

Unique Risk Number	Category	Risk/ Opportunity Description	Risk / Opportunity Description	Likelihood (1-5)	Impact (1-5)	Total Risk Score	Control Measures	Person resp. for action	Likelihood (1-5) After control measures	Impact (1-5) after control measures	Total Risk Score After Control	Movement of Risk	Due date / review date
1	School community	Outbreak of COVID-19 in school community.	Increased risk of spreading COVID-19 through the school community especially with the new COVID-19 variant causes current high number of cases and causing Guildford to be in Tier 4. This could impact our clinically vulnerable pupils, parents and staff. This could result in a school closure or closure of classes.	5	5	25	Ensure that social distancing is applied throughout the school where possible. Groups of children will be kept in class units throughout the day. Hand washing will be timetabled regularly throughout the day. Equipment will not be shared but where that is not possible, it will only be shared within class units. Any equipment that is used within a day must be put away for 72 hours. We will follow the Government advice when a member of the school community becomes unwell with a new, continuous cough and/or high temperature and we will also follow their guidance if there is a confirmed case in our setting. Staff will now need to wear masks outside of their classrooms, around the school. Staff rooms are now only to be used for tea and coffee making and parents are no longer allowed to approach teachers at the classroom door.	SLT	5	4	20		
2	School community	Well-being and Mental Health	Many pupils, parents and staff may have increased anxiety due to fears over the virus and the impact this lockdown continues to have on their mental health. Possible exposure to domestic violence, financial concerns, feeling isolated, drug and alcohol abuse, neglect and caring for family members could lead to significant mental health issues across our school community. Increased social care cases and concerns for those non-attenders.	5	5	25	Ensure that our strong pastoral care continues and that HSLW, ELSA staff and Young Carer support staff are supported and are able to provide support for our pupils and parents. Staff to continue to communicate regularly with parents and pupils that are not attending and leaders to communicate regularly with staff who are at home. PSHE to be at the forefront of the education on offer. Provide guidance for pupils, parents and staff around key issues to do with mental health. If we move to remote learning, leaders will come up with plans to stay in contact with staff and families.	SLT, HSLW, Mental Health Team, PSHE Leads, Young Carer Support	5	3	15		
3	Pupils	Behaviour	Due to prolonged absence from school, some pupils may display challenging behaviours that puts them and others at risk. This could impact the teaching and learning, the well-being of the school community and prevent the SLT from ensuring risks are minimised.	5	5	25	Update the school's Code of Conduct and Behaviour Policy to reflect the social distancing rules that ensure our school community are as protected as they can be. Teaching staff will prioritise re-establishing the behaviour expectations right from the start and will use our agreed behaviour strategies to ensure that everyone is safe. Whole school themes will focus on behaviour for the foreseeable future. Parents will be informed of the revised behaviour documents and will support the school to implement it. Any pupil who repeatedly puts themselves and others at risk will be dealt with as stated in the behaviour policy.	SLT, all staff, parents and carers	5	2	10		
4	School community	Social distancing	Due to an expected increase in pupil numbers, social distancing will become an increased challenge. There will be an increased likelihood of infection if more pupils attend school, more parents drop off and pick up pupils and more staff return to work. With the new Covid-19 variant and the country being in lockdown, this is more likely.	5	5	25	Classes will remain as units throughout the school day and will not mix with other units during the day. Where possible, staff will remain in a class unit throughout the week. Staggered start and end to the school day will be considered. Different breaks and lunchtimes will be implemented to reduce the risk of cross contamination. Movement around the school will be planned and reduced in order to maximise social distancing. Use of toilets will be planned and supervised and reduced numbers will be allowed into the toilets at any one time. Zones will be created on the playground to ensure that classes do not mix. Several staff rooms will be created so that staff are able to socially distance as best they can during their breaks. All staff are provided with gloves when using shared photocopiers. All staff will be reminded of the importance of regular hand washing when using shared areas. Key pinch points around the school that show greater risk will be identified and plans will be put into place to minimise that risk, i.e. push buttons on automatic doors. 2 metre marking are in place outside the classroom doors for parents to use when dropping off and picking up. Only one parent is permitted to drop off and pick up. Parents are not permitted into the school, including the front entrance. Any communication from the parents will be via the phone, email or Studybugs. Parents will now be asked to wear face coverings and will not be allowed to approach teachers or socialise with other parents on the school grounds. All staff to wear masks around the building and when receiving and dismissing children. As of Feb 2021, school-based staff are volunteering to do twice weekly lateral flow device tests.	SLT, all staff, parents and carers	3	2	6		
5	Pupils	Gaps in knowledge	Due to prolonged absence from school, pupils will not have accessed their year group curriculum for the summer term and therefore have gaps in their learning. Some pupils will not have accessed any of the home learning that has been set online and will therefore the gap will have widened for those pupils. We feel that the gap will have widened particularly for our disadvantaged and SEND pupils. This will have significant impact on our pupil outcomes this year and for the foreseeable future.	5	5	25	We will prioritise how we support our disadvantaged and SEND pupils both at school and through the home learning. We will ensure that pupils who are unable to access the home learning online are either supported to do so with school equipment or are given home learning packs. Teachers will ensure that home learning meets the needs of all pupils in their class and helps to fill the gaps. When the school is fully re-opened, closing the gap for our disadvantaged and SEND pupils will be our priority. See catch up premium plan.	SLT, Home Learning Team, Teachers	5	3	15		
6	School community	Protecting clinically vulnerable and clinically extremely vulnerable children and adults	If clinically extremely vulnerable pupils or staff return to school and are exposed to the virus their lives will be at risk. If clinically vulnerable pupils or staff return to school, they risk a more severe reaction to the virus. If pupils live with clinically extremely vulnerable family members, they may pose a risk of passing on the virus.	5	5	25	Clinically extremely vulnerable pupils will be educated at home.	SLT, HR	3	2	6		

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7	Staff	Adequate staffing	A number of staff fall under the clinically vulnerable and clinically extremely vulnerable category and therefore cannot come to work and are working from home. A large number of our staff are looking after their own children at home and are unable to come to work and as a result are working from home. Currently approximately a fifth of our work force are unable to attend work. This means we would be unable to adequately staff classrooms if more pupils returned and be unable to provide breaks for staff to cover lunch and playtimes.	5	5	25	Clinically extremely vulnerable staff will work remotely from home as well as pregnant colleagues who are 28 weeks +.	SLT, all staff, parents and carers	2	1	2		
8	School community	Adequate space	Many of our classrooms are small in terms of square feet and when social distancing rules are applied, only approximately 8 to 10 pupils can safely be based in these rooms. The number of toilets we have around the school mean that social distancing will be a challenge if larger numbers of pupils return. Our corridors are shared by many classes and would mean greater risk of cross contamination. With a larger number of staff than the average school (due to a Hearing Impaired SEND centre, relatively high numbers of EHCPs in the main school and high levels of disadvantage compared to other schools in our locality), implementing social distancing rules will be more of a challenge. Our shared playground makes social distancing a challenge. Having three gates onto the school site for pupils and parents poses a risk. If we are asked to welcome back all year groups before the summer, we will not be able to accommodate these pupils.	3	3	9	Adults present in the classroom will be kept low in order to maintain social distancing rules. The Lighthouse HI unit will be kept as a separate unit and pupil numbers will be decided based on the ability to socially distance with a high pupil to staff ratio (sometimes 1:2). When toilets need to be shared with other class units, different play and lunchtimes will be planned to minimise contact with others. Corridors will be kept clear and with a clear two way system to avoid pupils and staff bumping in to one another. With staggered playtimes and lunchtimes, we will avoid having busy corridors, toilets and playgrounds. Each class unit will have their own, marked area of the playground. Staggered start and end to the days will be implemented to avoid too many parents having to get through entry gates. Only one parent will be permitted to pick up their child.	SLT, all staff, parents and carers	2	2	4		
10	School community	Bereavement	Due to the continued COVID-19 pandemic, there is still a likelihood of deaths due to the virus amongst our school community. Pupils, parents and staff will be affected if a member of their family or someone connected to their family dies. This could impact their ability to attend school and affect their mental health and well being.	3	5	15	The school will ensure an updated trust wide plan on how we will support pupils, parents and staff in the event of death in their family from COVID-19 is shared with staff. Our HSLW will lead on how to work with our families and staff in this situation.	HSLW, ELSA team, SLT	3	4	12		
11	Teachers	Workload	With the majority of our teachers returning to teach in school more frequently to smaller groups of pupils, there will be more pressure put on teachers to plan and teach pupils who attend school and to plan and update home learning for the pupils who are at home. Teachers will still need to keep in regular contact with pupils and parents who are not attending school and will be receiving e-mail communication from these families as well as having to communicate with the parents of the children they are teaching in their class. There is a real risk of an increased workload pressure for teachers.	4	4	16	Home learning will be planned by all teachers. This home learning will be the base for the teaching that is done in school for year groups that return. Teachers who are not able to return to work initially will take greater responsibility for home learning and communication with families who are not in school.* Current advice has stated that schools may find it difficult to maintain the same level of remote education provision for pupils who are not eligible to attend school.	SLT, Home Learning Team, teachers	3	2	6		
12	Staff	Need for PPE in school for intimate care and for those staff managing pupils and staff with Covid symptoms	If staff are involved in nappy changing or dealing with toileting issues they will not be able to socially distance themselves from the pupil. Staff members that are dealing with pupils who become unwell with symptoms of coronavirus risk infection.	5	5	25	Staff who are involved in intimate care who routinely used PPE equipment will continue to do so. School staff who deal with pupils and staff who become unwell with symptoms of coronavirus will ensure they wear a fluid resistant face mask and keep a distance of two metres from the pupil/staff member. If contact with the child is necessary then disposable gloves, a disposable apron should also be worn. If there is a risk of coughing, spitting or vomiting, eye protection will also be worn.	SLT, Office staff, teachers and teaching assistants	3	2	6		
13	Parents	Concerns and complaints	There is likely to be an increase in numbers of complaints from parents due to their anxiety about curriculum time lost or safety of their child at school. This takes time to respond and distracts leaders from core purpose.	5	5	25	Agree a standard response across GEP to complaints associated with learning activities following lockdown. This can be used at stage 1 and save time. GEP to work on a group wide FAQ re: safety that can go out when we have parental questions or concerns.	GEP, SLT, office staff	3	2	6		
14	Pupils	Transition - Y6 to secondary and N-YR for incoming pupils as well as new Nursery	Pupils and parents will be anxious about starting back at school. Pupils who have not attended GG in Nursery will be nervous about starting in Reception as will our new Nursery pupils because they will not know the school. It will be difficult to support our Y6s transition to secondary as there may not be the usual transition days to visit - this particular cohort have a high number of vulnerable children who would ordinarily require extra transition support.	5	5	25	SLT to work on a transition arrangement that works remotely. As a minimum, CTs and SENDCo to contact all schools from where we are receiving pupils to find out more information in order to help with class planning. SLT to formulate a variety of induction structures that can be implemented depending on current state of school opening.	SLT, teachers	3	2	6		
15	Lighthouse community	Transport	Students will not be able to socially distance from others when taxied to school. This poses a greater risk of infection for our Lighthouse pupils. Current measures do not encourage social distancing between taxi escorts/drivers and staff.	5	5	25	Surrey transport to be contacted to ensure social distancing measures are being implemented and where this is not possible, other measures are in place to reduce risk to our pupils. Our Lighthouse leader will implement changes to drop off and pick up to ensure social distancing protocols can be followed as best as possible. See Lighthouse risk assessment	SLT, Leader of the Lighthouse	2	2	4		
16	School community	Visitors entering the school	Risks of having external visitors and parents/carers into school could increase the risk of infection of COVID-19. Many of our volunteers are elderly and mixing in a school environment before a vaccine is available could put them at risk.	5	5	25	Implement a school strategy to manage and reduce visitors into the school eg. parents/carers, postal workers, delivery drivers etc. Where possible external visitors including parents/carers will not be permitted into the school. Where this is not possible, for instance for a meeting, only one parent can attend and social distancing must be followed. Small rooms with no ventilation will not be used. Hand sanitiser must be used when entering the school building. Toilets will not be available for parents/carers. Elderly volunteers will be stood down from duties until it is safe for their return in order to protect their health.	SLT, office staff, SEND team	2	2	4		

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17	School community	Cleaning	Inadequate cleaning of all spaces, in particularly shared spaces such as toilets and staff rooms, could spread infection.	5	5	25	Risk assessments will be shared with Nviro and procedures agreed in order to ensure all used areas are thoroughly cleaned every night. Deep cleaning after a confirmed case of COVID-19 will be implemented of classrooms and of shared areas before they can be used again.	Premises team, Nviro	4	3	12		
18	School community	Fire and lockdown procedures	With significant changes to the number of pupils in each class, this will mean that any fire procedures and lockdown plans will not be outdated. This could lead to confusion amongst pupils and staff and lead to further risk.	3	5	15	Fire and lockdown procedures will be reviewed and updated by the Emergency planning team. These new procedures will then be shared with all pupils and staff once changes are implemented. Fire drills will be practised with the new social distancing procedures in place. Lockdown procedures will not be practised with children due to the impact it may have on their well being but will be shared and discussed in staff teams.	Emergency planning team	2	2	4		