


Over-arching Risk	Assessed risk if no actions taken	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when	Assessment agreed by trust ELT and date
Risk that The Telford Park School school cannot operate during lockdown in line with current DfE guidance.	High	See Key Risk assessments below	Low		 12 Jan 2021

Key Risks	Assessed risk if no actions taken	Requirement	Controls in place	Considering controls in place, current risk level assessed by Headteacher	Further key actions to be taken and by when
1. Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.	High	Must	See Individual risk assessments below	Low	Infections control measures are updated in line with new DfE guidance if/when published.
2. Risk that face-coverings are not worn in line with the recommendations	High	Must	See Individual risk assessments below	Low	
3. Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.	High	Must	See Individual risk assessments below	Low	
4. Risk that individuals in school do not practice good respiratory hygiene	High	Must	See Individual risk assessments below	Low	
5. Risk that the cleaning regime in school is not in line with DfE guidance	High	Must	See Individual risk assessments below	Low	
6. Risk that contact between individuals is not minimised and social distancing maintained where possible.	High	Properly Consider	See Individual risk assessments below	Low	
7. Risk that PPE equipment is not worn where appropriate	Medium	Must	See Individual risk assessments below	Low	
8. Risk that occupied spaces are not kept well ventilated	High	Must	See Individual risk assessments below	Low	
9. Risk that school response to infection is not in line with the DfE guidance	Medium	Must	See Individual risk assessments below	Low	
10. Risk that the educational provision for pupils does not return to normal	Medium	Properly Consider	See Individual risk assessments below	Low	Remote learning is now a permanent requirement due to the current national lockdown

					restrictions. Section 3 of the remote learning plan (partial closure) enacted from 05.01.21.
11. Risk that the trust is not a good employer	Medium	Properly Consider	See Individual risk assessments below	Low	

Key risk 1: Risk that an individual who is unwell with COVID-19 symptoms, or who have someone in their household who is unwell, attends school.				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
Children, staff or visitors attend school when they should be self- isolating in line with Public Health England guidance	High	<p>Clear communication with visitors, staff and parents/carers referencing the guidance, this includes new signage.</p> <p>Risk adverse culture of vigilance for signs/symptoms which includes referencing all pupils and staff who are unwell to <b>not</b> attend school and to be <b>tested</b>.</p> <p>Use of the CAT ready reckoner for both staff and pupils to ascertain who should not attend (ongoing communication via telephone).</p> <p>Record of isolation periods for pupils via Bromcom/centrally stored spreadsheet.</p> <p>Record of isolation periods for staff kept by Deputy Headteacher staff.</p> <p>Consistent questions for absent staff, pupils and visitors.</p> <p>Health check on signing in screen.</p> <p>Visits to school including those by parents and carers and visiting professionals should be by appointment only.</p> <p>Parents should not approach staff when dropping off their children.</p> <p>During the lockdown period Visitors and contractors should only attend the school site when absolutely necessary during the school day. All meetings should be completed remotely where possible. All visits must be approved by the</p>	Low	<p>Updated ready reckoners are issued to staff, parents, carers and pupils when received.</p> <p>Updated guidance will be shared with parents and carers and staff by 18.01.21.</p>

		Headteacher or School Business Manager in the first instance.		
Where a potential case of covid-19 is identified in school it is not dealt with in line with DfE guidance	Medium	All staff are trained in the school guidance (section 1a) to ensure any potential cases are dealt with in line with DfE guidance. Any suspected cases must be reported to SLT immediately who will ensure the correct procedures are followed.	Low	

**Key risk 2: Risk that face-coverings are not worn in line with the recommendations**

Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
For secondary schools only, face coverings are not worn by adults and pupils when moving around the premises, outside of classrooms. Excludes individuals who are unable to wear a face covering.	High	Clear communication with staff, parents/carers and pupils referencing the guidance, this will include new signage. Clear expectations set regarding mandatory mask wearing when moving around the school building and <b>in lessons</b> . Pupils and staff exempt to wear 'sunflower' exemption lanyards. Pupil exemption list shared with all staff. Clear expectations for visitors regarding mask wearing. Procedure for collection of pupils at the end of the day. Parents/carers collecting on foot are expected to wear masks.	Low	New signage to be designed/ordered and located within school. <b>Training/guidance issued to staff on PD day 04.01.21.</b> <b>Parents and carers communication 04.01.21.</b>
Adults and pupils do not comply with guidance on wearing face coverings safely or disposing of them safely.	High	All staff and pupils are trained in the new guidance to ensure expectations are adhered to. School has stock of masks in each classroom and open areas including as pupils arrive to school.	Low	Site team to monitor stock levels and replenish.

<b>Key risk 3: Risk that individuals in school do not carry out regular handwashing in line with DfE guidance.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for handwashing/ sanitising are not in place	High	The school has handwashing facilities in all toilet areas. Handwashing guidance is visible in all toilet and kitchen areas. Hand sanitising stations are available outside every classroom/office area and more frequently in social spaces. They are also available at communal touch points such as signing in screens.	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Expectations have been shared with pupils, staff and visitors. Guidance highlighted the importance of this requirement before 1 <sup>st</sup> September. Posters to reinforce the correct techniques will be displayed at sink areas (all posters to be laminated so they can be wiped clean). The behaviour policy will be adapted to address any deliberate pupil behaviour that ignores such hygiene rules.	Low	

<b>Key risk 4: Risk that individuals in school do not practice good respiratory hygiene</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Facilities for 'catch it, bin it, kill it' such as supplies of tissues, bins and bags are not in place	Medium	All classrooms, open spaces and offices will have disposable tissues and lidded bins operated by a foot pedal. Extra stock has been ordered. The facilities manager will monitor stock levels.	Low	
Pupils, staff and visitors do not make use of provided facilities in line with DfE guidance	High	Pupils, staff and visitors will be educated to 'catch it, kill it, bin it'. Posters reinforce expectations and the correct techniques for coughing/sneezing (into the crook of the elbow). The behaviour policy will be adapted to address any deliberate pupil behaviour that ignores such hygiene rules.	Low	
Face coverings are not removed and stored safely when entering school areas where they are not required.	High	Expectations will be shared with pupils, staff, parents/carers and visitors.  Staff members, pupils and visitors are expected to wear plain and professional looking face coverings in communal areas of school and classrooms.  A face covering should: <ul style="list-style-type: none"> <li>cover your nose and mouth while allowing you to breathe comfortably</li> <li>fit comfortably but securely against the side of the face</li> <li>be secured to the head with ties or ear loops</li> <li>be made of a material that you find to be comfortable and breathable, such as cotton</li> <li>ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)</li> <li>unless disposable, it should be able to be washed with other items of laundry according to fabric washing</li> </ul>	Medium	Reinforcement of expectations for pupils via tutor time.

instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

<b>Key risk 5: Risk that the cleaning regime in school is not in line with DfE guidance</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Regular cleaning of surfaces in line with PHE guidance is not in place	High	<p>Cleaning staff will receive the DfE guidance and training in this via their management team.</p> <p>Cleaning schedule will be devised by the SBM/AHT pupil progress and be monitored.</p> <p>Cleaning is in line with DfE guidance.</p> <p>We will implement a cleaning log to track cleaning frequency for bathrooms.</p> <p>Daily and safe removal and disposal of rubbish.</p> <p>Frequently touched surfaces will be cleaned more than normal, particularly those in open areas that will be accessed by more than one bubble for example the canteen and open Science area (canteen 2).</p> <p>We will purchase additional standard cleaning material where needed.</p>	Low	<p>As new activities are introduced (breakfast club/extra-curricular clubs) the cleaning regime will be updated.</p> <p>Cleaning regime and wrap around care will be maintained during the lockdown period.</p>
Regular cleaning of toilets in line with PHE guidance is not in place	High	As Above.	Low	
Regular cleaning of equipment, both indoor and outdoor is not in place	High	<p>As above.</p> <p>Resources shared between bubbles will always be cleaned in-between use or isolated for 48 hours (72 hours for plastics).</p> <p>Outdoor equipment such as footballs and table tennis tables will be cleaned more than normal and will be built into the routine of the Health and Sports Coordinator and lunchtime supervisor.</p>	Low	

<b>Key risk 6: Risk that contact between individuals is not minimised and social distancing maintained where possible.</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
The size of groups or “bubbles” is not practical in this school’s educational setting	High	<p>As per our information for both staff and parents, carers and pupils the adapted timetable in place we will ensure that we operate ‘year group bubbles’.</p> <p>The school has capacity to create separate zones for its year group bubbles as per the information.</p> <p>The separation of year group bubbles will be facilitated by:</p> <ul style="list-style-type: none"> <li>• Staggered start/finish/break/lunch</li> <li>• Separate entrance and exit points</li> <li>• Year group zones for the majority of curriculum delivery with controlled movement to specialist areas</li> <li>• Pastoral year group additional provision bases</li> <li>• All after school extra-curricular activities will be based in year groups</li> <li>• Assemblies will take place virtually where relevant</li> </ul> <p>Where it is not possible to maintain a bubble, for example in the schools Bridge Centre and Link SEND provision. Social distancing will be maintained.</p> <p>During the period of national lockdown restrictions year group bubbles will be maintained as well as the facilitations listed above. Where possible dependant on group size pupils will be socially distanced. Groupings and seating plans within bubbles will remain consistent during this period.</p>	Low	
The size of groups or “bubbles” does not minimise the opportunities for interaction in this school.	High	<p>Bubble sizes are proportionate to the curriculum offer (in year groups) allowing for specialist teaching. All bubbles will always be kept apart as outlined above (excluding brief corridor and playground transitional passing).</p> <p>During the period of national lockdown restrictions year group bubbles will be maintained as well as the facilitations listed</p>	Low	Updated guidance for critical worker pupils who should stay at home if they can issued to parents and carers 11.01.21.



		above. Where possible dependant on group size pupils will be socially distanced. Groupings and seating plans within bubbles will remain consistent during this period.		
Groups are mixed for specialist teaching, <b>where this is not necessary</b>	High	Pupils will be taught in their option groups and usual sets for specialist teaching. Wherever possible pupils will also be taught in specialist locations. This is true for Drama/PE/DT and Art. Music and some ICT will be taught within zones; however, the use of laptops will enable specialist teaching elsewhere. Where movement between groups is necessary staff communication and training ensures that steps 1-4 of system controls are implemented consistently alongside social distancing being enforced where possible.	Low	
Where teachers and other staff, including supply and contractors, are required to move between groups they are less than 2 metres apart from pupils or other adults, <b>where this is not necessary</b>	High	Each classroom will have a teacher/TA zone at the front of the classroom. Communication and signage will remind other staff and visitors of the requirement to remain socially distant from each other and all pupils. Where specialist support of SEND pupils is required the TA will withdraw the groups of pupils from the class and teach them socially distanced in a SEND withdrawal area.	Low	Regular social distancing reminders to be issued to staff.
Adults come within 2 metres of pupils in the classroom, <b>where this is not necessary</b>	High	Section 1 of our information for staff and parents, carers and pupils reinforces our expectation that adults should operate the following hierarchy of controls: 1. Maintain a 2m distance where possible. 2. Avoid face to face contact and minimise time spent within 1m of anyone. Signage and floor markings are in place in classrooms to remind pupils and staff to maintain a 2m distance where possible.	Low	Regular social distancing reminders to be issued to staff.
Adults come within 2 metres of each other, <b>where this is not necessary</b>	High	Section 1 of our information for staff reinforces our expectation that adults should operate the following hierarchy of controls: 1. Maintain a 2m distance where possible. 2. Avoid face to face contact and minimise time spent within 1m of anyone.	Low	Regular social distancing reminders to be issued to staff.

		Signage and floor markings are in place in classrooms to remind pupils and staff to maintain a 2m distance where possible		
Older children do not keep apart from each other, <b>where this is possible</b>	High	Pupils will be encouraged 'keep their distance' within their year group bubbles where possible, <b>particularly in older year groups.</b> Pupils will be reminded to avoid face to face contact with each other and to avoid touching their peers. For those children who are dual registered and attend another provision a risk assessment will be completed by the Deputy Headteacher Relationships.	Medium	
Classroom set up involves pupils facing each other, <b>where this is not necessary</b>	High	All classrooms will be set up with forward facing desks where possible. Where this is not possible for example ICT suites with fixed seating clear safety glass will be installed to split the seating areas.	Low	
School behaviour policy does not take into account the requirement to minimise mixing of groups or individuals	Medium	The Community Academies Trust behaviour policy addendum facilitates the sanctioning of COVID related behavioural such as mixing with another bubble. The addendum runs alongside the schools current behaviour policy.	Low	
<b>Checklist</b>				<b>Plan or Risk Assessment in place</b>
The following activities should be considered, where applicable, in school and covered by plans or risk assessments in line with the principles above to ensure the risk of contact between individuals or groups is minimised <b>as far as practicable</b> . This list is not exhaustive:				Yes or N/A
Start of day arrival at school				Yes
End of day departure from school				Yes
Travel to and from school				Yes
Lunchtimes				Yes
Breaktimes				Yes
Movement of pupils between different school teaching spaces				Yes
Movement of staff between different school teaching spaces				Yes
Delivery of curriculum PE				Yes
Delivery of curriculum Music				Yes
Delivery of curriculum Design & Technology				Yes
Delivery of curriculum Art				Yes

Delivery of practical Science	Yes
Delivery of practical Drama	Yes
Assemblies and other large gatherings	Yes
Operation of extra curricular activities	Yes
Operation of before and after school childcare	N/A
Operation of wraparound nursery childcare	N/A
Working with SEND children where the child's behaviours may pose an additional risk	Yes
Recruitment	Yes
Visitors to school	Yes
Supply and peripatetic staff operating in school	Yes
Trainee teachers and apprentices in school	Yes
Gatherings of staff, eg: staffroom, meetings or training.	Yes
Delivery of catering	Yes
Contractors working on site	Yes
Educational visits	Yes
One to one and catch up support	Yes
Use of classroom resources	Yes
Marking and review of pupil work	Yes

<b>Key risk 7: Risk that PPE equipment is not worn where appropriate</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Appropriate PPE is not worn when dealing with a child who is showing symptoms of Covid-19 and where adult cannot keep 2 metres apart	Medium	School have adequate supplies of PPE. When PPE is required a member of the site team must be alerted, they will then provide the member of staff with PPE. Staff must wear PPE that has been purchased by the school. This is emphasised in guidance for staff.	Low	Site staff maintain stock levels of PPE.
Appropriate PPE is not worn when a child has routine intimate care needs where PPE would normally be worn.	Low	School have adequate supplies of PPE. When PPE is required a member of the site team must be alerted, they will then provide the member of staff with PPE. Staff must wear PPE that has been purchased by the school. This is emphasised in guidance for staff.	Low	Site staff maintain stock levels of PPE.

Key risk 8: Risk that occupied spaces are not kept well ventilated				
Sub-risk	Assessed risk if no actions taken	Controls in place (refer to school plan)	Considering controls in place, current assessed risk level	Further key actions to be taken and by when
School is not kept well ventilated in line with guidance.	Medium	<p>All windows are opened by the cleaning/site team before and after school.</p> <p>Rooms without windows have built in ventilation.</p> <p>Adjustments have been made by our contractors to ensure optimal compliance with DFE guidance.</p> <p>To further enhance our mechanical ventilation system, natural ventilation should continue to be increased where possible. Windows should be opened where there can be, in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air, providing they are not fire doors.</p>	Low	Updated ventilation guidance issued to staff 12.01.21
Adults and pupils are not able to wear additional indoor clothing to maintain a comfortable working temperature.	Medium	<p>Communication with parents/carers and pupils encourages the wearing of a plain white t shirt/vest under the school shirt and a black v neck jumper under the blazer as per the school uniform policy.</p> <p>The staff dress code also allows for additional layering of clothes.</p>	Low	

<b>Key risk 9: Risk that school response to a confirmed infection is not in line with the DfE guidance (New requirement from 1 July 2020)</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Employees are unaware of the NHS Test and Trace process and that they must have a test in the event of displaying symptoms.	Medium	The CAT ready reckoner and guidance regarding NHS Test and Trace will be issued to staff as part of the schools' information for staff. Communication with staff will reemphasise this.	Low	
Employees are unaware that they must provide details of close contacts if asked to by NHS Test and Trace.	Medium	The CAT ready reckoner and guidance regarding NHS Test and Trace will be issued to staff as part of the schools' information for staff. Communication with staff will reemphasise this	Low	
Employees are unaware that they must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	The CAT ready reckoner for staff has been included in the school's information for staff. Communication with staff will reemphasise this	Low	
Parents and carers are unaware of the NHS Test and Trace process and that their child must have a test in the event of displaying symptoms.	Medium	Information for parents/carers will include the pupil ready reckoner, information regarding the NHS test and trace and information regarding what to do when a child has symptoms.	Low	
Parents and carers are unaware that they must provide details of close contacts of their child if asked to by NHS Test and Trace.	Medium	The CAT ready reckoner for pupils has been included in the school's information for parents and carers. This will be shared prior to pupils return. This will also be discussed on a case by case basis where necessary.	Low	
Parents and carers are unaware that their child must self-isolated if they are diagnosed with Covid-19 or have been in contact with someone diagnosed with Covid-19.	Medium	The CAT ready reckoner for pupils has been included in the school's guidance/plan. This will be reinforced via follow up phone calls from the attendance team and pastoral staff.	Low	
Staff, parents and carers do not inform the school if they or household member has a positive test for Covid-19	High	The CAT ready reckoner for pupils and staff has been included in the relevant information document. This will be reinforced via follow up phone calls from the attendance team and pastoral staff for pupils and by the Deputy Headteacher Staff for staff.	Low	Updated ready reckoner issued to staff 12.01.21.  Updated ready reckoner to be issued to parents by 18.01.21.

		Regular emails and updates will be sent to parents/carers and staff with the guidance included.		
In the event of a positive Covid-19 case in school, school does not contact local health protection team and comply fully with their advice.	Low	As per the government guidance the Head of School or if not available a senior leader will contact the local public health team if there is a positive covid-19 case in school. The school will then follow their advice to the letter.	Low	
In the event of a positive Covid-19 case, school does not have records of close contacts made in school	High	In the event of a positive case the school will have for every lesson within each bubble: 1. A seating plan (stored on 0365 and recorded on paper) 2. Paper copies will be stored centrally All records for pupils and school staff must be up-to-date and accurate. SLT will spot check seating plan records Pupils/staff will need to be aware of who they have come into close contact with. For pupils this is particularly important at break and lunchtime. Staff must particularly keep a record of: Direct close contacts (face to face/within 1m/being coughed on/skin to skin contact) Proximity contacts - extended close contact (within 1-2m for longer than 15 minutes) Travelling in small vehicle (e.g. a car)	Low	
<b>Key risk 10: Risk that the educational provision for pupils does not return to normal</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
A broad and ambitious curriculum is not in place	Low	Our information for both staff and parents, carers and pupils details a model that adheres to guidance and allows specialist teaching of our broad and balanced curriculum. Section three details the added assessment strategies to establish pupils starting points as well as addressing gaps in knowledge and skills.	Low	

		This includes as per the guidance making effective use of regular formative assessment.		
Government funded intervention and catch up program is not effective	High	The initial assessment strategies outlined above will identify those students who will require catch up intervention. Section 3 of our plan details how we follow the Education Endowment Fund guidance for intervention: <a href="https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/">https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</a>	Low	
Appropriate integrated remote learning package is not immediately in place for individuals, groups or whole school in the event of education not being able to be provided physically.	High	The 'remote education' we have already provided has focused on reinforcing invaluable knowledge in line with school priorities (Rosenshine). The schools 'remote learning plan' ensures that learning is continued, irrespective of lockdown or isolation. This is supplemented by The Oak Academy: <a href="https://www.thenational.academy/">https://www.thenational.academy/</a> The school has a detailed remote learning plan in place and had planned for this eventuality. Section 3 (partial closure) has been enacted. In line with updated guidance: <ul style="list-style-type: none"> <li>• A daily engagement check will take place to identify effective solutions to non-engagement.</li> <li>• There is a named senior leader in charge of the planning and delivery of remote learning.</li> <li>• Pupils will complete 5 hours of remote learning per day.</li> </ul>	Low	Remote learning plan to be published on school website by 25.01.21.



<b>Key risk 11: Risk that the trust is not a good employer</b>				
<b>Sub-risk</b>	<b>Assessed risk if no actions taken</b>	<b>Controls in place (refer to school plan)</b>	<b>Considering controls in place, current assessed risk level</b>	<b>Further key actions to be taken and by when</b>
Employees with increased personal risks are not protected	Low	The school has used the CAT ready reckoner to determine which staff should attend work from August 1 <sup>st</sup> . The ready reckoner will be continually be shared with staff as part of the information for staff document. Trust, DFE and government guidance will continue to be followed to ensure that employees with increased personal risks are protected. Individual conversations with the leadership team will be encouraged to determine personal risk and to provide guidance and reassurance.	Low	Update staff when new ready reckoners are issued in line with DFE guidance. New ready reckoners issued to staff 12.01.21. Regular contact with CAT HR where necessary and appropriate.
Employees are anxious about coming to work due to covid-19	Medium	Staff are consulted via the line management process and have been able to share concerns. Staff receive regular updates from the EHT/HOS regarding any ongoing updates/changes in guidance. Staff are encouraged to approach SLT with any concerns they have. Any anxious staff will be spoken to individually. The school guidance/plan will be shared with all staff prior to 1 <sup>st</sup> September as will updates beyond this date. EAP services have been highlighted to staff. DFE mental health services and The Education Support Partnership are referred to in the staff supplementary guidance.	Medium	Continue to communicate consistently and clearly with staff.  Reassure anxious staff regarding the measures put in place.  Staff are treated as individuals and concerns are responded to on a case by case basis.
Employees are not fully trained on the school opening plan	Medium	All staff will receive the school guidance and the risk assessment and be given adequate time prior to 1 <sup>st</sup> September to read and understand it. Questions regarding the guidance will be encouraged.	Low	Ongoing communication with staff re any changes to the reopening guidance for

		Any amendments or updates will be shared with staff and amended in a different colour.		staff (changes highlighted in yellow).
Employees are not fully consulted on the school opening plan	High	Staff have been consulted during the planning process. Staff have also been encouraged to contact the Head of School directly. The Headteacher has discussed the reopening plans with the union representative. Following the sharing of the information for staff they will be asked to share their concerns and questions will be responded to sensitively.	Low	
Workload once open is not achievable	High	SLT follow the school organisational chart to systematically ensure line management conversations to facilitate the cascading of two-way dialogue involving all staff, this will continue as the new plan is running to establish any changes that might be required. <b>The school now has a new organisational chart which is Telford Park School only.</b> Staff communication is minimised and approved by the Headteacher. Communication is consistent Updatto prevent confusion. PPA is facilitated through timetabling.	Low	

## Resources

### Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

### Risk matrix:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH