

(1) Risk Identification				(2) Risk Assessment			(3) Risk Management						
Risk no.	Leader responsible	Risk Summary	Risk Consequences (Full Opening)	Initial Risk			Proposed Risk Control Measures (Full Opening)	Post control measures Risk Assessment (Full Opening)			Decision / Further actions needed	Last SLT/CoG Review Date	Last Audit Committee review date
				Likelihood Scale (1 to 5)	Impact Scale (1 to 5)	Risk Index (Like x Imp)		Likelihood Scale (1 to 5)	Impact Scale (1 to 5)	Risk Index (Like x Imp)			
1	CGK	Full Return to School (Student Movement)	Transmission of virus between staff and students (person to person)	3	4	12	<ul style="list-style-type: none"> Students should be allowed to go straight into the classroom where possible once the room is empty rather than waiting in the corridor. Start and end of lessons run for 55mins allowing 5mins flexibility so teachers can decide when it is best to dismiss, empty the classroom and prepare for the next class. <p>Movement in corridors: the following modifications to corridor uses will apply</p>	3	3	9		Feb - 21	
1a		Full Return to School (Student Movement) D Block	Transmission of virus between staff and students (person to person)	3	4	12	<p>For Maths, students should enter D Block through the outside doors next to the Sixth Form and up the stairs. They will go down the stairs near the All-Weather pitch and out through the fire door next to D4 and turn left. Classes in D11-D14 will be dismissed before D9, 10, 15 and 16. For English, students enter D Block through the main entrance from the Piazza. At the end of the lesson, students in D1,2,3,6,7 & 8 return back and out of the main double doors. Students in D4 and D5 go out through the back-fire door and along the outside of the building.</p>	3	3	9		Feb - 21	

1b	Full Return to School (Student Movement) C Block	Transmission of virus between staff and students (person to person)	3	4	12	C Block – a one-way system with floor markers will bring students into C block from the Art area through to Technology. For Science, students can enter C block from the Technology area for C21, C20, C19, C10, C11 or by the Science Office for classrooms C18, C17, C12, C13, C14 and then dismissed through external classroom fire doors. C15, C16 to enter by the Café doors.	3	3	9	Feb - 21
1c	Full Return to School (Student Movement) B Block	Transmission of virus between staff and students (person to person)	3	4	12	B Block - floor markers will indicate how students should move through B block. If entering up to B23, B22, B21, B20, B11 enter by the double white doors by the B Block lift If entering lower B Block or MFL enter by the lower doors and exit by the doors at the front of school. Music and Drama will enter by the Outside doors. Heads of Year and PLC only accessible by the Quad doors	3	3	9	Feb - 21
1d	Full Return to School (Student Movement) A Block	Transmission of virus between staff and students (person to person)	3	4	12	A-Block – Students will participate with their regular PE/Dance lessons – the PE Faculty have introduced new lining up and changing procedures. On all occasions, whilst the face coverings in classrooms remains, students will need to come to school in PE/Dance kit.	3	3	9	Feb - 21
1e	Full Return to School (Student Movement) PLC	Transmission of virus between staff and students (person to person)	3	4	12	PLC – enter by Quad door and Exit into MFL corridor. One-way system in place, only relevant members of staff to use the area. PPE optional for 1-1 students encourage use of visors/masks Personal risk assessments for vulnerable members of staff Cleaning kit available and Computer wipes to be used before using the machines Screens between PC's? Desks have been moved to improve distancing	3	3	9	Feb - 21

							Hand sanitiser available on entrance and exit						
2		Full Return to School (Curriculum Measures)	Transmission of virus between staff and students (person to person)	3	4	12	<ul style="list-style-type: none"> • Parents will be told to keep their child at home if they have flu-like symptoms – the child should not return until they have been tested and self-isolated for 14 days if positive • If students are isolating, work will set via TEAMS • Teachers can adopt a more didactic approach from the front of the classroom if they prefer. This will not be seen negatively in terms of lesson drop ins or observations. • Ideally, staff should keep 2m social distance from students and from other staff. • Classroom Doors (including fire doors) should be kept open to reduce the amount of times different people are touching the handles. • Windows should be kept open wherever possible to provide natural ventilation. • Rooms have hygiene kits to enable teachers to support the hygiene measures at the start and end of lessons. • Disposable Wipes to be used in IT rooms by students. • Pens and other stationery items are not to be shared. • 6th Formers offered a more flexible timetable so as to leave and re-enter the site when lessons not required • Assemblies and large gatherings of students will be avoided. General messages conveyed by tutors – SLT and HoYs can use Teams video or PowerPoint presentations. • Practical work can still take place, science staff have their own visualisers which can be used for demonstrations on the interactive whiteboard and careful planning will be needed to enable students to 	3	3	9		Feb - 21	

							carry out work safely while also allowing staff members to move around the room.					
3		Full Return to School (Cleaning)	Transmission of virus to staff and students (surface to person)	3	4	12	<ul style="list-style-type: none"> • Improved cleaning specification for cleaning staff • Introduced mid-day cleaning • Increased the number of internal and external hand sanitising units • Ensured all classrooms have appropriate hand-sanitisers • Students to be told to bring their own hand-sanitizers / tissues / disposable bag (Non- alcohol based in Science) • Students told to bring their own equipment in a pencil case that can be cleaned at home • Individuals are responsible for cleaning their own workstation and work equipment with anti-viral wipes or sprays • Photocopiers/Telephones have hand sanitizer and anti-bacterial wipes placed nearby Staff only to use these • Regular cleaning of all toilets and high use areas, touch plates etc. on doors. • Anti-viral soap (70% alcohol) and hand sanitizer available within the toilets, kitchen areas and on reception • Rooms have hygiene kits to enable teachers to support the hygiene measures at the start and end of lessons • Disposable Wipes to be used in IT rooms by students • Support Staff and Teaching Staff have hygiene kits to enable their workspaces to be cleaned • Social Distancing to take place in offices, 'hot-desking' will not be permitted • Staff are restricted to using facilities located within their own workspace i.e. kitchen, toilets and photocopiers 	3	3	9		Feb - 21

							<p>nearest to their workstation only.</p> <ul style="list-style-type: none"> • Pens and other stationery items are not to be shared • The COSHH risk assessment for cleaning/caretaker activities identifies the correct process and PPE to be worn. • Inventory system to be wiped after use 					
4	CG K	Full Return to School (Catering facilities)	Transmission of virus to staff and students (surface to person). Communal areas and provisions risk	3	4	12	<p>Indoor seating is offered in the main canteen area.</p> <p>3 areas are designated for Year 7, Year 8 & Year 9. Only 1 sitting will be allowed and all areas deep cleaned after usage</p> <p>Sit down dining will be available on the decking outside the Gym for Year 10</p> <p>A slimmed down and visible menu's in queuing areas will assist rapid ordering</p> <p>Breakfast service offered with Social Distancing in place</p> <p>Break time</p> <p>11:00am - Year 11 to Café entrance 1 (Hot Food). Year 10 to Café entrance 2 (Pasta King)</p> <p>11:10am - Year 8 to Café entrance 1 (Hot Food). Year 9 to Café entrance 2 (Pasta King)</p> <p>11:20am – Year 7 to either Café entrance 2 6th Form to Café entrance 1</p> <p>All Café entrances 1 (Hot Food) 2 (Pasta King) 3 (Sandwich Box) to be used.</p> <p>1:15pm - Year 7, 1:25pm - Year 8, 1:30pm - Year 9, 1:35pm - Year 10</p> <p>1:40pm - Year 11</p> <p>Sixth Form students to be encouraged to buy food outside these times (food available from 1pm) Increased Lunchtime supervision</p>	3	3	9		Feb - 21

5	CIE	Staffroom facilities	Communal areas risk (Transmission of virus to staff and students (surface to person))	3	4	12	<ul style="list-style-type: none"> Communal PC's removed from Staff Workroom only Personal Laptops to be used (JBN) Support Staff and Teaching Staff have hygiene kits to enable their workspaces to be cleaned Social Distancing to take place in offices, 'hot-desking' will not be permitted Staff are restricted to using facilities located within their own workspace i.e. kitchen, toilets and photocopiers nearest to their workstation only 	3	3	9		Feb - 21	
6	SCR	Trip Management	Covid-related risks in respect of future trips	4	3	12	<ul style="list-style-type: none"> No overseas trips to occur in the Summer Term, domestic trips follow own dedicated risk assessment as advised by HCC EVC to ensure school insurance policy is not relied upon for any overseas trips organised. Externally purchased trip-specific insurance policies required to cover for Covid-19 related cancellations, this is purchased at the point of trip organisation and the respective cost is passed through to parents as an element of trip cost. 	3	3	9		Feb - 21	
7		Toilet facilities	Communal areas risk (Transmission of virus to staff and students (surface to person))	3	4	12	<ul style="list-style-type: none"> Improving the cleaning specification for cleaning staff Introduced mid-day cleaning Increased the number of internal and external hand sanitising units 	3	3	9		Feb - 21	
8		Fire Safety	Fire Evacuation points to remain (Transmission of virus to staff and students)	3	3	9	<ul style="list-style-type: none"> Fire Evacuation points to remain (Transmission of virus to staff and students) Fire Drills undertaken on an individual Year Group basis 	2	3	6		Feb - 21	

9		First Aid	Transmission of virus between staff and students (person to person)	4	4	16	<ul style="list-style-type: none"> • PPE given to reception staff and First Aiders. • New Covid 19 room created for anyone showing symptoms to be placed in for collection. • Deep Clean done after room being used. • Parents informed not to send any student to school with symptoms • Students with other health concerns (eg. physical injuries) will be dealt with in the First Aid Room near Reception. First Aid Refresher done including First Aid in Covid-19 times	3	3	9		Feb - 21	
10		Waste	Transmission of virus to staff and students (surface to person)	3	3	9	<ul style="list-style-type: none"> • Waste bins relocated to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely. • Bins emptied daily. Staff wear protective gloves and wash hands immediately after carrying out this activity. 	3	3	9		Feb - 21	
11		Staff/Pupils within the Extremely Clinically Vulnerable group	Risk of virus to staff and students (person to person) who are Extremely Clinically Vulnerable	4	4	16	Staff who have received a letter to say that they are ECV have been asked to contact Doctor and verify situation. If required they are now not at school and are working from home Students who are identified as ECV if they want to come in they are to have signed Doctors note to express this is OK	3	4	12	Gather Student information on ECV	Feb - 21	
12		Contractors	Transmission of virus (person to person)	3	3	9	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19, this must be provided to RLW All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	3	3	9		Feb - 21	

13		Hygiene	Transmission of virus (person to person)	4	4	16	<ul style="list-style-type: none"> • Individuals are responsible for cleaning their own workstation and work equipment with anti-bacterial wipes • Photocopiers should have hand sanitizer and anti-bacterial wipes placed nearby • Regular cleaning of all toilets and high use areas, touch plates etc. on doors. • Anti-bacterial soap and hand sanitizer to be available within the toilets, kitchen areas and on reception • Every classroom room will have hygiene kits to enable teachers to support the hygiene measures at the start and end of lessons • Disposable Wipes to be used in IT rooms by students • Support Staff and Teaching Staff to have hygiene kits to enable their workspaces to be cleaned. • Social Distancing to take place in offices, 'hot-desking' will not be permitted • Staff are restricted to using facilities located within their own workspace i.e. kitchen, toilets and photocopiers nearest to their workstation only. • Pens and other stationery items are not to be shared. 	3	3	9		Feb - 21	
14	KFL	Accident reporting Covid-19 incidents	Not reporting Covid 19 Increased Transmission of virus (person to person)	3	3	9	The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. Where necessary we will seek advice and guidance from a Health & Safety Adviser.	3	3	9		Feb - 21	
15	CGK	Covid-19 incident	Not reporting Covid 19 Increased Transmission of virus (person to person)	4	4	16	Covid 19 Procedure in place for reporting by member of staff Temperature checks to take place if suspected Covid case	3	3	9	CIE / CGK	Feb - 21	

							<p>Cleaning to be done by Site Team</p> <p>Positive confirmed test – DfE guidance to be followed</p> <ul style="list-style-type: none"> • If school is informed that someone has tested positive with Covid-19 then any area/room they have accessed will be secured for 72 hours then undergo a thorough clean. DfE guidance followed <p>Staff and students required to cooperate with government plans for contact tracing.</p>					
16		Behaviour & Attendance	Students misbehaving and not following controls. Students not attending and not learning	3	3	9	Staff/Student behaviour and cooperation will be key. Students unable to comply with controls will be risk assessed and required to stay at home if deemed safer. Attendance-follow existing policy	3	3	9		Feb - 21
17	SSS	Full Return to School (General Measures)	Transmission of virus between staff and students (person to person)	3	4	12	<p>Wet break</p> <p>If a wet break and/or lunch looks likely, an early decision will be made by the SLT lead that day. If a wet break is called (and not rescinded) then all form tutors will be required to open their room and admit students from only their form group. SLT, HOFs and HOYs will patrol outside, corridors, café etc. Where a teacher has a 5 lesson day plus wet break/lunch duty, local arrangements are encouraged where a HOF/HOY could look after their form to give them a break.</p> <p>Toilets</p> <p>Duty staff near the toilet areas will need to be vigilant (eg. no boisterousness, hanging around waiting for friends etc.) to make sure they are being used in as business-like a way as possible.</p>	3	3	9		Feb - 21

							<p>Teachers should refrain from letting students out to use a toilet during a lesson unless they have a medical card - this has always been the case but even more important in the current climate. PE kits to stay with students, not be left in tutor rooms.</p> <p>C1 detentions</p> <p>Teachers who wish to give students a C1 in Period 1 or 3 should detain them briefly during the lesson transition time rather than making arrangements for them to come back during break or lunch. A 2-3 minute conversation about the error of their ways should suffice without holding them up so much that they then turn up late to their next lesson. .</p> <p>C2 (on call)/C3 (HOF/HOY)/C4 (SLT) detentions</p> <p>These will be run in line with the C&C chart as last year but will take place in the gym at lunchtimes (C2) and after school on Wednesdays (C3) and Thursdays (C4) (Hall) to allow for social distancing between the year groups. Masks will be worn</p>						
18		Full Return to School (General Measures)	Transmission of virus between staff and students (person to person)	4	4	16	Social and recreational spaces created to minimise bubble contact	3	3	9		Feb - 21	
19		Full Return to School (General Measures)	Transmission of virus between staff and students (person to person)	3	4	16	<p>Masks to be worn in all indoor spaces including classrooms and when moving from classroom to classroom in indoor spaces</p> <p>Teachers to ensure they maintain social distance wherever possible in classrooms.</p>	3	3	9	Outlined to Staff and Students	Feb - 21	

							<p>If teaching, teachers can, if they so wish, remove mask if 2m away from students.</p> <p>If circulating mask must be worn.</p> <p>Expectation that Masks are kept on at the end of lessons and when entering buildings – Signage added as reminder to all</p> <p>Masks to be worn whilst queuing for Break and Lunch</p>						
20		Full Return to School (General Measures)	Transmission of virus between staff and students (person to person) SIXTH FORM	3	4	16	<p>Masks to be worn in all indoor spaces including classrooms and when moving from classroom to classroom in indoor spaces</p> <p>Teachers to ensure they maintain social distance wherever possible in classrooms.</p> <p>If teaching, teachers can, if they so wish, remove mask if 2m away from students.</p> <p>Flexi-time to be used by Sixth Formers</p> <p>Sixth Formers to stay at home if any signs of illness or any kind is seen</p> <p>Sixth Form centre to be closed for all but Socially Distanced private study</p> <p>Form rooms to be open at Break and lunch for those needing to be on site.</p> <p>Masks to be worn in the rooms and social distance to be maintained wherever possible</p>	3	3	9	Outlined to Staff and Students	Feb - 21	
21		Full Return to School (General Measures)	Transmission of virus between staff and students (person to person)	3	4	16	<p>Ventilation to be adequate in all rooms. Teachers encouraged to ensure adequate ventilation through Doors and Windows in all rooms is available.</p> <p>Where Air Conditioning is present in C25, C1, C2, B11, B12, C15</p>	3	3	9		Feb - 21	

						<p>These are not recirculating from other rooms and have a fresh air supply</p> <p>Guidance from HSE below</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Air conditioning</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</p> <p>You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.</p> <p>You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.</p>						
22		Full Return to School (Minibus Measures)	Transmission of virus between staff and students (person to person)	3	4	12	17 people in mini-bus, internal dimensions:- H- 1.6m, W- 1.7m, L - 5m Only same 'Bubble' students to be allowed on bus. Allocation of specific seats, seating plan to be used so students use same seats for outward and return	3	3	9		Feb - 21

						<p>journey....1st in, last out with those getting on first seated at the rear of the bus and the bus filled forwards</p> <p>Maximize ventilation, where possible, Use of fresh air from outside vehicle through opening windows and vents.</p> <p>Warm clothes will be needed if weather is cold or wet</p> <p>Wearing of face masks to be mandatory at all times on vehicle</p> <p>No food or drink to be consumed on buses as this would necessitate removal of masks. Spare masks to be carried by passengers for return journeys particularly for those who are using single use masks</p> <p>Rubbish bags to be made available for safe disposal of used single use masks.</p> <p>Sanitizer to be made available for use by all passengers before boarding bus, on disembarking, and after touching masks.</p> <p>Avoid loud shouting and singing</p> <p>Minimize the number and length of journeys taken in mini-buses where possible.</p> <p>Install screens to create a physical barrier between driver and passengers</p> <p>Do not expect anyone to drive the minibus who is uncomfortable in doing so.</p> <p>No rubbish or used masks to be left on bus</p> <p>Screens placed in Minibuses between Drivers and Students</p>						
23		Full Return to School (Admin and Office Based Staff Measures)	Transmission of virus between staff and Staff / Students (person to person)	4	3	12	<ul style="list-style-type: none"> • Individuals are responsible for cleaning their own workstation and work equipment with anti-bacterial wipes • Photocopiers have hand sanitizer nearby • Regular cleaning of all toilets and high use areas, touch plates etc. on doors. • Support Staff and Teaching Staff 	3	3	9		Feb - 21

							have hygiene kits to enable their workspaces to be cleaned. • Social Distancing to take place in offices, 'hot-desking' will not be permitted • Staff are restricted to using facilities located within their own workspace i.e. kitchen, toilets and photocopiers nearest to their workstation only. • Screens to be used if requested If within 2m in offices mask must be worn.					
24	CGK	Tier 2 and below closure	School closes for groups, bubbles or whole school	3	4	12	Remote Learning Policy introduced and circulated to Staff, Students, Parents Students remote learning at home	3	3	9		Feb - 21
25a	SSS	Tier 2 and below closure	Teachers not able to fulfil remote learning requirements	3	4	12	New laptops bought for staff to be able to access Office 365 platform more efficiently – roll out programme to be introduced Audit completed regarding training needs Adequate training to be offered	3	3	9		Feb - 21
25b	SSS	Tier 2 and below closure	Online safety compromised by remote learning	3	4	12	Training offered to DSLs and Policy to be looked at by DSL's to ensure practice is appropriate. Reminders to be sent out to staff regarding appropriate use of Remote Learning Platforms	3	3	9	Training for DSLs Staff reminders	Feb - 21
26	NCP	Audit Risk	Unauthorised financial transactions resulting from non-centralised order processing and distributed payment methodology	4	3	12	Full return to school of all cost centre owners and Finance staff reduces this risk considerably	1	3	3		Feb - 21
27	NCP	Expenditure Risk	Budget Deficit Resulting from Covid-related risk reduction expenditure	4	3	12	Regular communication with SLT member over site team, where majority of Covid-related expenditure will be incurred. Monitoring for additional ESFA income to cover these costs. Communication with F&E re material items of unbudgeted expenditure.	2	3	6		Feb - 21

28	FWR	Pregnant members of the School Community	Risk of virus to staff and students (person to person) who are Pregnant	4	4	16	<p>Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19).</p> <p>Where a pregnant woman has certain additional underlying medical conditions this may make them 'Clinically Extremely Vulnerable'.</p> <p>As with other vulnerable workers, employers should consider whether it is reasonable for pregnant workers to work from home where possible and, carry out an individual risk assessment ASAP either way.</p> <p>The Royal College of Obstetricians and Gynaecologists advise that if you are in your third trimester (more than 28 weeks' pregnant) you should be particularly attentive to social distancing but do not state that there is an automatic need to stay at home.</p> <p>Staff who have received a letter to say that they are ECV have been asked to contact Doctor and verify situation. If required they are now not at school and are working from home</p> <p>Students who are identified as ECV if they want to come in they are to have signed Doctors note to express this is OK</p>	3	4	12	FWR to undertake a Personal Risk Assessment for Pregnant members of the school community	Feb - 21
----	-----	--	---	---	---	----	---	---	---	----	--	----------

Assessment of Risk:

LIKELIHOOD OF AN EVENT OCCURRING		SCORE
RARE	< 5%	1
UNLIKELY	6% TO 20%	2

POSSIBLE	21% TO 50%	3
LIKELY	51% TO 90%	4
ALMOST CERTAIN	> 90%	5

LIKELIHOOD OF AN EVENT OCCURRING		SCORE
IMPACT OF THE EVENT	VERY LOW CONSEQUENCE/COST	1
INSIGNIFICANT RISK	LOW CONSEQUENCE/COST	2
MINOR RISK	MEDIUM CONSEQUENCE/COST	3
MODERATE RISK	SIGNIFICANT CONSEQUENCE/COST	4
MAJOR RISK	UNACCEPTABLE CONSEQUENCE/COST	5

			Likelihood						
			Rare	Unlikely	Possible	Likely	Almost Certain		
Impact			1	2	3	4	5		
	Insignificant	1	1	2	3	4	5		
	Minor	2	2	4	6	8	10		
	Moderate	3	3	6	9	12	15		
	Major	4	4	8	12	16	20		
	Critical	5	5	10	15	20	25		

	Risk Definitions	
1 to 4	Acceptable Risk	The likelihood of an event whose probability of occurrence is small, whose consequences are so slight, or whose benefits (perceived or real) are so great, that individuals or groups within Birchwood High School are willing to take or be subjected to the risk that the event might occur. Birchwood High School considers a risk to be acceptable when there are adequate control measures in place and that the risk has been well considered and is managed in the course of normal daily activities.

5 to 9	Tolerable Risk	Risks that the Birchwood High School is willing and/or able to live within the pursuit of its business strategy.
10 to 15	Significant Risk	Risks that require action in the medium to long term to reduce the impact upon one or more of the stakeholder groups and/or the reputation of Birchwood High School
16 to 20	Major Risk	Risks that require action in the short to medium term to reduce the impact upon one or more stakeholders groups and/or the reputation of Birchwood High School
25	Extreme Risk	Risks that are deemed unacceptable and require immediate attention. The identified activity should be ceased until action is taken and control measures applied to mitigate the risk.
	Uncontrollable Risk	(External) factors that are outside the control of the Academy