

# The Spire Trust – Coronavirus Risk Assessment

Legend	
S	Severity
L	Likelihood
I x L	Risk Rating

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Impact (consequence)	
Description	Indicators
5 (Major)	The risk has a <b>major impact</b> if realised
4 (Significant)	The risk has a <b>significant impact</b> if realised
3 (Moderate)	The risk has a <b>moderate impact</b> if realised
2 (Minor)	The risk has a <b>minor impact</b> if realised
1 (No consequence)	The risk has <b>no consequence</b> impact if realised

Likelihood (Probability)	
Description	Indicators
5 (Very likely)	The risk <b>will</b> emerge
4 (Likely)	The risk <b>should</b> emerge
3 (Unlikely)	The risk <b>could</b> emerge
2 (Very unlikely)	The risk is <b>unlikely</b> to emerge
1 (Impossible)	The risk <b>will not</b> emerge

Score	Risk description	Action required
25	Extreme Risk	Immediate escalation to Headteacher for risk control activities
20-15	High Risk	Risk to be actively managed with appropriate risk control activities
12-6	Medium Risk	Take appropriate action to manage risk
5 and below	Low Risk	Risk to be removed from register with monitoring activity to assess changes in risk rating

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Risk description	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
National guidelines are updated daily but school lapses in following advice	<ul style="list-style-type: none"> <li>• Head of School to ensure daily checks are made with Government updates</li> <li>• Website information is updated</li> <li>• Parents are informed by Parentmail</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents via parentmail/website and staff email/website</li> <li>• Staff during a national lockdown being deemed as Clinically Extremely Vulnerable to follow any advice from their GP and the Government to work from home</li> </ul> <p>As a result: The school has the most recent information from the Government, and this is distributed throughout the school community</p>	5	2	10	Head of School
Guidelines in place but are not being followed in school	<ul style="list-style-type: none"> <li>• Posters around school including Reception, dining hall, in classrooms and in corridors</li> <li>• Hand sanitisers installed in key locations to ensure ease of access for staff, pupils and essential visitors</li> <li>• Working 1:1 with a child in close proximity a mask must be worn by an adult</li> <li>• All parents to wear a mask when on the premises including on the playground during pick up and drop unless exempt, SLT members will challenge anyone not wearing a mask and ask them to wear one on the premises</li> <li>• All KS2 students to wear face masks in communal areas, such as corridors and toilets, with it being optional to wear in the classroom</li> <li>• All KS3 students to wear face masks in both classrooms and communal areas.</li> <li>• Teaching staff to wear masks in the classroom where the 2 meter distance cannot be maintained</li> <li>• All staff to continue to wear masks (not visors) at all times in communal areas</li> </ul>	5	3	15	Head of School

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	<p>including staff room.</p> <ul style="list-style-type: none"> <li>• 3 lateral flow tests to be completed in school for KS3 students. The first test to be completed before they return. Following completion of the in school tests home tests to be issued to be completed twice a week, the school and test and trace to be notified of results</li> <li>• Teachers to reiterate message to pupils in form time, class time (when directed) and via epraise:             <ul style="list-style-type: none"> <li>• covering your nose and mouth with a tissue when you cough or sneeze</li> <li>• then throwing the tissue in a bin. (catch it, bin it, kill it approach)</li> <li>• wash or sanitise your hands</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands</li> </ul> </li> <li>• Coronavirus information is on the school website             <ul style="list-style-type: none"> <li>• Website documents in place and updated accordingly</li> </ul> </li> <li>• Site Manager to get advice on the cleaning products we should be using in school to ensure that these meet necessary standards</li> <li>• Cleaning staff:             <ul style="list-style-type: none"> <li>• ensure that all toilet/bathroom facilities are well stocked</li> <li>• ensure that cleaners’ resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</li> <li>• to provide hand sanitiser stations for reception area, outside dining room and at key locations throughout the school</li> <li>• To ensure SEND outdoor play equipment is cleaned frequently</li> </ul> </li> <li>• All staff             <ul style="list-style-type: none"> <li>• All staff to complete 2 home tests a week on Sundays and Wednesdays and inform school and test and trace of result</li> <li>• School to ensure staff understand the NHS Test and Trace process</li> </ul> </li> </ul>				<p>Site manager /Caretaker</p>
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	AS a result: risk of staff passing virus reduced				
<p>Staff are not displaying symptoms but have virus</p> <p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence Increases</p> <p>Catering staff absent – lunch no longer available</p>	<p>National Guidelines: People who feel unwell should stay at home or who are contacted by NHS Test and Trace, should not attend work or any education or Childcare setting</p> <ul style="list-style-type: none"> <li>• communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff.</li> <li>• remind staff of the sickness policy during any lock down period or staff self-isolation</li> <li>• staff to inform Head of School immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice</li> <li>• school will bring in Supply Teachers/use Cover Supervisors to cover absence</li> <li>• if appropriate, classes will be joined together. The Head of School will review this in the event of changing guidelines from DfE.</li> <li>• if the Head of School is sick, the DHT will lead the school</li> <li>• in the event of significant staff absence, the Head of School will review the viability of school remaining open. The Head of School will consult with the Chair of Governors and/or the Executive Headteacher/CEO</li> <li>• if school is to be closed, then this will be communicated to staff via email and parents via parentmail, and the school website.</li> <li>• only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc)</li> <li>• In the event of a school closure with staff and pupils at home who are well and still able to access education, work will be set electronically via epraise and using online learning platforms. Pupils will be expected to complete tasks at home.</li> <li>• <b>No</b> hot meals will be served</li> <li>• Pupils will complete a paper list selecting their choice of sandwiches</li> <li>• The list will be left outside the classroom</li> <li>• Sandwiches will be delivered to the doors of the classrooms</li> <li>• Catering Manager: ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>• Washing hands</li> </ul> </li> </ul>	5	4	20	<p>Head of school</p> <p>Catering Manager</p>

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	<ul style="list-style-type: none"> <li>• Use of sanitiser</li> <li>• Wearing gloves and hair nets and uniform</li> <li>• Thorough cleaning of kitchen at the end of every service</li> <li>• ensure the kitchen space is being cleaned as appropriate</li> </ul> <p>If no kitchen staff available:</p> <ul style="list-style-type: none"> <li>• kitchen to close and emergency sandwiches bought from local supermarkets on day 1.</li> <li>• Parents informed via parentmail that pupils will need packed lunches from day 2.</li> <li>• Externally sourced lunch(sandwiches) provided for pupils entitled to FSM</li> </ul> <p>As a result: pupils will continue to access education</p>				
Cleaning staff absent – cleaning no longer available	<ul style="list-style-type: none"> <li>• inform Head of School of any staff off sick with associated symptoms.</li> <li>• cleaner has been employed by the school to ensure robust cleaning schedule which is in addition to the existing process</li> </ul> <p>Cleaning staff absent</p> <ul style="list-style-type: none"> <li>• If site cannot be cleaned, contact WCC LORT (Local Outbreak Response Team) and Chair of Governors and or the Executive Headteacher/CEO to recommend school closures on health and safety grounds</li> </ul>	5	3	15	Site Manager /Caretaker
Specific guidelines regarding school trips aren't followed	<p>National guidelines state that in after school activities</p> <ul style="list-style-type: none"> <li>• Pupils must wash hands and or hand sanitise after any travel on public transport or school bus or visits to public places– this is adhered to by all staff leading trips</li> <li>• Usual risk assessments apply to Staff following updated national guidelines on travelling to busy places</li> <li>• Staff and pupils use the provided hand sanitiser on return</li> <li>• School bus to be deep cleaned after being used</li> <li>• Students using school transport must wear face masks</li> </ul> <p>In exit phase, school trips will be assessed on a case by case basis and may be cancelled</p>	5	3	15	Head of School  Site Manager/ Caretaker

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	<p>if risk is high</p> <p>As a result: pupils and staff are protected from risk</p>				
<p>Pupils are not displaying symptoms but have virus</p> <p>Pupils do not report sickness</p> <p>Pupils families have been contacted by NHS Test and Trace</p> <p>Pupils are unwell but attend school</p> <p>Pupils absence Increases</p>	<p>All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below</p>	5	4	20	Head of School
<p>Pupil or adult shows symptoms whilst at School</p>	<ul style="list-style-type: none"> <li>• All staff understand the symptoms of COVID-19 and follow School agreed process</li> <li>• Staff report to Head of School</li> <li>• Admin. team to notify parents for collection.</li> <li>• PPE MUST be worn by staff caring for the child while they await collection. Face masks worn by staff supporting students who are deemed high risk must meet FFPT2 standards</li> <li>• Pupil moved to boys changing room, and monitored until collected by parent/guardian. 2 metre distance maintained from all other staff and pupils</li> <li>• Staff to ensure usual hygiene precautions are taken (washing hands, hand sanitiser) once the student has been collected</li> <li>• Deep clean of safety rooms once evacuated</li> </ul> <p>Site Manager: Advice on rubbish which may have been contaminated:</p>	5	4	20	Head of School

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	<ul style="list-style-type: none"> <li>• all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE.</li> <li>• Staff to self- isolate for 10 days– journey home by car</li> <li>• If, after 10 days any of the following symptoms are felt staff/students must stay at home for 48 hours after symptoms have stopped             <ul style="list-style-type: none"> <li>• high temperature</li> <li>• feeling hot and shivery</li> <li>• runny nose or sneezing</li> <li>• feeling or being sick</li> <li>• diarrhoea</li> </ul> </li> <li>• If any adult or pupil tests positive, Head of School informs WCC Local Outbreak Response team (LORT) and PHE (Public Health Executive) and follows advice</li> </ul> <p>As a result: risk of passing virus reduced</p>				Site Manager/ Caretaker
Siblings at another school report unwell and family confused as to appropriate action	<ul style="list-style-type: none"> <li>• the school has the most recent information from the Government, and this is distributed throughout the school community</li> <li>• obtain updated advice from LORT – to inform family immediately</li> <li>• communicate with families and reiterate the message of gaining advice from NHS 111</li> </ul> <p>AS a result: families are clear about what action to take</p>	5	3	15	Head of School



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Virus confirmed as positive in a Spire Trust adult or child	<ul style="list-style-type: none"> <li>All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE &amp; PHE guidance</li> <li>Head of School to call LORT and PHE immediately</li> </ul>	5	4	20	Head of School
Vulnerable pupils & adults in the School are exposed to illness	<ul style="list-style-type: none"> <li>School communicate appropriately with their most vulnerable pupils.</li> <li>Health care plans are updated and instruction from GPs followed</li> <li>Pastoral Team identify the most vulnerable pupils and staff from current medical information</li> </ul>	5	3	15	Head of School
Vulnerable pupils & adults in the School community at risk of food shortages or feel unsafe	<ul style="list-style-type: none"> <li>pastoral team refer vulnerable families to local food banks</li> <li>Worcestershire Children First informed in the case of school closure in respect of vulnerable families at risk</li> </ul>	5	3	15	Head of School
Pupils effected emotionally by response to Covid-19	<ul style="list-style-type: none"> <li>school staff understand the impact that closure and lock down may have had on pupils</li> <li>school has developed a recovery curriculum</li> <li>concerns about a pupil showing signs of anxiety, stress or low mood are referred to Pastoral Team</li> </ul>	5	3	15	Head of School

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SAT exam period disrupted	<ul style="list-style-type: none"> <li>Follow advice and guidance from DfE and The Office of Qualifications and Examinations</li> </ul>	4	3	12	Head of School
No SLT members in school due to self-isolating	<ul style="list-style-type: none"> <li>All staff meetings and SLT meetings to be virtual</li> <li>SLT members to wear masks around the building</li> <li>Social distance to ensure the contact is reduced</li> <li>Any lengthy conversation to take place via telephone or virtually</li> </ul>	4	3	12	Head of School