

School	Dorchester Primary School	Date of Assessment	01/09/2021 <i>Updated 04/09/2022</i>
The number of children on the premises	<i>307 (including Nursery)</i>	Shared Setting	N/A
Assessor	Stuart Mills (Headteacher)	Review Date	As and when required – in line with changing circumstances or updated guidance. **Should be used alongside the 'Outbreak Management Plan**
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate) All School Staff and children	

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection Risk of contracting Covid 19 from shared resources	3	4	12	Control Measure 2 – maintain appropriate cleaning regimes	Where possible, classes will use their own, dedicated resources. Where specific resources have to be shared across different classes, this will only be done after appropriate cleaning.	2	4	8

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Infection Risk of contracting Covid 19 from moving around the school building	3	4	12	Control Measure 3 – keep occupied spaces well ventilated.	<p>Children will continue to move around the building on the left-hand side.</p> <p>Corridor windows will be open to ventilate all areas.</p> <p>Staff will encourage distance between different classes and intervene where necessary.</p> <p><i>At the current time, all staff and visitors will wear face coverings in communal areas.</i></p>	2	4	8
Infection Risk of contracting Covid 19 from direct contact with others.	3	4	12	Control Measure 1 – ensure good hygiene for everyone.	<p>Any children or staff who develop symptoms to self-isolate immediately and obtain a confirmatory PCR test.</p> <p><i>Staff and pupils encouraged to test twice weekly using LFTs.</i></p> <p>If positive, self-isolate for ten days <i>(or 7 if they test negative on days 6 and 7 using LFTs)</i></p> <p>Maintain regular handwashing and sanitization stations – staff to reinforce this regularly.</p>	2	4	8

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Infection Risk of contracting Covid 19 from surfaces.	3	4	12	Control Measure 2 – maintain appropriate cleaning regimes	Frequently touched surfaces to be cleaned regularly. <i>Effective cleaning timetable with appropriate deployment of cleaning and site team.</i> Sanitizer in each classroom to be used at regular intervals i.e. when children are out for break and lunch.	2	4	8
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	3	4	12	Control Measure 4 – follow public health advice on testing and self-isolation	Dedicated 'isolation' room for any child displaying symptoms – whilst they await collection. Staff members with symptoms to be sent home immediately and a PCR test booked.	2	4	8
Risk of contracting Covid 19 from a pupil who requires medical attention and or personal care.	3	4	12	Control Measure 1 – ensure good hygiene for everyone.	Staff to have access to PPE for personal care and changing, where they feel they need it. Maintain stock supplies of PPE (gloves, masks, visors, aprons)	2	4	8
Risk of staff, children and any visitors not adhering to procedures	3	4	12	All control measures	Risk assessment shared with all staff, visitors and parents (via website).	2	4	8

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	P	I	Risk Rating P x I			P	I	Risk Rating P x I
					Challenge and support where measures are not being adhered to.			
Risk of partial / full closure due to staff falling ill with COVID-19	3	4	12	All control measures	<p>Weekly SLT meetings with standing agenda item.</p> <p>Overview of any staff absence from Headteacher.</p> <p>Appropriate cover in place where required.</p> <p>Cancellation of any training, re-arrangement of PPA if critical staff shortages.</p> <p><i>Where there is high staff illness the following will be considered in order to maintain face-to-face teaching:</i></p> <ul style="list-style-type: none"> - <i>Combining classes</i> - <i>Utilising all members of the workforce</i> - <i>Live-streaming lessons</i> - <i>Re-deploying staff</i> <p><i>ONLY AS A LAST RESORT WILL PUPILS BE ASKED TO LEARN REMOTELY FROM HOME.</i></p>	2	4	8

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of $4 \times 5 = 20$. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to $1 \times 5 = 5$.

Risk appetite

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer) The risk is transferred to a third party, for example through an insurance policy.
- Tolerate We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Remote	Unlikely	Possible	Likely	Certainty