

7 - Possible COVID-19 Cases

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

RISK OVERALL

CURRENT:			OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	15.75
0	1	7	HIGH

FUTURE:			OVERALL
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	3.13
7	1	0	LOW

RISK BREAKDOWN

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

Likelihood Severity	FUTURE:				
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
3	4	1	0	0	
3	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						
Pupil begins to show symptoms when in school (cough and/or temperature developing)	Children and staff	Risk of infection	Child monitored for a period of time. Parent informed and asked to collect child if symptoms worsen	5 - Very high	4 - High	HIGH	Pupil isolated and sent home as soon as possible. COVID-19 Bay is either just inside visitor bathroom or just outside depending on age of child and how they are feeling, e.g. can they sit on a chair or do they need to lie down? Windows to be opened and door left open. Staff member to stay with child. If child is ok to be left alone, staff member to sit outside room or away from the child if in the corridor to keep an eye on the child. If child needs reassurance, staff member to stay in room with PPE on and try to keep 2 metres away. Visitor toilet to be used if needed whilst child is waiting to go home. Covid packs of PPE and cleaning materials to be left in visitor toilet. Parent advised to take child for a PCR test. Room to be out of action until a deep clean takes place.	2 - Low	2 - Low	LOW	HT	ongoing			National guidance
Use of PPE in school if children develop symptoms and need assistance (particularly children with SEND)	Children and staff	Risk of infection	Aprons and gloves available	4 - High	4 - High	HIGH	Research where PPE can be purchased and ensure plenty of stock available in school at all times. Regular check on stock to replenish if stock running low.	1 - Very low	1 - Very low	LOW	HT	ongoing			National guidance Local authority procurement might be an option?
Member of staff begins to show symptoms when in school (cough and/or temperature developing)	Children and staff	Risk of infection	Staff member may remain in school for a while/remainder of day.	3 - Medium	4 - High	MEDIUM	Member of staff sent home and encouraged to use the NHS website to arrange a test (may then be able to return to work if negative - see below) Staff member to have no contact with any other member of staff prior to leaving school building.	2 - Low	2 - Low	LOW	HT	ongoing			National guidance
Staffing shortages as a result of staff self-isolating	Children	Insufficient supervision	None	4 - High	4 - High	HIGH	The introduction of testing for staff who have symptoms (cough and/or temperature) should ensure that only staff with COVID-19 symptoms are absent. All staff to be offered the opportunity to carry out twice weekly Lateral Flow Tests. Cover internally where possible to reduce the risk of bringing the infection into the school. Limit use of supply staff.	1 - Very low	1 - Very low	LOW	HT	ongoing			National guidance
Test and Trace	Children and staff	Risk of infection	None	4 - High	4 - High	HIGH	Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Alternatively school has a supply of postal home testing PCR kits.	1 - Very low	1 - Very low	LOW	HT	ongoing			
What to do if anyone shows symptoms of Coronavirus.	Children, staff and families	Risk of infection	None	4 - High	4 - High	HIGH	Schools should report to Education Corona when they become aware of a confirmed case of Coronavirus. Support will be provided in the event of an outbreak where there are a number of linked cases. Education Corona and Warwickshire Public Health will work with schools in this situation to guide them through the actions they need to take. Schools must advise children under the age of 18 and double vaccinated adults who have been in close contact with the person who has tested positive, to LFT daily for 7 days. Unvaccinated adults to self isolate for 10 days after being in close contact with an infected person. A template letter will be sent out to parents/careers and staff. In the event of an outbreak the school will work closely with Warwickshire LA and Public Health.	3 - Medium	2 - Low	MEDIUM	HT	ongoing			
What if an outbreak occurs?	Children, staff and families	Risk of infection	None	3 - Medium	5 - Very high	HIGH	Schools should work with Public Health to agree a plan of action.	2 - Low	2 - Low	LOW	HT	ongoing			
Outbreak in local area	Children, staff and families	Risk of infection	None	3 - Medium	5 - Very high	HIGH	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. As above, follow local Public Health England guidance. In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other children.	2 - Low	2 - Low	LOW	HT	ongoing			

END OF TABLE - DO NOT ENTER INFO BELOW HERE