

School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
A - Virus control- Start and end of during the school day											(Risk Owner: School)	
1.	Need to provide effective infection protection and control when children arrive or depart the school setting.	5	5	25	<p>Significant risk of virus transmission with increased numbers of pupils and parents arriving and leaving the site at the beginning and end of the school day</p> <p>Face coverings: If you have an outbreak in your setting, a director of public health might advise you that face coverings should temporarily be worn in communal areas by staff and visitors (unless exempt). You should make sure your outbreak management plans cover this possibility. Please also seek guidance from ODBST.</p> <ul style="list-style-type: none"> ·Encourage parents to communicate with the school electronically or by phone if there are day to day issues. ·School to organise hygiene arrangements for all persons coming onto the premises to use before entering or on entry. E.g. pupils wash hands in entry or use hand gel. ·Consider whether to impose a limit on parent numbers during drop off/pick up E.g, one adult per family where practicable or to maintain staggered starts and ends to the day. 	<p>All parents coming onto site are asked to wear a facemask. Staff meeting and greeting children at school gates wear facemasks. Parents of children in Y1-6 do not come onto site. Year groups enter the school via different gates to reduce the size of parental gatherings outside of the school.</p> <p>As parents do not come onto site, there is no restriction of the number of parents/carers bringing children to school. One parent for children in reception and nursery class come onto the school premises to drop their children off. We do not have staggered start times</p>	5	1	5	<p>Following latest MK guidance issued on 03/11/21, we will continue with our entry and exit routines ensuring year groups are not mixing when entering or leaving school.</p> <p>Nursery parents only will be permitted on site for drop off and pick up</p> <p>Parents wishing to visit the school office will only be allowed on site after 9.00am and must queue outside the front door.</p> <p>Maintain routines</p> <p>Parents are no longer being asked to wear masks on school premises</p> <p>We are continuing with designated entrances and exits for different year groups</p>		
2.	System of Control: "Prevention" - Specific risks associated with required use of PPE	5	5	25	<p>Significant rise in infection rates nationally and rise in new-variant COVID requires</p> <p>CEO and School to make decision applicable to all staff, governors and officers regarding the wearing of face coverings whilst on duty in non-classroom areas during pupil drop-off and collection while parents are</p>	<p>Staff do not wear masks in school. Parents will wear a mask when coming onto school premises. Staff are supplied with masks for meet and greet and a</p>	5	1	5	<p>Staff will resume wearing face masks in all communal areas</p> <p>Staff do not need to wear masks when teaching</p>		



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				25	<p>additional use of PPE in schools</p> <p>on the premises and in contact with school staff.</p> <p>Parents/carers to be suitably masked when on school premises or when in close proximity with other families during the process of drop-off or collection.</p> <p>Where it is school policy to continue with face coverings, staff should be provided with a secure plastic bag for storage of their in-school face covering and internal routines should be agreed for the replacement or sterilisation of coverings according to frequency of use and material/variety of covering used. Face masks that are moist, damaged, visibly soiled or difficult to breathe through should be replaced and stored appropriately in a sealed plastic bag.</p> <p>Individual school RAs should note that some individuals are exempt from wearing face coverings and we expect our schools to be sensitive to those needs.</p>	<p>sealed bin is available for disposing of masks safely.</p> <p>No member of staff is currently exempt from wearing a mask.</p>				<p>Staff will be required to wear a face screen when teaching unless exempt. Mask should be worn in all communal areas.</p> <p>School support staff working in the main school office should wear a face covering when interacting with individual children, other staff or parents.</p> <p>Staff are no longer required to wear a mask in school</p>		
2.		5	5	25	<p>Rise in infection requires additional direction and assessment of the risks in other</p>	<p>Staff working together in offices/meetings will be covered by the school's decision on the use of face coverings and may be required to wear a face mask/face visor at all times unless they are 2m apart or working behind a protective screen.</p>	<p>We will follow our contingency plan.</p>	5	2	10	<p>Face masks must be worn in communal areas around school eg staff room</p> <p>We will continue to follow our contingency plan</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VS MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				25	areas of the school	All rooms will continue to need to be well ventilated (see DfE guidance).						
B - Virus control - Classroom/Educational spaces/ Educational visits											(Risk Owner: School)	
1.	Lack of effective infection protection and control within the classroom and educational spaces will significantly increase the potential for virus transmission	5	5	25	Significant risk of virus transmission with increased numbers of pupils occupying the site in a manner that does not support social distancing guidance	<p>Maintain for September:</p> <p>The contents of the rooms must be reviewed and any materials which cannot be cleaned, according to guidance, would need to be removed. This will include soft furnishings, toys and educational products made of materials which cannot be disinfected easily.</p> <p>·Consider relocating surplus room furniture to reinforce social distancing arrangements within the given room setting.</p> <p>·Check for revised protocols from DfE and ODBST and update safeguarding policy if necessary.</p> <p>Consider use of shared equipment and the cleaning implications.</p>	Classrooms are kept clear from clutter. Resources are managed effectively, sharing is kept to a minimum.	5	1	5	<p>Staff will be reminded to keep classrooms tidy and clutter free</p> <p>Playtimes KS1&2 times are separated. There are more children on the playground at Ks2 however, the playground is a large space and offers opportunity for dispersal.</p> <p>Children go into the hall for lunch in shifts and do not mix Yr groups on tables. A one way system is in place for the lunch hall</p> <p>Sharing of resources is still mainly within KS only.</p> <p>Only 1 class at a time uses a communal area eg ICT suite.</p> <p>KS have separate toilet facilities</p> <p>Corridors are wide enough and staff will check for other classes</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
											<p>before guiding a class through the corridor.</p> <p>Only members of the office and SLT teams can enter the office without agreeing entrance beforehand.</p> <p>Weekly staff meetings will take place in a well ventilated environment with social distancing</p> <p>Weekly team meetings will take place in teams within the KS areas of the school.</p> <p>External visitors will be kept to a minimum.</p> <p>Where appropriate, meeting with external agencies will be virtual.</p> <p>Kitchen staff will reintroduce their social distancing measures</p> <p>The DT room will be re-established as the Yr3/4 staff room, the main staff room will be used by KS1 and UKS2 as follows</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
											11.45 – 12.30 KS1 and Fdn stage 12.30 – 13.00 UKS2 Office staff rest area will be the meeting room. HT and DHT will use the office rest room and wear a mask when entering the staff rooms. Staff should wear a mask in the staff rooms other than when eating and/or drinking Staff mainly work within designated areas of the school, some staff may work in more than one class but will be wearing a mask or face shield as an additional precaution Afterschool clubs will continue with children from different year groups being separated during club time Children in classes with an official 'outbreak' will be separated from others in Allsorts as much as possible. If numbers become	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
											<p>unmanageable some children may not be able to attend Allsorts for 2 weeks or until outbreak numbers are reduced</p> <p>Segregation in Allsorts is no longer required</p> <p>Children are allowed to play together on the playground</p> <p>Children go into lunch in shifts in order to manage numbers and not COVID.</p> <p>Resources are cleaned regularly and can be shared between children in year groups</p> <p>Afterschool clubs can take place with no year group segregation.</p>	
2.	Support for infection control				<p>children with diarrhoea as this is a possible covid symptom in children.</p> <p>Teething in younger children/</p>	<p>Children with a bout of diarrhoea to stay at home for 48 hours as a preventative measure. Ensure monitoring of children to ensure they wash their hands after using the toilets. Ensure plenty of soap is readily available.</p> <p>Side effects of children taking a routine vaccination or teething: Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Find out more from vaccination tips for parents. Whilst</p>	<p>During daily checks on pupil attendance, parents/carers are advised on school policy regarding correct length of absence following illness</p>				<p>No Change needed</p> <p>No Change needed</p> <p>No change needed</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<p>teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111. If COVID-19 is suspected the child should start isolating and get tested.</p> <p>Parents should not be encouraged to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness.</p>						
3.	Children teeth				<p>Lack of brushing teeth in early years settings leads to increased tooth decay.</p>	<p>Toothbrushing programme models Until now 2 main models have been used for supervised toothbrushing. These are:</p> <ol style="list-style-type: none"> 1. dry brushing models where children brush their teeth without the use of water or sinks. This can take place with children seated or standing. 2. wet brushing models where children brush their teeth using water, usually stood at sinks. <p>The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and</p>	<p>We will follow dry brushing models</p>				<p>No Change needed</p> <p>No Change needed</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<p>contact transmission and offers no additional benefit to oral health over dry brushing.</p> <p>Consideration is required around 'Cleaning and storage of brushes' – see guidance)</p> <p>(Covid-19 guidance for supervised toothbrushing programmes in Early Years and School settings -13 August 2020)</p>						
4.	Children's wellbeing and support				<p>Emotional needs of children coping with the impact of covid 19.</p>	<p>Children's wellbeing and support</p> <p>Some children may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You may need to provide more focused support for children's individual issues, drawing on external support where necessary and possible. To support this, you may wish to access the free resource MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd has also developed a COVID-19 staff resilience hub with advice and tips for frontline staff</p>	<p>Our PHSE curriculum offers opportunity for emotional support for children. Out SMSC through CARE ensures children are supported. Our designated wellbeing lead supports children on a 1:1 basis and advises staff. Weekly wellbeing checks in staff meetings monitors all children in the school.</p>				<p>The wellbeing lead will reintroduce her protection screen if receiving a visitor in the wellbeing room</p> <p>The wellbeing lead and SENDCO will use the screen and wear a mask when children are in their office</p> <p>The SENCO will reintroduce her protection screen if receiving a visitor in the SENCO office</p> <p>Protections screens in wellbeing lead and SENCO offices will no longer be required</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
5.	Support for wrap around care and other extra curricular activities	5	5	25	<p>Transmission more probable with potential mixing of groups/bubbles</p> <p>Schools will be able to welcome any number of pupils indoors. However, it is imperative to continue to minimise mixing between children.</p> <p>When considering appropriate group sizes, it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation.</p>	<p>Our wrap around care provision is in a large well-ventilated space. After school clubs have a limit on numbers appropriate to the club.</p>				<p>AFSC club to reintroduce zoned areas of Cherry Hall to reduce indoor mixing</p> <p>Children in classes with an official 'outbreak' will be separated from others in Allsorts as much as possible. If numbers become unmanageable some children may not be able to attend Allsorts for 2 weeks or until outbreak numbers are reduced.</p> <p>No segregation or masks required in Allsorts</p>	↑→↓	
6.												



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
	Assemblies taking place	4	2	8	<p>Not enough space or ventilation to accommodate a bubble in one single space in the school, such as the school hall</p> <p>As schools will be able to offer assemblies as normal open space, doors and windows will need to be opened where possible to ensure adequate ventilation. However, they may choose to hold key stage assemblies (rather than indoor whole school assemblies) if this allows for better spacing in the hall on a temporary basis only.</p> <p>Early Years settings: Singing in parent and child groups: When we move to Step 4, there will be no limits on the number of people who can sing indoors or outdoors. Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on keeping yourself and others safe. (Page 21 Actions for Early Years and Childcare providers during COVID-19 pandemic.)</p>	<p>Whole school assemblies are limited to a max of 15 minutes in a well-ventilated space that is not over crowded. Communal singing has been reinstated to take place when ventilation is good.</p>				<p>Mondays will be a live online assembly.</p> <p>Tuesdays will be a recorded assembly by Rev Mike.</p> <p>Wednesday will be a Y5/6 in Beech Hall, Y4/3 will be in Cherry Hall, Y1/2 meet in one of their classrooms for singing assemblies.</p> <p>Thursdays live virtual assembly</p> <p>Friday classroom celebration assemblies plus singing</p> <p>Both Halls are high ceiling, well ventilated environments</p> <p>Christmas services will be recorded to share with parents</p> <p>There will be no parent events held in the school until further notice.</p> <p>Assemblies will take place in the main school hall with good ventilation</p>	↑→↓	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	What you are doing	Recalculate Impact of actions	School specific details					
		X impact 1-5	Y Occurrence 1-5	Score X x Y				Additional school specific	X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						Parents will be allowed to attend assemblies and performances. Schools to exercise judgement on how this will be organised, minimising risk of infection transmission.							



7.	Virus control during educational visits			25	<p>Mixing with adults and children therefore, transmission more probable.</p>	<p>Staff and children to be reminded of hygiene protocols.</p> <p>A fully comprehensive risk assessment must drawn</p> <p>Contingency plans in place to enable a rapid response to symptoms developing in the group or someone needing to self-isolate.</p> <p>Travelling on transport: fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents.</p> <p>School should ensure travel/trip appropriate insurance and adequate financial protection is in place.</p> <p>ODBST follow national guidance on educational and residential visits.</p> <p>The Trust uses EVOLVE and the BCC Educational Journey Coordinator to authorise residential journeys with officer monitoring.</p>	<p>Due to financial restrictions, no off-site residentials will be offered this term.</p>				<p>You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce keeping groups apart for a temporary period. Any decision to recommend the reintroduction of keeping groups apart would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education and childcare.</p> <p>Swimming will continue until further guidance is issued</p> <p>There will be no offsite visits</p> <p>Staff will be encouraged to arrange offsite visits for the Summer term</p>	
8.	School exposed to greater risk of transmission from the virus during open days	5	5	25	<p>Transmission increased due to mixing of new pupils and new adults</p>	<p>Schools to complete thorough risk assessments before running open days to ensure that they are run in line with school's own system of controls and align with government guidelines.</p>		5	1	5	<p>Parents and prospective parents sessions will no longer take place as per MK guidance</p> <p>All open days have been cancelled</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
											No open days planned for Easter term but parents evenings will be face to face with extra precautions in place	
C - Virus control - Personal Hygiene											(Risk Owner: School)	
1.	School is unable to maintain correct enhanced cleaning standards - WHEN open and following actions	5	4	20	<p>Increased demands on school cleaning standards and frequency, with the introduction of increased pupil numbers, and increased spaces in use in the school setting may not be sustainable to the correct level with current resources.</p> <p>·Regularly review and monitor cleaning standards, cleaning products, supply of cleaning products available, the schedule of cleaning and their impacts on the school day.</p> <p>Any new or unfamiliar products needed to be risk assessed under COSHH regulations. Bleach, for example, is an acceptable cleaning product which can be used provided there are clear instructions on use, the product is stored appropriately, and it is kept away from pupils. All products with a hazard symbol must have the safety data sheet stored with it.</p> <p>Staff doing touch point cleaning to have COSHH training. Anyone with contact dermatitis to have this reported via RIDDOR. Occupational diseases - RIDDOR - HSE</p> <p>School to ensure measures are in place to properly manage cleaning products in the vicinity of children</p>		5	2	10	No Change needed No Change needed		



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details		
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓	
				20		with special consideration around allergies and potential misuse.							
2.	Schools are unable to support effective personal hygiene requirements due to limitations of resources or materials	5	4	20	<p>School is unable to support personal hygiene standards due to increased risk of the new variant COVID and necessary routines to increase the regularity of hygiene routines which may lead to a lack availability of sufficient quantities of soap and/ or sanitisers, the impact of social distancing on the access to, and time spent in, the washing facilities for the frequency of cleaning required.</p>	<p>Schools must determine whether existing facilities are suitable to support personal hygiene requirements of both staff and pupils. If they are not then the school must immediately correct this situation or close until the situation is resolved.</p> <p>·Schools must utilise findings and reduce pupil attendance if personal hygiene standards cannot be consistently met.</p> <p>·Make arrangements for where personal protective equipment (PPE) supplies will be needed:</p> <p>Where staff provide close care for any children or young people they must be provided with suitable PPE (including disposable apron, gloves and face shield)</p> <p>In cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home no member of staff shall be within 2 metres of the pupil without wearing PPE as set out above. Appropriate waste storage must be readily available (all waste to be double bagged) for used PPE in this situation and cleaning of</p>		5	1	5	No Change needed	No Change needed	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<p>potentially high risk infection zones in school. E.g., touch points</p> <p>Risk assessments and PPE for high risk children who regularly need personal contact/handling or intimate care to be organised or decision made that this child's needs cannot be met at this time to keep staff safe-If this is the decision refer immediately to school SENCo for guidance.</p> <p>Review risk assessment and consider whether staff will require PPE for general duties</p>						
D - Virus control- Staffing											(Risk Owner: School)	
1.	Schools are unable to fully sustain phased opening due to staffing matters- WHEN open	5	5	25	Day to day variance in staff availability due to numerous factors including suspected contact with virus carriers, transportation issues, domestic impositions, and concerns about personal safety	<p>School to monitor staff ratios daily, making adjustments where necessary.</p> <p>·Maintain good communication lines with staff and ensure issues around attendance can be anticipated - as far as possible.</p> <p>·Welfare arrangements need to be communicated frequently.</p> <p>Staff meetings recommended to remain online, unless social distancing measures of 2m between staff can be adhered to.</p>	All staff are consulted and trained on opening in Sept 2021 to maintain effective COVID precautions	5	2	10	<p>Tuesday 9th November, staff will be informed of the new guidance and updated risk assessment</p> <p>Staff will be emailed additional guidance on Monday 11th December</p> <p>Staff meetings are face to face in well ventilated rooms with year groups sitting at least 2M apart</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<p>·School to consider parent communications if the school needs to close.</p> <p>School to take urgent advice from ODBST HR Manager around any staff who are pregnant.</p> <p>Develop protocols for the immediate removal of staff from school and tracing of contacts and site of infection for staff who test positive (internal lateral Flow Tests) or who exhibit symptoms when on duty."</p>	<p>We will follow the MK guidelines for reporting and acting on positive PCR tests</p>				<p>Staff have limited contact with parents and visitors on site.</p> <p>Staff absences are carefully monitored so that appropriate plans can be assessed</p>	
2.	<p>The school's provision for Clinically Extremely Vulnerable (CEV) and pregnant staff.</p> <p>Current Government guidance states people who are clinically extremely vulnerable were prioritised for vaccinations during Phase 1, before the general population. School staff can continue to attend school. While in school they must follow the systems of controls in place</p>	4	4	16	<p>Employees who are Clinically Extremely Vulnerable (CEV) or who are beyond the 28 week of their pregnancy,</p>	<p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus. Staff in settings who are CEV should currently attend their place of work if they cannot work from home. DHSC will publish updated guidance before Step 4. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>We currently have two members of staff who feel more vulnerable and we have adjusted their workspace to support them.</p>	4	1	4	<p>Protections screens will be reinstated for those staff</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
					<p>Ensure employee records are up to date and accurate particularly medical and familial CEV potential.</p> <p>Follow government advice and guidance at all times; including any specific restrictions that apply to your school location.</p> <p>Where CEV letters are issued use the guidance contained to direct actions for individual staff.</p> <p>Where staff are not yet at the third trimester of their pregnancy ensure specific RA is completed.</p> <p>Check government advice where 'guidance' rather than mandatory and undertake a specific RA to demonstrate that the school acted to limit any 'injury' to the employee.</p> <p>The school will need to undertake and adhere to risk assessments that take into account the health of employees.</p> <p>If a risk is identified in the workplace which is greater than the risk outside the workplace, you must make reasonable changes to avoid that risk. If this is not possible you must speak to ODBST HR team.</p> <p>ALWAYS take advice from ODBST HR Team</p>	<p>We currently have a number of staff who could potentially be pregnant, they have all been invited to have a confidential conversation with our SBM so we are able to put in safeguards.</p>				<p>No change needed</p> <p>Draft Risk Assessments have been created for any staff that may become pregnant.</p> <p>There are no staff that are impacted by CEV</p> <p>No additional considerations needed</p>		



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
E. Virus control – pupil attendance											(Risk Owner: School & Trust)	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
1	Pupils not attending school	5	5	25	Parents/Carers not sending children into school in fear of them catching or transmitting the virus	<p>Schools to reinforce statutory attendance to school.</p> <p>Schools to issue sanctions, including fixed penalty notices in line with LA code of conduct.</p> <p>'Admitting children back to the setting after illness:</p> <p>In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending your setting, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.' (Page 17 Actions for Early Year and Childcare providers during COVID-19 Pandemic July 2021.) ODBST advises that if the child takes a PCR test and this is negative the child may return if physically well enough.</p>		5	1	5	<p>No Change needed</p> <p>All absences are followed up by the office team or Wellbeing Lead where necessary</p> <p>All absences are followed up by the office team or Wellbeing Lead where necessary</p>	
2	Pupils travelling to the UK	5	5	25	Pupils transmitting the virus having not quarantined as	All pupils travelling to England to adhere to government travel advice.		5	1	5	<p>No Change needed</p> <p>Any children that we know are returning from foreign travel will be checked by the office</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VS MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
					<p>per government guidance</p> <p>Lack of learning as a result of quarantine</p>	<p>https://www.legislation.gov.uk/uksi/2021/582/contents</p> <p>Those arriving from a 'red list' country or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.</p> <p>Parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <p>Follow current guidance on returning from amber countries.</p>					<p>team and Wellbeing Lead to ensure all regulations have been followed</p> <p>We will ensure that we follow any Government guidance</p>	
3.	Transmission of covid to or from children				<p>Children with covid transfer this to others</p>	<p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer</p>	<p>We will follow MK guidelines.</p>				<p>We will continue to follow MK guidance. 9th November MK parent and info letter will be sent to all parents offering additional guidance and reminders.</p> <p>We will continue to follow MK guidance and share information</p> <p>We will follow the latest Government guidance.</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VS MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<p>be expected to undertake contact tracing. You may be contacted in exceptional cases to help with identifying close contacts. Until Step 4,(19 July) we expect schools to continue to fulfil their contact tracing responsibilities.</p> <p>For Early Year settings: Reporting COVID-19 cases to Ofsted: You must notify Ofsted, or the childminder agency with which you are registered, of any confirmed cases in the setting, whether a child or a staff member. You should also tell Ofsted if you have to close the setting as a result. This is a legal requirement. Report as soon as you are able to, and in any case within 14 days. See the guidance on reporting incidents to assure all the information required is included. (Page 20 Actions for Early Years and Childcare providers during COVID-19 pandemic.)</p>						
F: Virus impact – Provision of Services												
1.	Greater areas of the school are to be used without necessary servicing and maintenance in place	4	4	16	Safe place of work systems are not maintained and staff and pupils are put at greater risk	<ul style="list-style-type: none"> ·Review all fire arrangements to ensure they are appropriate. ·Maintain testing of fire systems and equipment. ·Ensure fire doors are serviceable. 	All areas of the school are well maintained and serviced.	4	1	4	No Change needed	No change needed



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<ul style="list-style-type: none"> ·Drain down and refresh the entire water system- ·Weekly flush of infrequently used outlets. ·Clean and descale shower heads. ·Monitor water temperatures ·Gas appliance checks are resumed. ·Gas appliances are within annual inspection. ·Reactivation of ventilation systems to ensure satisfactory function. ·Ensure access and control systems are fully functioning normally. ·Ensure internal and external lighting is functioning properly. ·CCTV- where fitted- is functioning properly. ·Drainage systems are functioning properly. ·Any lifting or pressure equipment is tested satisfactorily and within annual inspection cycle- rearrange if not. ·Particular attention to pest or insect infestation and, if present, suitably controlled ·Risk assessments are in place for any unconventional or new situations present at the site. ·Staff training in all relevant areas is confirmed to be valid and addressed if not 						



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION Updated Sept 21** Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
G - Virus control- Equality, legal and reputational matters											Risk Owners School & Trust	
1.	Equality, legal and reputational issues are impacted by return to school arrangements -	5	5	25	Perception of discrimination around the kind of pupils being readmitted and the equality issues related to staggering attendance of pupils particularly if sections of the community are over or under-represented. Parental attitudes to school become soured and grievances voiced	<ul style="list-style-type: none"> ·School to carefully consider the implications of their new arrangements and how they will impact upon the various sections of their community. ·Strong communication with parent group and wider sections of the community, if necessary, clearly outlining the school's strategy towards pupils access to education ·Identify any actions or strategies which will minimise the risk of discrimination. · Regular communication with parents about school actions. ·Close monitoring of parental expectations. ·School to ensure that their decision making process is recorded- the completion of this risk register would be evidence of this aspect. ·School to have a communication strategy ready for an outbreak of serious illness within the school or community" 	All pupils have been readmitted on 6 th September.	5	1	5	No Change needed No change needed	
2.	Employers and Third Party Public Liability	4	4	16	Employer liabilities for staff working from home	Insurance cover for employer's liability if a member of staff were injured. The RPA will defend claims and provide an indemnity to the extent that the school/Trust is legally liable	All staff have completed the on line working at home assessment. Four new members of staff will complete the training by the end of Sept 21				No staff working home No staff are working from home	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				12		to pay compensation or damages to the employee. However, risk assessments must be in place and all staff have completed a homeworking risk assessment and workstation assessment. (DSE user assessment for all teachers working remotely.) LGBs must have reviewed policies and procedures because of homeworking.					All staff that are working from home have completed on line training	
3.		4	3	12	Employer's liability for staff electing to attend a closed site during the pandemic	Standard RPA cover would continue to apply in these circumstances. This would include employer's liability if a member of staff were injured. The RPA will defend claims and provide an indemnity to the extent that the Trust is legally liable to pay compensation or damages to the employee. This and other risk assessments MUST be in place and a review of policies and procedures as a result, including a review of risks associated with lone working.		4	2	8	No Change needed No Change needed	
4.		3	3	9	Legal and liability cover should a staff member or pupil contract COVID-19 and	RPA will defend the claim on the school's (or governor's) behalf and indemnify the school to the extent that the school (or governor) is	All our COVID risk assessment were approved by the IAC and from now will be approved by the LGB	3	1	3	No Change needed Updated RA Matrix will be sent to the ODBST and LGB	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				15	brings a claim against the school (or governors)	legally liable to pay compensation or damages to the injured person. BUT only if this and other risk assessments have been reviewed shared and agreed by LGB and a review of policies and procedures has occurred as a result.					All risk assessments and contingency plans are up to date	
5.		5	3	15	Risk to staff, volunteers and leaders in undertaking their role in facilitating coronavirus 'rapid testing' on the school premises using school staff.	The RPA will indemnify the Member in the event a claim is brought by a third party (including pupils) or employees for death / injury or damage to third party property as a result of the school undertaking rapid tests. This will also cover volunteers at the school organising, managing or undertaking rapid tests. It is a requirement that risk assessments are undertaken, recorded and adhered to.		5	1	5	No Change needed Not Applicable	
H. Rapid COVID-19 Testing for Primary (inc. school-based and maintained nursery) workforce												
1.	Misunderstanding of the key roles in the school.	5	5	25	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	Until the end of September 2021 and then review: Establish a COVID Coordinator (this should be the Headteacher or member of the SLT) as responsible for the overall management of rapid COVID-19 testing for primary/nursery school workforces. The COVID Coordinator is the main contact with NHS Test and Trace and is responsible for:	The Head Teacher is the main COVID co-ordinator but roles are delegated where appropriate. A member of the office team completes all registrations and submits to the DFC where necessary. A member of the office team manages all the COVID testing, incident logs and follows up queries	5	1	5	No Change needed No Change needed	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<ul style="list-style-type: none"> Communicating with stakeholders. Providing training and information for all staff workforce. Responding to staff questions. Carrying out risk management. Reporting required data. Creation of a Register for logging test results Creation of an Incident log. Reviewing updates to guidance daily and implementing required changes. Ensuring the school testing process is aligned with the Buckinghamshire Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment. Ensuring that the storage and collection point meets environmental and security requirements. Managing and continually assess the process against this risk assessment. Contingency plan developed for absence by the key role holders identified in this risk assessment. 	We follow MKC guidance					



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	What you are doing	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y			Additional school specific	X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)
					<p>Establish appropriate oversight and governance of testing at the school/nursery by LGB.</p> <p>Establish a Registration Assistant (recommend SBM or a TA with specific time to do these tasks):</p> <ul style="list-style-type: none"> Ensuring staff are using the right instructions and they sign for the tests using the Test Kit Log. Management of delivery of tests and stock management of tests. Re-ordering tests when required. Management of a Register for logging test results. Management of an Incident Log, reporting incidents. Distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits (face mask must be worn, and social distancing maintained). Inputting test results from staff into your school's 'Register'. Ensuring that the register is saved securely. Sending reminders to participants to communicate 						



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				12		their results online and to the school. <ul style="list-style-type: none"> Storing required data Working with the COVID Coordinator to support the management of the stock of kits.						
2.	Failure to train all members of staff properly	4	3	12	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The COVID Coordinator to attend/watch DfE webinars 1&2. Other key members of the testing team or staff members can watch the recordings if deemed necessary/helpful. The COVID Coordinator to access and read all the information on the DfE Primary Schools Document Sharing platform. All staff to undertake the following training. Training records to be established and maintained: <ul style="list-style-type: none"> Tell staff what rapid testing is. Use the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'. Ensure all staff understand the different COVID testing roles in the school and who holds these roles. Explain the process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name. 		4	1	4	No Change needed School no longer issues lateral flow tests to staff	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	What you are doing	Recalculate Impact of actions			School specific details		
		X Impact 1-5	Y Occurrence 1-5	Score X x Y			Additional school specific	X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
					<ul style="list-style-type: none"> Explain the process of taking a test at home. All staff to watch instructional video provided on You Tube – 'Step by Step Guide to COVID-19 Self Testing'. All staff to read the Instructions for Use document 'Your Step-by-Step Guide for COVID-19 Self-Testing' v 1.3.2 (ensuring you are using the correct version only – show slide from webinar). Make sure that all staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school. Use the 'Reporting the test result online' slide from the webinar and explain the school reporting process. Use the Participation and Data Protection slide (from the webinar) and links to discuss any staff concerns. Make sure staff know who to contact if they have an incident while testing at home. Use the webinar slide on incident reporting. <p>All staff to read the Privacy Notice before taking the tests.</p>							



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				9		<p>All staff must be aware that testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school/nursery in person, although participation in testing is strongly encouraged. Staff who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p> <p>The COVID Coordinator to review DfE Primary Testing FAQs on a regular basis.</p> <p>The COVID Coordinator to check the latest government guidance on rapid testing of primary/nursery workforce on a regular basis.</p> <p>All questions from members of staff to be checked against the Primary Testing FAQs on the document sharing platform by the COVID Coordinator and the answer communicated to all staff members. Should the answer not be found in the FAQs, the COVID Coordinator will contact the DfE coronavirus helpline on 0800 046 8687.</p>						
3.	School unaware of staff members 'opting out'	3	3	9	All school workforce, inc. supply and peripatetic	The COVID Coordinator to ensure that the school has written confirmation from all staff (inc. supply, peripatetic and visitors) as to whether they are opting in or opting	The school will implement a register of all adults who come onto the premises so we are aware of whether	3	2	6	No Change needed No change needed	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
					teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	out of testing and plan/communicate accordingly. The school to plan in case of poor uptake by staff and plan accordingly.	they have had two vaccinations					
4.	Testing kits deliveries are not managed correctly	4	4	12	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The COVID Coordinator to review information from NHS Test and Trace to understand when the school/nursery will receive their deliveries of testing kits. The delivery schedule and further advice from NHS Test and Trace can be found on the DfE document sharing platform. The Registration Assistant to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items. The Registration Assistant to create and manage a Test Kit Log , to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to 'sign out' test kits.	This has been delegated to a member of the office team	4	1	4	No Change needed Tests no longer administered to staff.	
5.	Insufficient stock of tests in school	4	4	16	All school workforce, inc. supply and peripatetic teachers and visitors (staff).	The Registration Assistant to monitor stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels. To contact DfE Coronavirus		4	1	4	No Change needed No longer applicable	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
					Pupils in school (and their families) through transmission of the virus	Helpline if additional deliveries are required (0800 046 8687).						
6.	Testing kit collections point poses a risk of COVID-19 transmission	4	3	12	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The Registration Assistant is responsible for: <ul style="list-style-type: none"> Determining a process for the safe collection of tests by staff members. Ensuring all staff members understand how and when to collect test safely. The Registration Assistant is responsible for: <ul style="list-style-type: none"> School will decide if staff need to wear face during the handing out of the test kits, Ensuring that the collection of kits follows the process established (above). Communicating any issues regarding the collection process to the COVID Coordinator. 	Staff do not wear masks in school unless we need to refer to our contingency plan	4	1	4	All staff now wear face coverings in communal areas of the school No longer applicable	
7.	Testing kit storage and collection is not secure	3	3	9	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their	The COVID Coordinator is responsible for ensuring that the storage and collection point is: <ul style="list-style-type: none"> Able to be secured to prevent unauthorised access to the test kits. 		3	1	3	No Change needed No longer applicable	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				12	families) through transmission of the virus	<ul style="list-style-type: none"> Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat. 						
8.	Test Kit Log is inaccurate	4	3	12	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus</p>	<p>The Registration Assistant must record who takes the test kits on a Test Kit Log and ensure that this information is stored securely. This log must include the following and be kept until further guidance is given</p> <ul style="list-style-type: none"> Name of school. Name of person issuing the test. Date of issue. Lot number of test kit (on the back of the test kit). Name of person using the test. <p>The Registration Assistant must ensure that all staff members receive, and sign for, a copy of the right Instructions for Use (v.1.3.2 dated 15 January 2021, plain blue cover). Refer to DfE webinar/slides. Old instructions to be destroyed</p>		4	1	4	<p>No Change needed</p> <p>No longer applicable</p>	
9.	Supply teachers, peripatetic teachers and visitors are not included in school workforce procedures	5	4	20	<p>Supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through</p>	<p>COVID Coordinator will develop a process for testing supply teachers, peripatetic teacher and other visitors to the school site as far as is reasonably practicable.</p> <p>COVID Coordinator will communicate the process clearly to the Registration Assistant, all staff</p>	<p>We do not test peripatetic teachers or supply teachers coming into school</p>	5	2	10	<p>No Change needed</p> <p>No longer applicable</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				20	transmission of the virus	members and all supply teachers, peripatetic teachers, and other visitors to the school site as far as is reasonably practicable.						
10.	Tests are not completed accurately by staff workforce	5	4	20	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The COVID Coordinator to ensure that all staff: <ul style="list-style-type: none"> Undertake the training and are provided with the correct literature and video links, as detailed above. Can ask questions and discuss issues. Feel confident in reporting issues and concerns to the COVID Coordinator. 		5	1	5	No Change needed No longer applicable	
11.	Inaccurate reporting of test results	5	4	20	All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus	The COVID Coordinator to ensure that all staff: <p>Are trained in and understand how to report their test result to NHS Test and Trace <i>as soon as the test is completed</i> and <i>every time they take a test</i>, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit).</p> <p>Are aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else.</p> <p>The COVID Coordinator will develop their own, locally managed Register and a process for all staff to log test</p>		5	1	5	No Change needed, staff continue to follow testing guidance. No longer applicable	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	What you are doing	Recalculate Impact of actions	School specific details					
		X impact 1-5	Y Occurrence 1-5	Score X x Y				Additional school specific	X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
					<p>results with the school, before staff arrive on site in the morning. This is important for identifying staff with positive results. This must be a separate document to the Test Kit Log for data protection reasons. This system to be communicated clearly to the whole staff team. This should include:</p> <ul style="list-style-type: none"> • The process and timelines for test to be taken and results to be communicated by staff (and onward communication to the headteacher if/when required). • A process for dealing with non-reporting by staff. • The process for logging results, who will deputise and how will this be communicated. • How the results will be saved securely. • Encouraging staff to follow requirements when reporting results online (e.g. sending reminders on test days). • Identifying and reporting incidents. • The creation of procedures to check, test and update the Test Kit Log, Register and Incident Log on a regular basis. 								



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VS MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<ul style="list-style-type: none"> The register should be kept until further guidance is given. 						
12.	Staff misunderstand their responsibilities following a test result	5	3	15	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus</p>	<p>The COVID Coordinator must ensure that all staff understand that they must report their result to both NHS Test and Trace through self-report.gov.uk or ringing 119 and to the school (following the agreed school process), even if the result is negative or void:</p> <ul style="list-style-type: none"> Staff with a negative LFD test result – staff can continue to attend school/nursery, follow guidance and use protective measures. Staff with a positive LFD test result – Individuals with a positive LFD result will need to self-isolate immediately in line with the stay-at-home guidance. They must report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and self-report.gov.uk page. This will enable NHS Test and Trace to monitor the spread of the virus. They must also inform the school/nursery of their result so the school can identify close contacts and they can make appropriate cover arrangements. They should 	<p>All staff report their twice weekly test results via Smartlog. All staff will be reminded to report all test outcomes via both Smartlog and DFE sites.</p> <p>We follow the MK guidance and procedures when a member of staff test positive following a PCR test</p>	5	1	5	<p>No Change needed</p> <p>No longer applicable</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<p>book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started) if the PCR test result is positive. The staff member must also inform the school/nursery of a positive PCR result.</p> <ul style="list-style-type: none"> • Staff with a void LFD test result - if staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the self report gov.uk page. They should use a new test kit but not reuse anything from the first kit. In the very unlikely event staff get two void test results, they should book a PCR test. Staff should self-isolate pending the result of the PCR test. Staff should inform the school/nursery as it may indicate a faulty batch of test kits. • All staff - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they 						



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				15		<p>recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a PCR test to check if they have the virus.</p> <ul style="list-style-type: none"> All staff - the LFD test kits for use by primary school staff are not to be used as an alternative to self-isolation. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance and self-isolate. 						
13.	Incidents are not reported accurately	5	3	15	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus</p>	<p>Schools - Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> The COVID Coordinator to develop an Incident Log and process for logging issues. The Registration Assistant ensures the Incident Log is completed and saved securely. All staff members to be trained in what issues should be reported, to whom and by when. The Incident Log to be reviewed daily by the COVID Coordinator. Lessons learnt 		5	1	5	<p>No Change needed</p> <p>No longer applicable</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	What you are doing	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y			Additional school specific	X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)
					<p>identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff.</p> <ul style="list-style-type: none"> • If there are repeated or similar issues these should be reported to the DfE Helpline. • The COVID Coordinator to share learning with the DfE should contact be made. <p>Individuals</p> <ul style="list-style-type: none"> • If any immediate medical care is needed by staff members, this should be sought from the usual routes for seeking medical care through 111 or 999. • If there is a clinical incident which led or has the potential for harm, staff to be advised to report this on Coronavirus Yellow Card reporting site • For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to 119 and inform the school (as above) <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p>						



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VB MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
14.	Risk of data protection breach in managing personal data	4	4	16	<p>All school workforce, inc. supply and peripatetic teachers and visitors (staff). Pupils in school (and their families) through transmission of the virus</p>	<p>Access to the data to be restricted to the COVID Co-ordinator and Registration Assistant and the Headteacher if not the COVID Co-ordinator.</p> <p>Data/records to be stored securely on school computers only, not to be removed from school.</p> <p>Ensure that the collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school/nursery will need to satisfy themselves that they have a lawful basis for processing personal data. The school/nursery will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>		4	1	4	<p>No Change needed</p> <p>No Changes needed</p>	
J. Paediatric First Aid (PFA) risk assessment for COVID-19 for workforce EYFS settings												
1.	No PFA on site	5	5	25	<p>Pupils in school (and their families) through transmission of the virus</p>	<p>Establish who is the Appointed Person (AP) in charge of managing First Aid provision daily and managing staff cover.</p> <ul style="list-style-type: none"> ■ The AP creates a daily/weekly First Aid Provision plan is to ensure there is planned PFA cover for the EYFS bubble and Year 1. 	<p style="color: red;">We have 4 PFA's and 4 FFA's that will cover all eventualities</p>	5	1	5	<p>No Change needed</p> <p>No Changes needed</p>	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
					<ul style="list-style-type: none"> ■ The AP shares this plan with the Headteacher (HT) and gets this signed off as agreed. ■ The First Aid Provision Plan is clearly displayed and shared with all staff and visitors. ■ Urgent changes to the plan are shared with all staff on site whilst maintaining safe distances and covid19 practices. <p>Note: New entrants (levels 2 and 3) to the Early Years Department will not need to hold a PFA certificate within their first 3 months in order to be counted in staff: child ratios, during any period of intervention related to coronavirus (COVID-19).</p> <p>The AP will keep records of all pupils in EYFS setting in school with first aid needs in a readily available file in the classroom and a record at the School office for Administration staff to refer to in an emergency.</p> <p>The HT will undertake all endeavours to locate PFA if the school is short staff, including:</p> <ul style="list-style-type: none"> ■ liaising with the TRUST to find a suitable person, this could include identifying and looking to appoint temporary/interim cover through either: 							



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details		
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓	
						<ul style="list-style-type: none"> ■ a person with a PFA certificate and Disclosure and Barring Service (DBS) check from a local provider who has closed ■ a registered local childminder with a PFA certificate and DBS check who is approved to work on non-domestic premises. ■ looking to secure full PFA training for additional staff that includes the specific risk factors and techniques required for the care of young children including but not limited to choking, seizures, and issues related to sleeping – annex A of the EYFS statutory framework sets out the criteria for effective PFA training. <p>As set out in HSE guidance, any training in relation to paediatric CPR and choking should be in line with the Resuscitation Council's guidance and NHS England guidance.</p> <p>The AP will organise the following supportive practices to avoid no PFA being available:</p> <ul style="list-style-type: none"> ■ All staff trained in First Aid at Work to undertake online 							



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VS MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						training in PFA as soon as possible. <ul style="list-style-type: none"> All first aiders to undergo revision of paediatric resuscitation methods and techniques. Ensure all first aid equipment is readily available and all PFA know where this is kept in the classroom. Ensure all PPE is stored with First aid equipment, plus appropriate disposal for clinical waste.						
2.	The only PFA at school becomes ill during the day and leaves the school site.	5	4	20	Pupils in school (and their families) through transmission of the virus	If it is still not possible for someone with a full PFA certificate to be always on site whilst children are present, providers must undertake the following actions to remain open: <ul style="list-style-type: none"> the HT and AP must consider and mitigate the likely occurrence of a serious incident. the HT and AP should consider all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed during any period of intervention related to coronavirus (COVID-19), including: <ul style="list-style-type: none"> the number of children on the premises 	We have 4 PFA's and 4 FFA's that will cover all eventualities	5	1	5	No Change needed	No Changes needed



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 VS MARKED VERSION Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				9		<ul style="list-style-type: none"> ■ the staff to child ratio ■ the types of activities undertaken with the children on the premises. ■ the likely need for first aid based on the needs of the children attending the premises. ■ first aider knowledge among staff on the premises ■ the mitigations available to reduce the risk of such an incident. <p>After carrying this out, the HT is satisfied by the Risk Management then a member of staff trained in First Aid at Work or Emergency Certification PFA may provide cover.</p> <p>If this fails, the Early years department will be closed immediately, and pupils sent home.</p>						
3.	PFA qualification out of date	3	3	9	<p>Requalification</p> <p>If PFA certificate requalification training is prevented for reasons associated directly with the coronavirus (COVID-19) pandemic, or by complying with related government advice, the validity of current certificates</p>	We are covered for the next 3 years	3	1	3	No Change needed	No Changes needed	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th
 December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
						<p>can be extended to 31 March 2021 at the latest. This applies to certificates expiring on or after 1 October 2020 and includes paediatric first aiders in provision registered on the General Childcare Register as well as Ofsted registered early years provision. Childminders can also apply this extension.</p> <p>If asked to do so, the school/setting should be able to explain why the first aider has not been able to requalify and demonstrate what steps have been taken to access the training. The HT or certificate holders must do their best to arrange requalification training at the earliest opportunity.</p> <p>Practitioners are strongly encouraged to use online resources to refresh their knowledge of Paediatric First Aid procedures if they need to extend their certificates while waiting to access face-to-face training. Providers such as St John Ambulance offer free online resources to support this.</p>						



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details	
		X Impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓
				12		The practical elements of PFA courses should be delivered face to face, so that competency can be properly assessed, as set out in Annex A of the statutory framework for the EYFS.						
4.	Inadequate first aid equipment available.	4	3	12	Pupils, staff and visitors	<p>The AP to ensure First Aid boxes contain at least the minimum equipment requirement.</p> <p>While there is no mandatory list of items to include in a first aid box, the Trust supports the use of HSE ACoP which provides a list of minimum recommended contents for a first aid container in a low hazard workplace:</p> <ul style="list-style-type: none"> ▪ a leaflet giving general advice on first aid: ▪ 20 individually wrapped sterile adhesive dressings (hypoallergenic plasters can be provided if necessary) ▪ 2 sterile eye pads ▪ 4 individually wrapped triangular bandages (preferably sterile) 		4	1	4	No Change needed No Changes needed	



School's Risk Matrix for Phased Opening; Coronavirus control – July 2021 **VB MARKED VERSION** Updated Sept 21 Updated November 21 Updated 9th December 2021 Updated 28th Feb 2022

Ref	Potential Risk	Calculated Risk			Detail of Risk	ODBST Suggested steps to mitigate risk	What you are doing Additional school specific	Recalculate Impact of actions			School specific details																																																
		X impact 1-5	Y Occurrence 1-5	Score X x Y				X Impact 1-5	Y Occurrence 1-5	Impact X x Y	PROGRESS UPDATE (Date)	Direction of travel ↑→↓																																															
						<ul style="list-style-type: none"> ▪ 6 safety pins ▪ 6 medium-sized individually wrapped sterile unmedicated wound dressings. ▪ 2 large sterile individually wrapped unmedicated wound dressings ▪ 1 pair of disposable gloves. 																																																					
	1 to 6	Manageable Risk: Overall rating is 6 or less. Content to carry these risks. Monitor and track any change.					<div style="display: flex; justify-content: space-around; align-items: center;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="6">Risk Matrix</th></tr> <tr><th></th><th>5</th><th>10</th><th>15</th><th>20</th><th>25</th></tr> </thead> <tbody> <tr><th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</th><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><th colspan="6">Impact</th></tr> </tbody> </table> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="2">Direction of Travel</th></tr> </thead> <tbody> <tr><td>↑</td><td>Increasing risk</td></tr> <tr><td>→</td><td>No change</td></tr> <tr><td>↓</td><td>Decreasing risk</td></tr> </tbody> </table> </div>						Risk Matrix							5	10	15	20	25	Likelihood	4	8	12	16	20	3	6	9	12	15	2	4	6	8	10	1	2	3	4	5	Impact						Direction of Travel		↑	Increasing risk	→	No change	↓	Decreasing risk
Risk Matrix																																																											
	5	10	15	20	25																																																						
Likelihood	4	8	12	16	20																																																						
	3	6	9	12	15																																																						
	2	4	6	8	10																																																						
	1	2	3	4	5																																																						
	Impact																																																										
Direction of Travel																																																											
↑	Increasing risk																																																										
→	No change																																																										
↓	Decreasing risk																																																										
	7 to 14	Material Risk: Overall rating is 7-14. Concerned about these risks. Need to be managed as a priority.																																																									
	15 to 25	Significant Risk: Overall rating is 15 or above. Most concerned about these risks which are significant and should be referred to LGB for regular review.																																																									



