with friends and	4	4	20		Chn know the routines for dinner Tables to be thoroughly cleaned before next year group/ bubble enter the	4	3	16		This is to be set out and monitored to ensure safe movement around the hall for children and staff, as well as to ensure

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

moving around the hall freely when finished lunch					building. Children to sit at a table each spaced out as much as possible (as close to 2m).					thorough cleaning of the tables and chairs before the next sitting.
Packed Lunch boxes kept in places where children have got to go around school to collect them	4	4	20		If children bring packed lunches, they will be kept in the classroom until needed, which will be when they go to the hall with their 'bubble' All classes will have their own cloakroom area	4	2	12		

RISK 8 : Lack of social distancing in the corridors resulting in direct transmission of the virus

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Children moving to different parts of the building to pass on messages or to enter the building	3	3	12		Children staying in their classroom and accessing outside from designated doors ensuring no one way system needed for corridors as only 'bubbles' will use certain areas of school. No passing on of messages or collecting resources from another classroom.	3	2	9		
Children passing each other in the corridor to go to the toilet.	3	4	20	15	One child for each class / Childcare provision going to toilet at one time One way system organised around school. Pupils informed about this on a daily basis	3	3	12		Adult will help supervise this to begin with. Only one pupil allowed to go to the toilet at any one time.
Staff needing to pass on message to another member of staff when with class	4	4	20		Messages to office in class telephones	4	2	12		

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Staff moving around the school and not in designated area, moving around 'bubbles'.	4	4	20		When staff are not directly working with groups of children use unused classrooms and breakout rooms to maximise the distance between each other Protocol used for being in the staffroom	4	2	12		This will need to be monitored by HT to begin with to see the practicalities of sending resources/first aid etc around school and can redo risk assessment as needed.
Another child/adult is in the corridor for first aid/another appropriate reason	4	3	16		Agree instructions with children concerning going and returning to toilet. Stay one side of the corridor if someone else is coming the other way on the other side of the corridor.	4	3	16		
Moving around school for Lunch time or any other appropriate reason	4	3	16		When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regularly practice this in the first few days	4	2	12		

RISK 9 : Contact of shared resources resulting in indirect transmission of the virus

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Children sharing pencils and stationery from a central store which could lead to indirect transmission of the virus	3	4	15		Children given their own stationery, which they keep in their new zippy wallet This is to stay on their table and will be cleaned daily.	3	3	12		
More resources in the classroom mean more surfaces for the virus to be indirectly transmitted	4	4	20		Resources in the classroom to be kept to the bare minimum. All other resources to be removed from the classroom and stored elsewhere	4	2	12		Resources will have to be monitored with regular check up of items in class
Reading areas contain bean bags, rugs and cushions and some resources and not wipe clean	4	4	20		Minimise practical resources, any required should be plastic (no material, 'soft' resources)	4	2	12		

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Resources used during the day are usually put back in cupboards or resource space	4	4	20		Resources wiped down each night and left to dry – responsibility of the person who used them. Time built into the finish times for staff to ensure it is cleaned before having to leave the building	4	3	16		Sufficient staffing to ensure that resources are clean prior to the next working day. Cleaning staff to clean the classrooms prior to the next day.
Regularly touched items will need a new cleaning regime	4	4	20		Tables, chairs, door handles, switches and other surfaces cleaned with D10 solution every night	4	3	16		Extra order been placed and a new store cupboard 'created' to ensure cleaners can socially distance when needing required equipment.
Children will be used to sharing resources for learning eg dienes, paint pots	3	4	15		Lessons planned so resources are individual and not shared – or on white board Resources on tables ready for lesson and not distributed within the lesson Plastic packets (zippy) bags used for individual resources Children to take part in supervised hand washing before lessons and after each lesson	3	3	12		All ipads must be cleaned using protocols set out by D10 disinfectant regulations Constant reminding for children
Outdoor play equipment is usually passed between children, which can result in indirect transmission of the virus	3	4	150		Non-contact games will be introduced. Minimal resources will be outside. Only to be used by one 'pod' and cleaned after (if made of plastic and appropriate) Outdoor playground equipment allocated to the group of children and cleaned at the end of each day	3	3	12		Sufficient staff in class to monitor equipment use at playtime. Playtime closely supervised by staff

RISK 10 : Emotional distress of the children

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Some children will be coming into a setting that they have not seen for 5 months.	4	4	20		Children to have a known staff member within their class or Key Worker Provision team All classes are placed in an area of the school they are familiar with	4	2	12		

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

					Staff planning to include a teacher from the previous year if possible					
Children not discussing their worries or fears about the return to school/change in their environments/home life	4	3	15		Daily class group Circle Time and class discussion as per the daily protocol to encourage discussion of worries First half term used to concentrate on pupil well being	4	2	12		
'Getting back' into a routine of school days can be tiresome for the mind and body causing anxiety and distress	4	4	20		Reduced time in school to ensure transition is successful from home to school Focus on circle time/discussion to identify and address any emerging anxieties	4	2	12		

RISK 11 : Emotional distress of the staff – including anxiety

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Staff feeling anxious as they are not aware of the plans and have social media/news influence – causing distress and anxiety	4	4	20		Inclusion of all staff in planning process of school reopening – input into hazard identification and control measures	4	3	16		Staff involved in planning successful return to school in autumn term.
Staff misunderstanding/not sure of messages due to misunderstanding written communication and not discussing in person, causing mixed messages and anxiety about wider opening of school	4	4	20		Online / phone conversations for any staff who request it	4	2	12		This has now become part of operational practice.

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Lack of clarity and understanding of the current plans and situation of school	4	3	16		Staff meeting – virtually – to discuss concerns and shared control measures and finalised plan – Clear expectations and followed up with e-mails for clarity. Use of Teams to support communication with individuals and groups in the staff team	4	2	12		Teams has been used with great effect for sharing documents and solving problems with home learning, as well as cpd, reducing anxiety of staff working from home.
Anxiety from wider opening of schools and number increases, which could result in staff member being off from work	4	4	20		Risk assessments reviewed daily for first week, and then after week one on a weekly basis Sharing of support helplines – eg Education Support	4	2	12		
Staff concerned and anxious about preparing for the wider school opening and having time to get used to new routines and regulations	4	4	20		Risk assessments reviewed daily for first week, and then after week one on a weekly basis Planned time for planning and preparation within the week for those who are teaching	4	2	12		Staff have been asked if they have any concerns and they have been asked to write them on the shared document so that there is a transparent approach to this.

RISK 12 : Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Child is endangering themselves or others	4	3	16		Use the school's "Team Teach" procedures as a last resort. This advises any intervention should be necessary, proportionate and for the shortest amount of time possible. Appropriate PPE to be purchased and used as required by close contact staff Extra disposable aprons, masks and gloves ordered	4	2	12		Government guidance states "Wearing face coverings or face masks is not recommended" Incidents where team teach is used are rare in school: J. Dooris, M. Rafferty, C. Pearson and R. Park team teach teachers

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

					Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk					
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RISK 13 : Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Lack of soap and waiting for soap for more frequent handwashing	4	3	16		All classrooms have a sinks All sinks have hand wash, with site supervisor checking regularly that they are full	4	2	12		
Children not washing hands properly when they initially come back, as routine not embedded	4	5	24		Children supervised washing their hands for at least 20 seconds and drying them thoroughly: <ul style="list-style-type: none"> • On arrival. • After playtimes. • Before lunch and after lunchtimes • After they have sneezed / coughed. • If they sneeze or cough into a tissue, this must be placed in the nearest bin and then hands washed. Highlight the slogan: "Catch it, bin it, kill it"- Posters to be around school 	4	3	16		To monitor for the first week and reassess. Regular observations will take place, but could reduce if chn comply well with systems and depended on age and stage. New Catch it, bin it, kill it posters available around school
Children unaware or forgotten appropriate way to wash hands from before school reduced in numbers.	4	3	16		Procedure agreed for children to wash hands, so thorough hand washing Continual reminders in daily teacher protocol	4	3	16		

WORKING TOGETHER TO BENEFIT OUR COMMUNITIES

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

RISK 15 : Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Staff members and those they live with fall into a vulnerable group defined by the government	5	4	25		<p>Those who are clinically vulnerable or those living with someone who is clinically extremely vulnerable – these staff are strongly advised to social distance in the original guidance and are to work at home if possible, or work in school adhering to very strict 2 metre social distancing from colleagues & children where not possible. Highly effective control measures to be implemented or to work from home if not possible to ensure precautions adhered to</p> <p>Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</p> <p>Issuing of all relevant risk assessments and plans to staff concerning re-turning to work – and allow them to comment and contribute</p>	5	2	15		
RISK 16 : Risk of infection due to lack of cleaning resulting in indirect transmission of the virus										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Virus will stay on surfaces for varying amounts of time	4	5	25		All surfaces, handles, toilets and shared equipment will be cleaned each day using DL10 disinfectant	4	2	12		

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Staff could have indirect transmission of the virus when cleaning	4	4	20		Appropriate PPE will be worn by all cleaning staff	4	3	16		Following PHE guidance – No masks recommended
Some items/resources may be harder to clean but still needed in school	4	4	20		Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission	4	2	12		This should only be on very rare occasions
EYFS and reading corners have soft furnishings and toys	4	4	20		Soft furnishings and soft / cloth toys will be removed from use in classrooms and outside areas	4	2	12		
Building has not been in full use or cleaning regime since reduced numbers	4	3	16		Deep cleaning of all classrooms and hall before re-opening Plan in place to ensure all areas cleaned thoroughly before re-opening. Regular cleaning has been taking place	4	2	12		Cleaning team have been in school over closure period to clean chairs tables, carpets and classroom objects.

RISK 17 : Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	4	4	20		<p>Identify children who are clinically extremely vulnerable and contact parents to discuss – those being shielded should not attend school</p> <p>Identify children living with someone who is clinically extremely vulnerable and contact parents – they should not attend school</p> <p>Identify children who are clinically vulnerable – parents should seek medical advice concerning the children returning to school – suggest do not come to school</p>	4	2	12		Monitor attendance during first week to see if there are any pupils not in due to anxiety about attending

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

					Identify children living with someone who is clinically vulnerable can attend school – parents will be given the choice						
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RISK 18 : Coronavirus Key Actions (as situation escalates)

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Staff or child is showing symptoms	4	3	16		<ul style="list-style-type: none"> - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc 	4	2	12		Clear illness protocol established and shared with staff, pupils and parents Meeting room used as isolation room with clear procedures for use
Confirmed case in school	4	3	16		<ul style="list-style-type: none"> Contact relevant agencies e.g. LA / Public Health England Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. Follow guidance from local health authority regarding confirmed case in school 	4	2	12		
Suspected case in a family	4	4	20		<ul style="list-style-type: none"> Parents to ensure child washes hands before leaving the house. - Child to wash hands immediately after coming into school - Increase monitoring of pupils 	4	2	12		All families in school notified about procedures for sickness within the family – 10 day isolation
Confirmed case in a family	4	3	16		<ul style="list-style-type: none"> Children in the family to remain at home for a fixed period of time - Deep clean of the classroom and school 	4	2	12		All families in school notified about procedures for sickness within the family – 10 day isolation
Teacher/TA shortage	4	4	20		Regular discussions with staff in school and via electronic communications to assess an early problems.	4	2	12		Sufficient numbers in school of staff in groups to accommodate staff illness, or issues with childcare.

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

					Staff encouraged to keep up to date with union advice to ensure they have a wide range of information about school return and wider issues to do with coronavirus					
Where specific and/or significant changes or restrictions need to be in place. - High levels of sickness - High rates of absence - Significant danger of disease or illness	4	4	20		- Part / full closures of site / classes - Deep cleans - Closure of building use - Reduction or exclusion of visitors	4	2	12		

RISK 19 : Staff – Staffroom/toilets

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Cross contamination from touching kitchen equipment (eg microwave handles, kettles etc.)	4	4	20		<ul style="list-style-type: none"> • Hand sanitizing units on exit and entry to staff room • Cleaning wipes to be used before and after use of equipment on areas that come into human contact • Only 1 member of staff allowed in the staffroom 	4	3	12		Clear cleaning protocols established and shared with staff Daily cleaning of staffroom area by cleaning team, as well as an end of the week deep clean
Cross contamination from touching shared working equipment (eg printers, shredders etc.)					<ul style="list-style-type: none"> • Staff must put own mugs, plates and cutlery in dishwasher after use • No hand washing of mugs, plates and cutlery • Only one person in kitchen area at any time, with a maximum of 3 socially 					

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

					distanced in staffroom. Face masks can be work in the staffroom					
Cross contamination from door handles during exit of washroom and using equipment (toilet flush, taps)	4	4	20		<ul style="list-style-type: none"> One person at a time in washroom Wash hands immediately upon entry and exit of washroom Sanitiser available outside washroom door, to be used after exit Wipes to clean taps after use Office staff to carry out hourly wiping of toilet doors and handles in all toilet areas 	4	2	12		Clear cleaning protocols established and shared with staff Daily cleaning of staffroom area by cleaning team, as well as an end of the week deep clean
Close contact within washroom										

RISK 20 : Staff – office										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Cross contamination from touching equipment and surfaces					<ul style="list-style-type: none"> Manage number of staff working from home and in the office. Only two people in the office, working on FR desk and SBM's office . Cleaning wipes/sprays located at each desk (or desk block) to be used at start and finish of shift on all equipment Symptomatic persons to follow school protocols on for illness 					Clear cleaning protocols established and shared with staff Daily cleaning of office by cleaning team, as well as an end of the week deep clean
Inhalation of infected droplets from infected colleagues	4	4	20			4	2	12		
Cross contamination from touching shared working equipment (eg printers, shredders etc.)										

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

<p>Cross contamination from door handles during exit of office</p> <p>Close contact during muster</p>	4	4	20		<ul style="list-style-type: none"> • Designated person (fire warden) props exit doors open and closes once muster completed to remove need to use door handles • Mustering to be held using social distancing, and persons to remain quiet until muster is complete 	4	2	12		<p>Clear cleaning protocols established and shared with staff</p> <p>Daily cleaning of office area by cleaning team, as well as an end of the week deep clean</p>
<p>Infection spread into school from visitor or parents</p>	4	4	20		<ul style="list-style-type: none"> • Window will be shut between office staff and visitors • Only one person in the foyer at any one time • Hand sanitizer at school entrance • Social distance markings in use outside of the school office to control entry into school • No, none essential visitors in school when pupils are present 	4	2	12		<p>Only FR to deal with parents/visitors</p>
<p>Infection spread through general first aid</p>	4	3	16		<p>Apply First Aid best practice:</p> <ul style="list-style-type: none"> • Wear gloves or cover hands when dealing with open wounds • Cover cuts and grazes on your hands with waterproof dressing • Dispose of all waste safely • Do not touch a wound with your bare hand • Do not touch any part of a dressing that will come in contact with a wound <p>CPR to be performed without Rescue Breaths, use only chest compressions.</p>	4	2	8		<p>Staff and Visitors</p>

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COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

					Place a cloth over the casualties mouth and nose when carrying out chest compressions						
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RISK 21 : Staff – Pregnant staff											
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes	
Infection spread due to increased contact with staff or pupils	4	4	20		<ul style="list-style-type: none"> Pregnant staff, in 3rd trimester, not to be involved in large gatherings of staff – staff meetings/PD Days. Teaching pregnant staff to maintain strict adherence to social distancing – no interactions of less than 2m with staff or children – avoid any direct close contact and reduce the number of proximity contacts within a day Fortnightly meetings with pregnant staff to discuss adherence to social distancing guidelines SBM to contact school nurse for additional advice regarding pregnancy and COVID 19 – look at possibility of flu jab Any issues of illness within school will be passed onto pregnant staff – this will include COVID 19 and non COVID related illnesses 	4	3	12		<p>PD Days predominantly based around individual teachers working in bubbles in classroom.</p> <p>Staff encouraged to inform HT about pregnancy as soon as possible so that risk assessments can be made – reminded in staff briefing on 4th Jan 2021</p>	

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Teacher falls in classroom resulting in injury to mother or child					<ul style="list-style-type: none"> Carry out thorough inspection of the classroom checking for trip hazards. Arrange tables/ chairs in classroom to ensure teacher can move around without obstruction. All pupils will be asked to be vigilant/careful/cautious near teacher and in the classroom. Classroom TA/colleagues will be vigilant and help and/or report concerns immediately. 					<p>Reduced number of items in the classroom will support staff mobility</p> <p>Caretaker to review the COSHH sheet regarding cleaning equipment and its suitability for use by pregnant women</p>
Teacher injures herself lifting equipment/furniture.	4	4	20			4	2	12		

RISK 21 : Staff – Pregnant staff – 3rd Trimester Pregnant workers – advice form HSE

During the pandemic, pregnant workers have been advised to follow strict social distancing to reduce the risk of severe illness from coronavirus.

There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother.

Some pregnant workers will be at greater risk of severe illness from coronavirus. They are defined as clinically extremely vulnerable and can return to their workplace as long as it is **COVID-secure** but should carry on working from home wherever possible.

Employers will need to take this into account in their **risk assessment**.

If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

HSE has specific, non-COVID advice for **new and expectant mothers**.

Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
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COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

<p>Infection spread due to increased contact with staff or pupils</p>	<p>4</p>	<p>4</p>	<p>20</p>	<p style="background-color: red;"></p>	<ul style="list-style-type: none"> • Pregnant staff, in 3rd trimester, not to be involved in large gatherings of staff – staff meetings/PD Days. • Mask or visor to be worn around gathered areas – dismissing at the end of the day. (If possible – the class should be dismissed by other staff – SR/CP) • Leadership of school to monitor local infection rates via NEU and the local authority. • Any issues of illness within school will be passed onto pregnant staff – this will include COVID 19 and non COVID related illnesses • Any opportunity for home working will be accessed to reduce the risk of increased contact in school. 	<p>4</p>	<p>3</p>	<p>12</p>	<p style="background-color: yellow;"></p>	<p>Remote activities working well within school, with social distant, self isolating and physically present members of staff still able to access support and training.</p>
<p>Teacher falls in classroom resulting in injury to mother or child</p> <p>Teacher injures herself lifting equipment/furniture.</p> <p>Increased risk of injury to mother or child due to excessive physical activity</p>	<p>4</p>	<p>4</p>	<p>20</p>	<p style="background-color: red;"></p>	<ul style="list-style-type: none"> • Carry out thorough inspection of the classroom checking for trip hazards. • Arrange tables/ chairs in classroom to ensure teacher can move around without obstruction. • All pupils will be asked to be vigilant/careful/cautious near teacher and in the classroom. • Classroom TA/colleagues will be vigilant and help and/or report concerns immediately. • Alternative cover for PE for Y6 provided for Autumn 2 	<p>4</p>	<p>2</p>	<p>12</p>	<p style="background-color: yellow;"></p>	<p>Reduced number of items in the classroom will support staff mobility</p> <p>Caretaker to review the COSHH sheet regarding cleaning equipment and its suitability for use by pregnant women</p>

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COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

RISK 21 : Office Staff – clinically vulnerable										
Factors	I	L	Score	RAG	Mitigation	I	L	Score	RAG	Notes
Infection spread due to increased contact with staff or pupils	4	4	20		<ul style="list-style-type: none"> • Clear markings established around school office, with no more than one visitor in the school office. • Door between office and SBMs office to be closed when occupied • Office floor markings to be adhered to • Only office staff to use the telephones • Any clinically vulnerable member of staff will not administer first aid 	4	3	12		SBM to look at paediatric first aid training for staff

Impact

Descriptor	Score	Impact on service and reputation
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Insignificant	1	<ul style="list-style-type: none"> • no impact on service • no impact on reputation • complaint unlikely • litigation risk remote
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WORKING TOGETHER TO BENEFIT OUR COMMUNITIES

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Descriptor	Score	Impact on service and reputation
Minor	2	<ul style="list-style-type: none"> • slight impact on service • slight impact on reputation • complaint possible • litigation possible
Moderate	3	<ul style="list-style-type: none"> • some service disruption • potential for adverse publicity - avoidable with careful handling • complaint probable • litigation probable
Major	4	<ul style="list-style-type: none"> • service disrupted • adverse publicity not avoidable (local media) • complaint probable • litigation probable
Extreme/Catastrophic	5	<ul style="list-style-type: none"> • service interrupted for significant time • major adverse publicity not avoidable (national media) • major litigation expected • resignation of senior management and board • loss of beneficiary confidence

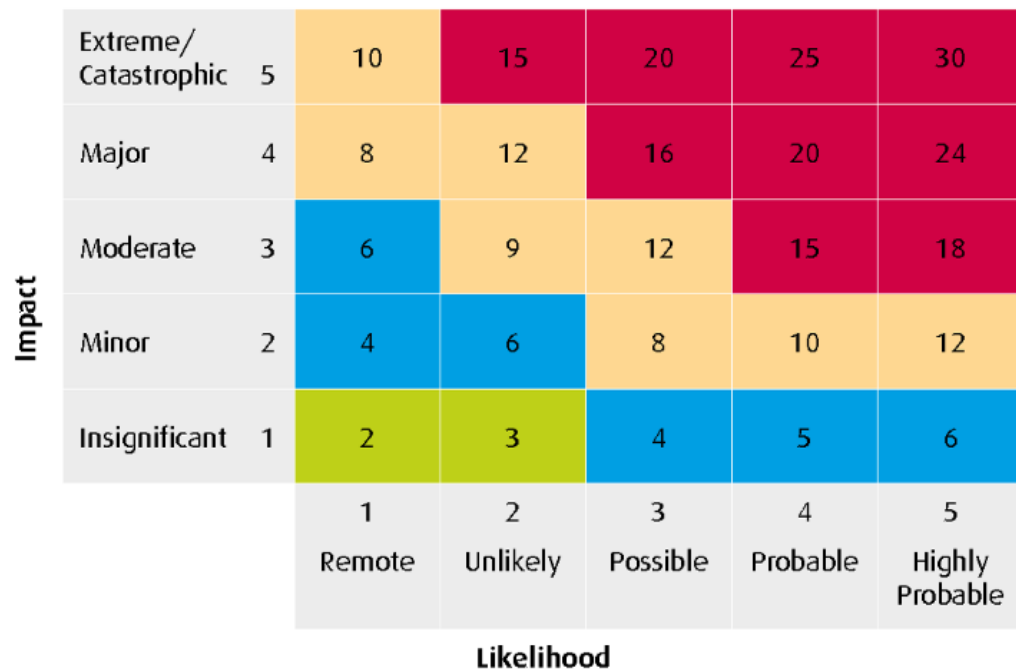
Likelihood

Descriptor	Score	Example
Remote	1	may only occur in exceptional circumstances
Unlikely	2	expected to occur in a few circumstances
Possible	3	expected to occur in some circumstances

COVID – 19 RISK REGISTER

Completed by John Dooris 1st August 2020 – updated 30th December 2020

Descriptor	Score	Example
Probable	4	expected to occur in many circumstances
Highly probable	5	expected to occur frequently and in most circumstances



Heat map



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