

Stratford Girls' Grammar School
Risk Assessment

2 - Quality of Education

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns L or M as these are formulas
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- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
6	7	0	6.23
MEDIUM			

FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
6	0	0	3.50
LOW			

RISK BREAKDOWN

Likelihood Severity	CURRENT:				
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
	0	8	5	0	0
	0	6	7	0	0

Likelihood Severity	FUTURE:				
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
	1	5	0	0	0
	1	5	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
How do we compensate for the gaps in pupils' knowledge and skills that will have developed following their extended absence from school?	All students	Unable to fulfil potential	T&L Lead & DH planned focus with staff on responsive teaching, e.g. INSET days on differentiation, interactive teaching Clear guidance on how to teach from September in place, i.e. movement in the classroom, to break down barriers for staff and students. HODs know key areas of focus for T&L from Y10 & Y12 reviews SENDCo providing support for all teachers of SEND and AN students HODs asked to regularly review curriculum plans in response to assessment data and impacts on curriculum time, i.e. periods of isolation, and to factor in remote learning v real learning differences National exams moved back by three weeks - decisions re study leave on hold to maximise learning time - to be regularly reviewed T&L Lead working with MLT to oversee progress for all on return Teachers asked to utilise TEAMS as additional method for regular checks on the students' understanding to ensure T&L remains relevant and meeting needs. Guidance for managing live teaching of years groups when many are self-isolating and some remain in school shared. Remote learning tools reviewed in September with students, outcomes shared with staff and built into development plans for departments for 2020-21.	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> • HODs to work with department on establishing how to challenge teacher assumptions through regular 'check in' with students on return • T&L Lead to work with staff to create risk assessment of key things to work on within individual Year Groups and subjects areas (i.e. the non-negotiables) • Baseline all students established on re-entry in an efficient, timely manner so as not to further delay teaching and learning, but with student EHWB in mind Following student survey, T&L Lead to lead a review with the students' of the online learning that they may have engaged in during the school closure (in some areas there may have been a high level of engagement and this should not be ignored). Progress Team to have increased awareness of student's EHWB and progress on return in order to identify if there are key students across all subjects. Target those pupils with greatest need of additional support Use pupil premium and catch-up funding to provide disadvantaged pupils with more intensive catch up support - cover supervisors and resources assistants may be able to assist. Offer of support for Maths tutoring has also been received by a former colleague. Data analysed after each PIP to check for gaps - cover sheet given to departments to aid highlighting of potential areas of focus 	2 - Low	2 - Low	LOW	JBL/SF	ongoing	Amber		
Covering the full range of subjects - staff moving from class to class, peripatetic teachers, supply staff	All students	Students unable to fulfil potential Loss of well-being activities Damage to recruitment longer-term	Intend to maintain full curriculum and facilitate as much as possible access to all subjects through supportive cleaning regime. Classrooms all measured to ensure can accommodate staff and students in line with guidance Move towards more teaching in practical subjects from Oct half-term. Where necessary use cover supervisors to work with half groups, allowing full groups to do practical work. Risk assessments in place for each practical subject. Departments to plan for theory alongside practical lessons to facilitate this where needed. Online lessons for musicians with Paris to be held out of school. DSL Lead to investigate options for online lessons in practice rooms following return to school, i.e. once normal patterns have been established Reduced movement and bubbles created - see Soc. Dist. Practicalities sheet	3 - Medium	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Timetable review to ensure that spaces will work for the students Complete discussion and put in place practical, reasonable steps to ensure safe practice and delivery of the curriculum. 	2 - Low	2 - Low	LOW	JAC/JBL	end of September	Red		
Curriculum adaptations	All students	Students not meeting potential due to impact of lockdown	Not deemed necessary at present but to be monitored as part of ongoing ARR and monitoring of individual student progress. Staff plan to teach an ambitious and broad curriculum in all subjects, but prepared to make use of existing flexibilities to create time to cover the most important missed content. Departments planned for curriculum adaptations in line with Ofqual consultation	2 - Low	3 - Medium	MEDIUM	<ul style="list-style-type: none"> Alternative Curriculum Policy available to support those at risk of not fulfilling potential. Under constant review - the appropriateness of suspending some subjects for some in exceptional circumstances. Adapted Curriculum Policy has been updated in light of lockdown. Trial exams for Y11 and Y13 in September will also enable level of understanding from lockdown to be thoroughly understood. Consideration will be taken for Y11 to ensure they can still access post 16. 	2 - Low	2 - Low	LOW	JBL	Ongoing	Green		

END OF TABLE - DO NOT ENTER INFO BELOW HERE

Stratford Girls' Grammar School
Risk Assessment

3 - Safeguarding Specifics to be aware of: CSE, county lines, contextual issues, impact of domestic violence, strains on families that could lead to an increase in levels of abuse, neglect due to financial constraints (particularly for disadvantaged pupils and low-income families)

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RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
5	0	0	1.00
			LOW

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
2	0	0	1.00
			LOW

RISK BREAKDOWN

CURRENT:

1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
5	0	0	0	0
5	0	0	0	0

FUTURE:

1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
2	0	0	0	0
2	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
School staff are not aware of safeguarding incidents that occurred during the school closure	Students	Potential incidents or deterioration in well being goes unreported	Daily tutorial contact/check in. PWB/SENDCo review and update vulnerable learners spreadsheet. Identified students have ongoing and appropriate interventions and support in place. HOH/HOSF in contact with vulnerable students Safeguarding procedures and protocols maintained Lead DSL reporting to HT weekly and reporting to PWB governors each half-term.	1 - Very low	1 - Very low	LOW									
Students may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone	Students	Potential incidents of abuse goes unreported	All vulnerable students have been identified and appropriate support is in place. Well established Safeguarding protocols and systems are in place and functioning well. Staff receive Safeguarding COVID return briefing and KCSIE 2020 on training day 01.09.20 High vigilance on return Build capacity of the pastoral team by bringing tutorial to the start of the day & no cover for DSLs - tutorial remains in place during lockdown Whole staff safeguarding refresher training completed Jan. 2021. HT & HOSF completed DSL refresher training.	1 - Very low	1 - Very low	LOW	Ensure that there are opportunities for whole class PSHE lessons/circle times/discussions, group activities and one-to-one discussions (if required) for pupils to share feelings/anxieties/thoughts in a safe manner (this will be of benefit to all pupils)	1 - Very low	1 - Very low	LOW	BJ, bubble tutors and PWB leads	Needs led - ongoing	Green	PWB leads in close bubble tutor support	Child protection and Safeguarding policy, KCSIE 2020
Attendance	Students	Student absence potential sign of a safeguarding issue	Student attendance is monitored/recorded daily via online lesson attendance and any absences are followed up in the usual way by the Pastoral Support Officers (PSOs)	1 - Very low	1 - Very low	LOW	Attendance bands are built into SISRA to enable staff to see the impact of attendance on progress	1 - Very low	1 - Very low	LOW					
Shielding students	Students	Students don't attend school due to shielding arrangements	Any students shielding will be verified by the PWB team and a written medical letter from a Health Professional or Service as proof will be requested by the PSOs Any students finding themselves in this circumstance will be educated and supported pastorally through TEAMS - see QoEd sheet	1 - Very low	1 - Very low	LOW									
DSL capacity to cover potential increase in demand	DSL team	Safeguarding system (Lead DSL) is overwhelmed	SGGS has eight fully trained DSLs who support the DSL and ensure both the smooth and robust running of protocols and deputising arrangements 'No cover' arrangement in place for DSLs to include tutor times to maximise 'free time' use	1 - Very low	1 - Very low	LOW									

END OF TABLE - DO NOT ENTER INFO BELOW HERE

**Stratford Girls' Grammar School
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5 - Emotional and Behavioural Considerations

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RISK OVERALL

CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
7	0	0	2.00
			LOW

FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	4	2	0	0	0
Severity	4	2	0	0	0

FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level		Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs		Likelihood / prevalence of risk occurring	Severity of Risk if it occurs					
Student behaviour may not match new standards expected	Students & staff	Risky behaviour increases risk of catching COVID	Behaviour Policy reflects new expectations Standards PowerPoint used for reinforcing key messages in tutorial at start of each half-term Staff trained and reminded of importance of upholding standards in line with Behaviour Policy at September INSET and reiterated via briefings and bulletin. Expectations for students and guidelines during lockdown shared with students and parents	2 - Low	2 - Low	LOW							
Some students may have experienced a bereavement in their family during the school's closure (possibly in relation to COVID-19)	Students	Potential deterioration in emotional well being and resilience. Attendance or academic in virtual schooling engagement potentially decreases	Detailed Bereavement Policy and protocol in place. PWB team in close support of any students who may find themselves in this category Through HT's letters encourage parents to share any significant information about their child with the school (via e-mail/telephone if possible) Provide in-school support and a named person (someone the pupil is close to) to support the pupil when they need it. Students able to access the site if needed. If required, access specialist support for the pupil, and if need be their family	1 - Very low	1 - Very low	LOW							
Some students may be more vulnerable to exclusion.	Students	Become emotionally overwhelmed or struggle to comply with on site bubble distancing protocols and expectations of behaviour and conduct	Behaviour Policy COVID19 Addendum to be followed by teaching staff and tutors Positive reinforcement to all students at all times to counteract and help inform behaviour	2 - Low	2 - Low	LOW							
Some pupils will not have had any social contact with anyone out of their immediate family (some may not even have had the use of social media) and hence seeing their friends may be emotionally overwhelming	Students	Become emotionally overwhelmed or struggles to comply with on site bubble distancing protocols	The PWB team will monitor and intervene as required. Tutors asked to be vigilant during daily tutorial in terms of signs that trigger safeguarding concerns Reducing isolations through: i. Cameras on during live lessons enable all involved to actively participate and interact. ii. Use of breakout rooms in teaching creates collaboration in lessons The Behaviour and SEND Policies have COVID19 Addendums in place Tutors asked to plan some social 'catching up' time for students and their friends	1 - Very low	1 - Very low	LOW							
Some parents may be reluctant to send their children to school because of the risk of infection and bringing the virus back into the family home	Students	Students begin to fall behind academically and deteriorate emotionally	PWB will be in close support of such families to ensure that parents feel it is safe for students to return to school Risk assessment shared with parents to allow for any concerns to be addressed Regular communication to parents to inform and share understanding - reinforce message that school is open to vulnerable children and critical workers' children (and safe in line with DIE guidance). Reassure parents of the social distancing strategies that are being followed in school	2 - Low	2 - Low	LOW							National guidance Local - Leaflet for parents with consistent messages on social distancing.

**I Girls' Grammar School
Risk Assessment**

Possible COVID-19 Cases

NOTES

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 Mitigating actions
 Provides a count of all individual risk likelihood / severity scores
 Only following mitigating actions

RISK OVERALL

CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	4	0	6.00
			MEDIUM

FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	1	0	9.00
			MEDIUM

RISK BREAKDOWN

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	6	4	0	0
Severity	0	6	4	0	0

FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	1	0	0
Severity	0	0	1	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>EXISTING</u> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess <u>CURRENT</u> Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Pupil begins to show symptoms when in school (cough and/or temperature developing)	All persons on site	Transmission	Student is isolated from rest of peers - reception area Parents contacted for immediate collection from school - importance of this stressed in school communications and through policies signposting COVID response measures Staff providing assistance will wear full PPE See Test & Trace below Child to be tested A positive results will lead to Head's PA contacting the PH Warks and school complying with their advice - see Test and Trace below Attendance records and roomings for classes to be maintained - no room changes permitted unless agreed by JAC	3 - Medium	3 - Medium	MEDIUM								Reviewed in light of changes to R rates in the locality if government guidance changes	National guidance
Breakout/lockdown in geographical area	All persons on site	Due to the geography of the community, there is the chance that areas within the priority circle go into lockdown increasing the risk of transmission	SLT to maintain watching brief and respond accordingly Parents/carers notified that all persons on site will be asked to wear masks in communal spaces unless exempt - takes into account need for students not to feel as though they stand out Change in policy would be kept under review - reverting to free choice as and when the risk reduces, i.e. lockdown ends Regularly reinforce the messaging to parents about non-attendance if COVID symptoms and urge that Testing is done	3 - Medium	3 - Medium	MEDIUM	National Lockdown introduced from Thursday 6th January until after February half-term								
Use of PPE in school if students develop symptoms and need assistance	All persons on site	Transmission	Staff providing First Aid will wear full PPE when assisting students who develop symptoms Staff have been trained in how to wear and dispose of PPE equipment	2 - Low	2 - Low	LOW									National guidance Local authority procurement might be an option?
Member of staff begins to show symptoms when in school (cough and/or temperature developing)	All persons on site	Transmission	Member of staff is isolated from class & cover provided Relative contacted for immediate collection from school if unable to drive or make own way home Staff instructed to go and be tested A positive results will lead to Head's PA contacting the PH Warks and school complying with their advice - see Test and Trace below	3 - Medium	3 - Medium	MEDIUM	Review use of Cover Supervisor for longer term support	3 - Medium	3 - Medium	MEDIUM	JBL/JW	September	Amber		National guidance
Staffing shortages as a result of staff self-isolating	All persons on site	Loss of learning time, financial impact	Permanent cover supervision supported by contacted cover supervisor to support timetable Staff self-isolating but well asked to teach remotely to minimise impact on students education Should need arise, bubbles to move to remote education to allow for more to be taught.	2 - Low	2 - Low	LOW									National guidance

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7 - Hygiene / Cleanliness and Health & Safety

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RISK OVERALL

CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	8	0	8.38
MEDIUM			

FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	2	0	9.00
MEDIUM			

RISK BREAKDOWN

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	1	8	0	0
Severity	0	1	8	0	0

FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	2	0	0
Severity	0	0	2	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Maintaining regular levels of hand washing/hygiene	All persons on site	transmission of virus	Hand-washing in line with PHE guidance Signs in all toilets Students must wash hands at hand-washing stations when they arrive on site and follow instructions of supervising staff. Basins to be regularly filled and sanitised Regular messaging through all communications to the students & staff re need to wash hands regularly. Regular messaging of NHS message of 'catch it, bin it, kill it' Students asked to bring their own hand sanitiser with them for extra precaution if desired/table to. Hand sanitiser stations are in every classroom, outside buildings and outside toilets. Students must sanitise before entry into these spaces Staff to apply anti-bacterial hand gel as they enter the building at the start of the day and exit the building at the end of the day and regular hand washing opportunities (20 seconds) to be timetabled into daily routine. Ensure there are adequate supplies of anti-bacterial hand gel and soap Regular cleaning throughout the day of door handles and key areas of use	3 - Medium	3 - Medium	MEDIUM									National guidance Local – supplies of hand gel
Mixed use of teaching spaces due to site restrictions	All persons on site	transmission of virus	BM & FM have determined all teaching spaces that need to be cleaned and when due to a change in bubble use Technicians aware of changeovers as well and present to support the maintaining of H&S in the classroom Additional cleaning staff employed to support this cleaning requirement at the changeover of lessons Antibacterial wipes & sprays available in all classrooms for use by students and staff if required in addition to cleaning routines Dining room and main hall kept as free spaces as much as possible to allow classes to move into if cleaning is not immediately possible or for self-isolation of contact groups	3 - Medium	3 - Medium	MEDIUM									
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	All persons on site	transmission of virus	Regular messaging of NHS message of 'catch it, bin it, kill it' & 'Hands, Face, Space' Signs in all classrooms and toilets Increased number of bins available for disposal of tissues around the site	3 - Medium	3 - Medium	MEDIUM									National guidance Local – consistent messages, frequent reminders through social media

Keeping the school clean to a higher level of cleanliness	All persons on site	transmission of virus	<p>Cleaning requirements planned and communicated to cleaners - meet all H&S guidance as issued by DfE</p> <p>Cleaner on site during the day to ensure key areas are cleaned regularly</p> <p>Antibac spray, wipes for use as desired are available in areas where students and staff are - stocks are maintained</p> <p>Hand sanitisers are in each area where students and staff are.</p> <p>All required to follow measures as outlined in point above, i.e. wash hands regularly</p> <p>The need for deep cleans factored into the cleaning programme and reviewed if sickness absence increases or there is an outbreak</p> <p>Staff and students asked to regularly to clean BYOD equipment with anti-bacterial wipes</p> <p>Waste storage system of 72 hours on site before collection in place</p> <p>For both lifts, only one individual to use at a time. Sanitiser to be placed outside of lift entry. All individuals must sanitise hands prior to entry</p>	3 - Medium	3 - Medium	MEDIUM									4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach Points to consider and implement: putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.	National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
What if there are a shortage of cleaners due to self-isolation or illness?	all persons on site	transmission of virus	<p>Individual cleaners asked to extend their hours or work more flexibly if other cleaners are absent (e.g. working before and after school operating hours)</p> <p>SLT to support site staff in first instance; ask for associate staff volunteers.</p> <p>Catering team to be used flexibly between food prep, delivery and supervision/cleaning</p> <p>Notify local schools and WCC to/and seek support from other schools</p> <p>In extremis change the timings of the day or limit numbers on site if cleaners are not available - full closure to be avoided</p>	3 - Medium	3 - Medium	MEDIUM	FM to maintain a watching brief with site manager to identify if this is the case in advance of re-opening so they are pre-warned and can avoid situation arising									National guidance Local H&S guidance
How can schools limit the 'surfaces' that are shared between home and school to reduce the spread of any infection?	All persons on site	Transmission of virus	<p>Students asked to limit the number of items brought in from home to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Students and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to student's education and development.</p> <p>Similar rules on hand cleaning, cleaning of the resources and rotation will be applied to these resources, and quarantine if applicable</p> <p>All correspondence out of school and correspondence into school to come via a phone call or email/school app</p> <p>All monetary transactions to be done via ParentPay</p> <p>Reinforced messaging to parents about:</p> <ul style="list-style-type: none"> - all students to use a locker to keep bags and coats in - no phones to be out in school - need to consider contact from home to school and how they can limit it 	3 - Medium	3 - Medium	MEDIUM										
Safe wearing of face coverings	All persons on site	Transmission of virus	<p>Students asked to wear masks in communal areas unless exempt.</p> <p>Masks to be worn in the dining room up to the point of eating.</p> <p>Must adhere to H&S when wearing & not school responsibility to provide or enforce wearing</p> <p>Process for removing face coverings on arrival at school has been communicated and reinforced through signs as well as staff supervision.</p> <p>Guidance on safe wearing of masks issues, i.e. not to touch the front of their face covering during use or when removing them</p> <p>Pupils wearing masks must wash their hands immediately on arrival following removal</p> <p>Students/staff asked to have reusable ones that can be washed at home Bins besides entry points for the disposal of temporary face coverings.</p>	3 - Medium	3 - Medium	MEDIUM	If local are breakout/lockdown, SLT to review need to move to stipulation that all persons on site must wear face masks for the foreseeable future. Reviewed daily in keeping with Health Protection Team, Govt guidance	3 - Medium	3 - Medium	MEDIUM	JAC/JW	Ongoing	Amber			

Stratford Girls' Grammar School
Risk Assessment

10 - Personnel

NOTES

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RISK OVERALL

CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
5	4	0	5.56
MEDIUM			
FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	7	2	0	0
Severity	0	5	4	0	0
FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>EXISTING</u> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess <u>CURRENT</u> Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support	
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs							
Staff induction including NQTs, ITTs	All persons on site	Transmission	Staff Handbook & Code of Conduct stipulate all the requirements and expected standards of behaviours Online mentoring and meetings encouraged whenever possible DH to oversee with T&L Lead to ensure that transition is smooth No NQT/ITT provision during lockdown	2 - Low	2 - Low	LOW										
Staff who are clinically vulnerable or previously shielding	Staff in that category	If they are vulnerable then they are at greater risk if they contracted the virus	All staff are protected by maintenance of the 2 metre distancing rule plus other measures including regular hand washing, "bin it, catch it, kill it" messaging, hand sanitising and regular cleaning methodologies. Asked to speak with HT or BM if any concerns None in this category	2 - Low	3 - Medium	MEDIUM								Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19		
Staff with significant risk factors - such as asthma, diabetes, BAME community member	Staff in that category	Higher risk to those staff of serious impact from catching the virus	All BAME staff have completed a personal risk assessment with the Business Manager - under regular review with them. Working from home during lockdown 3 (Pregnant employees have a regular review of their personal RA with Business Manager. One on maternity leave and one already working from home - cover in place from November Risk assessment is regularly reviewed by SLT, esp. with regards to H&S and Equalities everybody able to work from home where possible SLT review the workforce needed in school weekly & liaise with staff over these requirements. Opportunities to raise concerns are given and discussed in line with the DfE guidance All staff are asked to adhere to the H&S and COVID measures on site	2 - Low	3 - Medium	MEDIUM								If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. Individual risk assessments and an equality impact assessment should be carried out. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.		
Staff mental health and well-being	All staff	Increased absence	SLT Links run an open door policy Staff Well-being Policy has advice re organisations available for support Links for support available on TEAMS and the staff noticeboard Staff provided with access to online mental health course/support Safeguarding culture of school means that staff look out for each other - positive reinforcement through communications - be aware and let HT know if concerned	3 - Medium	3 - Medium	MEDIUM									https://www.educationsupport.org.uk/ https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	
Staff deployment	All staff	Increased absence, unhappy workforce	Vertical tutoring suspended - tutors of Year Groups to enable bubbles All deployment of associate staff is discussed with the employee and with their agreement	2 - Low	2 - Low	LOW									https://www.gov.uk/guidance/school-workload-reduction-toolkit https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-Audio-remote-education.pdf	
Supply and temporary staff availability	All staff	Loss of learning time	Ongoing use of two cover supervisors to support cover needs in terms of catch up and absence due to COVID	2 - Low	2 - Low	LOW										
Annual leave	Staff & students	Loss of learning time	Staff asked to inform HT if going abroad	2 - Low	2 - Low	LOW									https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk	

**Stratford Girls' Grammar School
Risk Assessment**

9 - Finance

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

CURRENT:				
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL	
0	2	0	10.50	
			MEDIUM	

FUTURE:				
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL	
0	1	0	9.00	
			MEDIUM	

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	2	0	0
Severity	0	0	1	1	0

FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	1	0	0
Severity	0	0	1	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5) Likelihood / prevalence of risk occurring		OVERALL CURRENT RISK level 1-25 (this automatically)		What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level Likelihood / prevalence of risk occurring		OVERALL FUTURE RISK level 1 - 25 (this automatically)		Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Severity of Risk if it occurs	Severity of Risk if it occurs	Severity of Risk if it occurs	Severity of Risk if it occurs										
Reputational damage due to COVID in school	The School as an organisation and business	Loss of trust in the school, impact on future recruitment	Comprehensive risk assessment that presents all the measures in place to reduce the risk. Communicate to parents/carers the current guidance to school. Risk assessment has been reviewed by FGB and remains a working document in order that further mitigations and /or adaptations can be made in line with the real experience when school reopens and future DfE guidance. Clear messaging to parents/carers and all persons, particularly students and staff, due to be on site regarding expectations and COVID measures, inc cases if they occur. Monthly review of the risk assessment by SLT with CoG, reported to Resources and CLM Messaging to be reinforced and constant reminders, with follow up where breaches occur. Clarity in communications about test and trace and as and when necessary re. cases in school based on the advice of PH Works Marketing to work with SLT and Governors to promote positive messages and ensure any negativity on social media or into school is responded to quickly to enable any issues to be addressed, and effectively to avoid any escalation	2 - Low	2 - Low	2 - Low											
The budget for 2020/2021 has now been approved by the full Governing Body and will be reviewed again before submission in September. Any major changes to be agreed by Governors.	School	School finances could be put in jeopardy if budget is not correctly considered	A number of reserves have been accounted for in case of need; additional staffing costs for supervision and cleaning, plus additional reserves for H&S and cleaning items which may be required. Receipt of catch up funding from Govt to support steps needed in support of T&L. Governors committees face to face or virtual dependent upon circumstance. Use of furlough scheme where appropriate during lockdowns, for Catering/Midday Supervision team to preserve public funds.	3 - Medium	3 - Medium	MEDIUM											Extension to budget setting deadlines confirmed by WCC
Cancelled trips need to be refunded, but venues/coach companies have not yet issued refunds	Parents/carers	Loss of monies caused by cancellations	Careful control of trips which are currently in progress, liaising with Trip companies as much as possible. Try to re-schedule or negotiate refunds now that there are clearer guidelines. Keep parents/carers informed and understanding of situations. Very careful thought to be given to booking any trips at present until more guidance is received or the Government changes their advice regarding residential stays for students. Careful monitoring of other costs, particularly coach companies with whom we have booked	3 - Medium	4 - High	MEDIUM	Reimburse the money to families as they may be in financial difficulty and this will maintain positive relationships (the school should be able to secure refunds in the long term)	3 - Medium	3 - Medium	MEDIUM	JW	Sept	Green				
END OF TABLE - DO NOT ENTER INFO BELOW HERE																	

Stratford Girls' Grammar School

Risk Assessment

11 SUPPORTING GUIDANCE DOCUMENTS AND

The links below will take you to specific GOV.UK guidance which may be of

DfE guidance for opening schools

[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-openi](#)

DfE guidance for out of school settings

[Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-sch](#)

Travel to and from school:

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Closure of educational settings: information for parents & carers](#)

Social distancing:

[Guidance-for-full-opening-schools](#)

[Opening schools for more children and young people: initial planning frame](#)

[Staying alert and social distancing after 4th July](#)

[Coronavirus \(COVID-19\): implementing protective measures in education a](#)

[Working Safely during Coronavirus](#)

Year end assessments:

[Coronavirus \(COVID-19\): school and college accountability](#)

[Coronavirus \(COVID-19\): reducing burdens on educational and care setting](#)

SRE changes:

[Relationships education, relationships and sex education \(RSE\) and health](#)

Y11/Y13 assessments:

[Awarding qualifications in summer 2020](#)

[Coronavirus \(COVID-19\): cancellation of GCSEs, AS and A levels in 2020](#)

[Ofqual consultation on awarding vocational and technical qualifications in s](#)

[Response from Chief Regulator, Ofqual about awarding results for GCSEs,](#)

[Exceptional arrangements for exam grading and assessment in 2020](#)

[Awarding vocational and technical qualifications this summer](#)

[Direction issued to the Chief Regulator of Ofqual](#)

[How GCSEs, AS & A levels will be awarded in summer 2020](#)

Online learning:

[Coronavirus \(COVID 19\): online education resources](#)

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

[Remote education practice for schools during coronavirus \(COVID-19\)](#)

[Get technology support for children and schools during coronavirus \(COVID](#)

Safeguarding

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other provi
https://www.warwickshire.gov.uk/schoolhealthandwellbeing](https://www.warwickshire.gov.uk/schoolhealthandwellbeing)

Supporting home learning:

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)
[Remote education practice for schools during coronavirus \(COVID-19\)](#)
[Get technology support for children and schools during coronavirus \(COVID-19\)](#)
[Coronavirus \(COVID 19\): online education resources](#)
[Information, guidance and support for parents and carers of children who a](#)
[Warwickshire ICT development service](#)

Underlying health conditions:

[Guidance for young people on shielding and protecting people most likely to](#)

Special educational needs:

[Help children with SEND continue their education during coronavirus \(COVID-19\)](#)
[Conducting a SEND risk assessment during the coronavirus outbreak](#)
[Supporting vulnerable children and young people during the coronavirus \(COVID-19\)](#)
[Education, health and care needs assessments and plans: guidance on ten](#)

Mental health and wellbeing

[Warwickshire County Council mental health support](#)

Bereavement:

[WCC Counselling and bereavement services](#)

Hand washing, coughing and sneezing:

[Coronavirus \(COVID-19\): implementing protective measures in education a](#)
[Public Health England Horrid Hands E-Bug Resources](#)
[Public Health England Horrid Hands E-Bug Resources](#)

Hygiene and cleaning:

[COVID-19: cleaning of non-healthcare settings](#)

Possible COVID cases

[Coronavirus \(COVID-19\): guidance for full opening](#)

PPE:

[Coronavirus \(COVID-19\): implementing protective measures in education a](#)

Educational trips - travel guidance

[Coronavirus: travel guidance for educational settings](#)

NQT Support:

[Induction for newly qualified teachers during the coronavirus outbreak](#)

Wrap around services:

[Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school](#)

Deferred admissions into Reception:

[School admissions: School starting age - GOV.UK](#)

Ofsted inspection recommencement:

[Ofsted: coronavirus \(COVID-19\) rolling update](#)
