

WESTFIELD SCHOOL (4 April 2022)

Overall Risk Assessment

	Hazard	Control measures	Outcome	Responsible
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policy & procedures regularly updated.	Staff and pupils kept safe.	KQ
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government advice constantly reviewed.	Latest Government advice applied.	NW/JL
C	Changes not regularly communicated to staff, pupils, parents and governors.	All relevant parties advised regularly.	All relevant parties kept up to date with latest advice.	NW/JL
D	Changes to assessments, procedures and other important matters not reviewed by Governors	All important matters advised to Governors' meetings.	Governors fully updated with all important matters.	JL
E	Insurers and/or brokers not updated with school's amended plans.	Insurance Broker consulted prior to re-opening and subsequent plans.	Appropriate insurance cover provided.	JL
F	Access to school not controlled effectively and visitor details not recorded.	Secure access procedure in place with record of visitors maintained.	Secure access controlled.	SB/JJ
G	Inadequate contingency plans for changes to school operation such as re-closing, loss of catering or teachers resulting from infections or local/national lockdown.	Contingency plans in place for changes to school operation.	School operation covered for changes in circumstances.	SLT
H	Risk assessments and protective measures for out of school clubs and activities not regularly updated.	Risk assessments for out of school clubs and activities updated on a continual basis.	Out of school clubs and activities are properly risk assessed regularly.	JL
I	Risk assessments not regularly reviewed and updated based on feedback and issues identified from all those in school.	Regular feedback reviewed and acted upon.	Risk assessments constantly reviewed based on feedback.	SB
J	All hazards not identified properly mitigated and regularly re-assessed.	Regular review of identified hazards undertaken by Facilities Manager.	Risks regularly re-assessed and mitigated.	SB

Pupils, Parents and Staff Risk Assessment

	Hazard	Control Measures	Outcome	Responsible
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Communication channels constantly reviewed.	Communications channels kept open.	CL
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Robust two-way feedback and reply procedures in place for all parties.	Full communication with all parties maintained.	SLT
3	No school representative identified to liaise with local authorities and local health protection team.	SLT representative appointed to liaise with L.A. and L.H.P.T.	School representative identified.	KQ
4	No staff, pupil and / or parent health declaration implemented or recorded.	Health declaration system in place.	Health issues recorded.	JJ/DO/AD
5	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Counselling is in place.	Issues of this nature can be addressed.	KQ
6	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, web sites, search results, etc.	Bespoke internet safeguarding software installed to monitor/block inappropriate internet access.	Online safeguarding achieved.	CL

Pupils and Staff - Safety Risk Assessmet

	Hazard	Control Measures	Outcome	Responsible
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Safeguarding, codes of practice and staff handbook policies are regularly reviewed and updated.	Relevant policies and procedures are kept up to date.	SLT
2	CPD does / did not reflect required training for safeguarding, H&S, well-being etc	CPD programme contains all the relevant training.	Appropriate training achieved.	SLT
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Vulnerable pupils, parents and staff identified and supported.	Vulnerable persons catered for.	JJ/DO/AD

4	DSL and ADSL not easily contacted and their contact information not known to all.	DSL and ADSL readily available and contact information known to all.	DSL and ADSL are contactable at any time.	KQ
5	Updated fire drills, registers, routes and assembly points not rehearsed.	Fire drills are undertaken in accordance with Fire Safety policy and SD will be in operation when these currently take place.	Fire Safety maintained.	SB
6	Staff not having sufficient down time / rest during the working day / week?	Appropriate staff down time/rest is provided.	Staff able to perform their duties satisfactorily.	KQ
7	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Registration and recruitment policies & procedures are compliant.	Registration and recruitment policies & procedures compliant with new staff and pupils being inducted and registered.	NW/JL
8	SCR and required documents not properly verified or recorded.	SCR & required documents properly verified & recorded.	SCR is compliant.	JL/JJ
9	Security and access systems not regularly checked, updated and (where necessary) re-coded.	Security and access systems regularly checked, updated and access point codes changed.	Access is secure.	SB
10	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Sufficient hygiene stations in place.	Hygiene maintained.	DO
11	Hygiene stations not stocked, checked and cleaned regularly.	Hygiene stations reviewed and cleaned regularly.	Hygiene maintained.	DO
12	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Medical advice for vulnerable staff and children followed.	Vulnerable staff and children catered for.	DO/JJ/AD
13	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pupil and staff mental health and wellbeing recognised and supported.	Pupil and staff mental health and wellbeing managed.	SLT
14	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Pastoral and extra-curricular support in place.	Social engagement achievable.	All

Medical Risk Assessment (Including COVID-19)

	Hazard	Control Measures	Outcome	Responsible
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Sickness management rules fully explained.	Sickness management rules observed.	JL/DO/Admin
2	Insufficient First Aid trained personnel (ratio) for pupils in school.	Sufficient First Aid trained personnel in place.	First Aid cover available.	JL/DO
3	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	First Aid policy & procedures reviewed and advised.	Appropriate First Aid policies in place.	JL/DO
4	Medical room(s) improperly equipped.	Medical room(s) properly equipped.	Medical room(s) available.	DO
5	First Aid staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	First Aid staff have sufficient equipment, materials & training.	First Aid available and Hygiene maintained.	DO

Support Staff Risk Assessment

	Hazard	Control Measures	Outcome	Responsible
1	Support staff not briefed on changes regularly.	Support staff briefed on changes regularly.	Support staff aware of changes.	JL/DO
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Support staff have sufficient PPE, cleaning materials and training.	Support staff fully equipped.	DO
3	Security and access systems not regularly checked, updated and re-coded.	Security and access systems regularly checked, updated and re-coded.	Security maintained.	SB
4	Reconfigured areas, zones and routes hampering fire exits and routes.	Reconfigured areas reviewed for fire safety and tested during fire drills.	Fire safety maintained.	SB
5	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire and emergency procedures and routes regularly inspected and tested during fire drills.	Fire and Emergency procedures effective.	SB

Facilities Management Risk Assessment

	Hazard	Control Measures	Outcome	Responsible
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Sufficient heating and cooling systems in place.	Appropriate temperatures of building spaces maintained.	SB
2	Insufficient gas supply, venting and valves?	Sufficient gas supply, venting & valves.	Gas supply maintained.	SB
3	Air conditioning units, ducts not checked on re-occupying school facilities.	Air conditioning units and ducts checked on a regular basis.	Air conditioning operating safely.	SB
4	Ventilation and extraction systems not checked.	Ventilation and extraction systems checked on a regular basis.	Appropriate ventilation and extraction maintained.	SB
5	Electrical tests not up-to-date including emergency lighting and PAT	Electrical tests, emergency lighting tests and PAT testing up to date.	Electrical safety maintained.	SB
6	All electrical equipment brought in to school PAT tested?	All electrical equipment brought into school PAT tested.	Electrical safety maintained.	SB
7	Water testing for temperature, flow and legionella not in date for test.	Water and Legionella testing up to date.	Water safety maintained.	SB
8	Water supply not tested for legionella on re-opening facilities.	All water outlets flushed daily.	Water safety maintained.	SB
9	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire equipment servicing and testing up to date.	Fire safety maintained.	SB
10	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen reconfigured, stocked and cleaned ready for re-opening.	Kitchen set up for re-opening.	DO
11	Insufficient staff and cleaners to maintain high standards of hygiene.	Staff and Cleaning Contractor fully briefed on cleaning requirements.	Hygiene maintained.	DO
12	Servery and dining room rules not properly considered, inadequate or safe including cleaning of hard surfaces between sittings.	SD maintained in dining room and cleaning regime in place between sittings.	SD and hygiene maintained.	DO/JI
13	Insufficient drinking supplies and hydration available in dining room.	Adequate drinking & hydration supplies maintained.	Hydration fully maintained.	DO/JI
14	Cleaners have insufficient or revised instructions for the enhanced cleaning regime.	The cleaning contractor has been fully engaged in the formulation of the enhanced cleaning programme.	Enhanced cleaning regime fully operated.	DO/Contractor
15	Approach not agreed to any scheduled or ongoing building works.	No ongoing or scheduled building works.	No ongoing or scheduled building works.	JL/SB
16	Waste procedures not reviewed or sufficient.	Waste procedures sufficient.	Waste removal satisfactory.	SB/DO

17	Pest control services not recorded, deficiencies not identified or actioned.	System for pest control in place.	Pest control maintained.	SB
18	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles fit for purpose.	SB/DO