SCHOOLS AND SETTINGS - Reset and Recovery   Nathaniel Newton Infant School
Risk Assessment   **updated January 2022**

Review | Response | Recovery | Reform

Introduction:

This Schools' Risk Assessment document is designed to allow you to review and track your individual readiness to reopen your setting in line with COVID-19 requirements
It has been revised in line with DfE guidance published on 2 July 2020.
It is split into the following sections (one per tab):

• Social distancing practicalities	• Transition
• Quality of education	• Finance
• Safeguarding	• Building work and logistics
• Pupils with SEND (including medical needs)	• Recruitment and staffing
• Emotional and behaviour considerations	• Miscellaneous
• Hygiene and cleanliness/health and safety	• Additional (left blank for you to fill in)
• Possible COVID-19 cases	

Within each section some initial risks and some possible actions that could be taken to control or mitigate the risks have been pre-populated for you. However these are only **initial suggestions**
and it is vital that you **tailor** this risk assessment by **amending / adding to these** as required to ensure you have captured all relevant risk information specific to your setting.
Please note that the mitigating actions must show how you plan to reduce the risk of the COVID infection being passed on through school. It is not possible to eliminate risk, only reduce it.
When you have identified all your risks you will need to populate **current** and **future** (following mitigating actions) risk scores from 1 - 5 for each risk.
You will score both the **likelihood / prevalence** and potential **severity** of the risk occurring.
These two scores combined will then give you a high-level **overall** risk categorisation of **LOW**, **MEDIUM** or **HIGH**. This is worked out as follows:

OVERALL RISK CATEGORISATION

		Likelihood / Prevalence				
		Very low	Low	Medium	High	Very high
SEVERITY	Very low	LOW	LOW	LOW	LOW	LOW
	Low	LOW	LOW	LOW	MEDIUM	MEDIUM
	Medium	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	High	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Very high	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Additionally, please also bear in mind when filling this document out:

- There are some formulas / calculations on each tab. To ensure these work correctly please **do not delete any data in columns I & M**. Also, **do not insert any rows** as these will not have the formulas in them
- Note that several blank lines are provided at the bottom of the table for you to add in additional risks
- Please ensure all information is entered within the **main table**. Do not enter any information on a tab below the end of the table (denoted with a black row)
- If you do find you need to add additional rows copy and insert them from existing rows in the table - that way the formulas will be copied as well

RISK ASSESSMENT LAYOUT

The sections of the Risk Assessment are as follows:

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1 - Social Distancing Practicalities   Note it is considered to be more challenging to ensure EY children comply with guidance in this section

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:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)
0	3	5

OVERALL
14.88
HIGH

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)
4	3	1

OVERALL
6.38
MEDIUM

POPULATES AUTOMATICALLY - These are counts of how many **overall** risks you have at each level both now and following

POPULATES AUTOMATICALLY - Overall average risk level across ALL risks (both now and after

RISK BREAKDOWN

CURRENT:

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

FUTURE:

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

POPULATES AUTOMATICALLY - These are counts of how many of **each individual** risk score you have given both now and following mitigating actions

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	Severity of Risk if it occurs	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) Likelihood / prevalence of risk occurring	Severity of Risk if it occurs	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
Travel to and from School	Students Bus operators	Risk of infection due to lack of social distance adherence	None	5 – Very high	4 – High	HIGH	• Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (schools can only partially control this)	3 – Medium	3 – Medium	MEDIUM	J. Smith	1st June 2020	Amber	On track	www.link.co.uk

POPULATES AUTOMATICALLY -

POPULATES AUTOMATICALLY -