

Risk Register

Risk Register

Introduction

The government plan for the phased return of some children to school from the week commencing 1st June.

This risk assessment is based on government guidelines on COVID-19. It remains subject to change at a short notice with regular updates expected from the Department for Education (DfE).

The completion of this document should not be undertaken in isolation by one individual and should involve staff who understand the risk assessment process. Once completed, the risk assessment should be shared with all relevant stakeholders.

The Process

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

This risk assessment looks at two factors:

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity - determine the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc



The matrix below provides a method to determine the level of risk, with the 'likelihood' and 'severity' being independently scored and plotted.

RISK LEVEL MATRIX						
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High	
	3	Low	Med	High	Very High	
	2	Low	Low	Med	High	
	1	Low	Low	Low	Low	
		1	2	3	4	
		SEVERITY (OUTCOME)				

Once the likelihood and severity of the risk have been assessed, they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be $3 \times 1 = 3$. This would mean the risk is low and arrangement would be adequate.

The risk rating score is then added into the risk register against each area of concern to be addressed.



Risk Register

Area of concern to be addressed	Risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments
1:1 Team member self isolating due to being and/or living with a vulnerable person(s)		<ul style="list-style-type: none"> • Identify vulnerable team members by completing a risk register • Contact vulnerable team members • Team member should remain at home in self isolation following current government guidelines • Weekly phone calls/health and well-being questionnaire to be shared 		Team member/employer should remain in contact with each other for updates on health and well-being
1.2 Team members, pupils and parents are not aware of the school's procedures should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> • Team members, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to team members and pupils as part of the induction process. • Schools must submit copies of their new operating guidelines and risk assessments prior to the company sending team members to that school. • Directors are satisfied that arrangements are in place and in line with DfE guidelines 		Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.
1:3 Team member working across multiple school settings		<ul style="list-style-type: none"> • Team members to be limited to the amount of schools they attend per week to support/work in • Where possible, provision should be delivered across consecutive days. This would allow the team member to be out of an environment for 'break days' • Team member to deliver provision to one class per day. Class sizes could be reduced further to support social distancing measures and minimising the amount of equipment needed per lesson • Team member should not wear PPE unless a person within that bubble 		<p>Any person showing symptoms of Coronavirus asked to leave session and should isolate in a specified room at school until collected</p> <p>Team member to self-isolate in line with government guidelines</p> <p>Communicate to schools if staff</p>



Area of business	Risk	What can we do to reduce risk	Action to be taken	Date to be done
Team member used in school outside of normal duties				
Team members taking breaks				
Clothing items worn by team members				
Team members travelling to and from their place of work				
Staff are insufficiently briefed on expectations				
Delivering Physical Education lessons in schools				
Pupils' behaviour on return to school does not comply with social distancing guidance				
Dealing with first aid				
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour and other policies are no longer fit for purpose in the current circumstances				



Useful Links

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

http://www.legislation.gov.uk/ukpga/2020/7/pdfs/ukpga_20200007_en.pdf

