



**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**

In response to government directives, this Risk Assessment and Protective Measures Plan is a ‘living document’ and is kept under constant review.

At the time of writing we have used the latest version of ‘Schools COVID-19 operational guidance’ [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

As the country moves out of restrictions and learns to live with COVID-19, this is a much slimmer version of the documents seen in previous iterations. This reflects the removal of many restrictions across the country.

If cases of COVID-19 reoccur, the school is holding an ‘Outbreak Management Plan’ to use when/if multiple cases of COVID-19 are identified within the community and Local/National Public Health teams agree that certain protective measures are required to return. Thresholds for this can be seen on our Outbreak Management Plan.

| DfE - Guidance/Action points   | School’s Response – Control Measures   | Persons responsible   | Documents - reference point |      |           |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
|--|--|---|-----------------------------|------|-----------|---|---|----|----|--|----------|---|---|---|----|--|----------|---|---|---|---|--|--------|---|---|---|---|---------------|--|-----|--------|------|-----------|--|--|------------|--|--|--|
| <b>Section 1: Public Health advice to minimise public risk</b>   |  |   |                             |      |           |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
| <b>Risk assessment</b>   |  |   |                             |      |           |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
| <b>Protection</b>  | <ol style="list-style-type: none"> <li>1. This document is the school’s risk assessment and protective measures plan to consider the risks posed in September 2021</li> <li>2. Leaders will monitor that the controls are:               <ul style="list-style-type: none"> <li>• effective</li> <li>• working as planned</li> <li>• updated appropriately considering any issues identified and changes in public health advice</li> </ul> </li> <li>3. The document uses the following Probability/Impact table</li> </ol> | <ol style="list-style-type: none"> <li>1. MTa/VTh/M Ha</li> <li>2. SLT</li> <li>3. SLT</li> </ol> |                             |      |           |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
| <table border="1" style="margin: auto;"> <tr> <td></td> <td>Probable</td> <td style="background-color: #ffc107;">4</td> <td style="background-color: #dc3545;">8</td> <td style="background-color: #dc3545;">12</td> <td style="background-color: #dc3545;">16</td> </tr> <tr> <td></td> <td>Possible</td> <td style="background-color: #6c757d;">3</td> <td style="background-color: #ffc107;">6</td> <td style="background-color: #dc3545;">9</td> <td style="background-color: #dc3545;">12</td> </tr> <tr> <td></td> <td>Unlikely</td> <td style="background-color: #6c757d;">2</td> <td style="background-color: #ffc107;">4</td> <td style="background-color: #ffc107;">6</td> <td style="background-color: #dc3545;">8</td> </tr> <tr> <td></td> <td>Remote</td> <td style="background-color: #6c757d;">1</td> <td style="background-color: #6c757d;">2</td> <td style="background-color: #ffc107;">3</td> <td style="background-color: #ffc107;">4</td> </tr> <tr> <td style="text-align: right;">Probability ↑</td> <td></td> <td style="text-align: center;">Low</td> <td style="text-align: center;">Medium</td> <td style="text-align: center;">High</td> <td style="text-align: center;">Very High</td> </tr> <tr> <td></td> <td></td> <td colspan="4" style="text-align: center;">← Impact →</td> </tr> </table> |  |   |                             |      | Probable  | 4 | 8 | 12 | 16 |  | Possible | 3 | 6 | 9 | 12 |  | Unlikely | 2 | 4 | 6 | 8 |  | Remote | 1 | 2 | 3 | 4 | Probability ↑ |  | Low | Medium | High | Very High |  |  | ← Impact → |  |  |  |
|  | Probable   | 4   | 8                           | 12   | 16        |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
|  | Possible   | 3   | 6                           | 9    | 12        |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
|  | Unlikely   | 2   | 4                           | 6    | 8         |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
|  | Remote   | 1   | 2                           | 3    | 4         |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
| Probability ↑  |  | Low   | Medium                      | High | Very High |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |
|  |  | ← Impact →  |                             |      |           |   |   |    |    |  |          |   |   |   |    |  |          |   |   |   |   |  |        |   |   |   |   |               |  |     |        |      |           |  |  |            |  |  |  |

**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**



| 1. Prevention  |  |   |  |
|--|--|---|--|
| 1.1 Reducing contact with individuals who have COVID-19  |  |   |  |
| Risk <u>Before</u> Control Measures  | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures)   | Risk Factor<br>(Before Control Measures) |
|  | <b>3</b>                                 | <b>3</b>  | <b>9</b>                                 |
| School's Response – Control Measures   |  | Persons responsible   | Documents - reference point              |
| <ol style="list-style-type: none"> <li>1. Pupils, staff and other adults should not come into school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive – parents to report to school office (via phone) staff to report to VTh.</li> <li>2. Anyone in school who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), will be sent home and advised to undertake a PCR test.</li> <li>3. If a child is awaiting collection, they will be moved to the medical room (isolation room) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision where required.</li> <li>4. If the child needs to go to the toilet while waiting to be collected, they will use the visitor's toilet. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>5. PPE may be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE will be located in the medical room and staff will be guided on how to use it.</li> <li>6. If staff in school begin to show symptoms they must go to the reception area and inform the business team and go home to arrange a PCR test.</li> <li>7. As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</li> <li>8. Everyone must wash their hands thoroughly for around 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ol> |  | <ol style="list-style-type: none"> <li>1. All</li> <li>2. SLT/Family</li> <li>3. First aider</li> <li>4. Same first aider and Site Manager</li> <li>5. JJa</li> <li>6. Staff</li> <li>7. Staff</li> <li>8. All</li> </ol> |  |
| Risk <u>After</u> Control Measures   | Probability<br>(After Control Measures)  | Impact<br>(After Control Measures)  | Risk Factor<br>(After Control Measures)  |
|  | <b>1</b>                                 | <b>2</b>  | <b>2</b>                                 |

**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**



| <b>1.2 Clean hands thoroughly more often than usual</b>  |   |  |   |
|--|---|--|---|
| <b>Risk <u>Before</u> Control Measures</b>   | <b>Probability</b><br>(Before Control Measures) | <b>Impact</b><br>(Before Control Measures) | <b>Risk Factor</b><br>(Before Control Measures) |
|  | <b>3</b>  | <b>4</b>                                   | <b>12</b>                                       |
| <b>School's Response – Control Measures</b>  |   | <b>Persons responsible</b>                 | <b>Documents - reference point</b>              |
| 1. Hand washing or hand sanitiser 'stations' will be available so that all pupils and staff can clean their hands regularly.<br>2. Posters will be displayed around the site reminding staff and children to wash hands. |   | 1. JJa/Site Manager<br>2. JJa/Site Manager |   |
| <b>Risk <u>After</u> Control Measures</b>  | <b>Probability</b><br>(After Control Measures)  | <b>Impact</b><br>(After Control Measures)  | <b>Risk Factor</b><br>(After Control Measures)  |
|  | <b>1</b>  | <b>1</b>                                   | <b>1</b>  |

| <b>1.3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b>  |   |  |   |
|---|---|--|---|
| <b>Risk <u>Before</u> Control Measures</b>  | <b>Probability</b><br>(Before Control Measures) | <b>Impact</b><br>(Before Control Measures)               | <b>Risk Factor</b><br>(Before Control Measures) |
|   | <b>3</b>  | <b>4</b>   | <b>12</b>                                       |
| <b>School's Response – Control Measures</b>   |   | <b>Persons responsible</b>                               | <b>Documents – reference point</b>              |
| 1. Each area will have enough tissues and lidded bins available in the school to support children and staff to follow the 'catch it, bin it, kill it' approach.<br>2. Posters will be displayed around the site reminding staff and children to wash their hands.<br>3. Teachers will use age appropriate resources to teach children and will support and remind children to follow the guidelines.<br>4. Children with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them (this is not a reason to deny these pupils face to face education). |   | 1. Site Manager<br>2. Site Manager<br>3. Staff<br>4. JCo |   |
| <b>Risk <u>After</u> Control Measures</b>   | <b>Probability</b><br>(After Control Measures)  | <b>Impact</b><br>(After Control Measures)                | <b>Risk Factor</b><br>(After Control Measures)  |
|   | <b>1</b>  | <b>2</b>   | <b>2</b>  |

**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**



| 1.4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach  |  |  |  |
|---|--|--|--|
| Risk <u>Before</u> Control Measures   | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures)  | Risk Factor<br>(Before Control Measures) |
|   | 2  | 3  | 6  |
| School's Response – Control Measures  |  | Persons responsible  | Documents – reference point              |
| 1. An enhanced cleaning schedule will remain in place – This will include: more frequent cleaning of rooms / shared areas that are used by different groups and frequently touched surfaces being cleaned more often than normal.<br>2. Toilets will be cleaned regularly and children will be encouraged to clean their hands thoroughly after using the toilet.<br>3. Regular ordering of cleaning products.<br>4. Use of fogging machine/canister if a confirmed case is reported to clear area. |  | 1. Site Manager / JJa<br>2. Site Manager<br>3. Site Manager<br>4. Site Manager |  |
| Risk <u>After</u> Control Measures  | Probability<br>(After Control Measures)  | Impact<br>(After Control Measures)   | Risk Factor<br>(After Control Measures)  |
|   | 1  | 2  | 2  |

| 1.5 Where necessary, wear appropriate personal protective equipment (PPE)   |  |                                     |  |
|---|--|-------------------------------------|--|
| Risk <u>Before</u> Control Measures   | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures) | Risk Factor<br>(Before Control Measures) |
|   | 2  | 4                                   | 8  |
| School's Response – Control Measures  |  | Persons responsible                 | Documents - reference point              |
| 1. The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ol style="list-style-type: none"> <li>a. where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>b. where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used – risk assessments</li> </ol> |  | 1a. JJa<br>1b. JCo                  |  |
| Risk <u>After</u> Control Measures  | Probability<br>(After Control Measures)  | Impact<br>(After Control Measures)  | Risk Factor<br>(After Control Measures)  |
|   | 1  | 1                                   | 1  |

**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**



**2 Response to any infection**

**2.1 Engage with the NHS Test and Trace process**

| Risk <u>Before</u> Control Measures  | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures) | Risk Factor<br>(Before Control Measures) |
|--|--|-------------------------------------|--|
|  | <b>3</b>                                 | <b>4</b>                            | <b>12</b>                                |
| School's Response – Control Measures   |  | Persons responsible                 | Documents - reference point              |
| 1. We will engage with the NHS Test and Trace if required.<br>2. We will use our 'Outbreak Management Plan' if required. |  | 1. All<br>2. All                    |  |
| Risk <u>After</u> Control Measures   | Probability<br>(After Control Measures)  | Impact<br>(After Control Measures)  | Risk Factor<br>(After Control Measures)  |
|  | <b>1</b>                                 | <b>1</b>                            | <b>1</b>                                 |

**2.2 Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

| Risk <u>Before</u> Control Measures  | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures) | Risk Factor<br>(Before Control Measures) |
|--|--|-------------------------------------|--|
|  | <b>3</b>                                 | <b>4</b>                            | <b>12</b>                                |
| School's Response – Control Measures   |  | Persons responsible                 | Documents - reference point              |
| 1. SLT will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19).<br>2. The SLT/SBM will contact the local health protection team and will follow guidance given. |  | 1. SLT<br>2. SLT/SBM                |  |
| Risk <u>After</u> Control Measures   | Probability<br>(After Control Measures)  | Impact<br>(After Control Measures)  | Risk Factor<br>(After Control Measures)  |
|  | <b>2</b>                                 | <b>2</b>                            | <b>4</b>                                 |



**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**



| <b>2.3 Contain any outbreak by following local health protection team advice</b>   |   |  |   |
|--|---|--|---|
| <b>Risk <u>Before</u> Control Measures</b>   | <b>Probability</b><br>(Before Control Measures) | <b>Impact</b><br>(Before Control Measures) | <b>Risk Factor</b><br>(Before Control Measures) |
|  | <b>2</b>  | <b>4</b>                                   | <b>8</b>  |
| <b>School's Response – Control Measures</b>  |   | <b>Persons responsible</b>                 | <b>Documents - reference point</b>              |
| 1. If we meet the thresholds set out in our Outbreak Management Plan we will consult with local public health colleagues.<br>2. We will follow our Outbreak Management Plan. |   | 1. SLT/SBM<br>2. All                       |   |
| <b>Risk <u>After</u> Control Measures</b>  | <b>Probability</b><br>(After Control Measures)  | <b>Impact</b><br>(After Control Measures)  | <b>Risk Factor</b><br>(After Control Measures)  |
|  | <b>2</b>  | <b>2</b>                                   | <b>4</b>  |

| <b>3. School operations</b>  |   |  |   |
|--|---|--|---|
| <b>Transport</b>   |   |  |   |
| <b>3.1 Wider public transport</b>  |   |  |   |
| <b>Risk <u>Before</u> Control Measures</b>   | <b>Probability</b><br>(Before Control Measures) | <b>Impact</b><br>(Before Control Measures) | <b>Risk Factor</b><br>(Before Control Measures)   |
|  | <b>2</b>  | <b>2</b>                                   | <b>4</b>  |
| <b>School's Response – Control Measures</b>  |   | <b>Persons responsible</b>                 | <b>Documents - reference point</b>  |
| 1. We will encourage staff, pupils and parents to walk or cycle to school.<br>2. Where staff, pupils or parents need to use public transport e.g. buses/taxis, they will be encouraged to follow government guidelines.<br>3. Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a> . |   | 1. HOS<br>2. HOS                           | <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> |
| <b>Risk <u>After</u> Control Measures</b>  | <b>Probability</b><br>(After Control Measures)  | <b>Impact</b><br>(After Control Measures)  | <b>Risk Factor</b><br>(After Control Measures)  |
|  | <b>2</b>  | <b>1</b>                                   | <b>2</b>  |

**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**



| <b>Attendance</b>  |   |  |  |
|--|---|--|--|
| <b>3.2 Attendance expectations</b>   |   |  |  |
| <b>Risk Before Control Measures</b>  | <b>Probability</b><br>(Before Control Measures) | <b>Impact</b><br>(Before Control Measures) | <b>Risk Factor</b><br>(Before Control Measures)  |
|  | <b>2</b>  | <b>2</b>                                   | <b>4</b>   |
| <b>School's Response – Control Measures</b>  |   |  | <b>Persons responsible</b>   |
| <ol style="list-style-type: none"> <li>1. School attendance is mandatory.</li> <li>2. Usual rules on school attendance will apply, including:                             <ul style="list-style-type: none"> <li>- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>- schools' responsibilities to record attendance and follow up absence;</li> <li>- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> </ul> </li> <li>3. Amendments to the school's attendance policy will outline special consideration for any COVID19 related absences.</li> </ol> |   |  | <ol style="list-style-type: none"> <li>1. Parents</li> <li>2. VTh/Office team</li> <li>3. VTh</li> </ol> |
| <b>Risk After Control Measures</b>   | <b>Probability</b><br>(After Control Measures)  | <b>Impact</b><br>(After Control Measures)  | <b>Risk Factor</b><br>(After Control Measures)   |
|  | <b>2</b>  | <b>1</b>                                   | <b>2</b>   |

| <b>4. School workforce</b>  |   |  |   |
|---|---|--|---|
| <b>Risk Before Control Measures</b>   | <b>Probability</b><br>(Before Control Measures) | <b>Impact</b><br>(Before Control Measures) | <b>Risk Factor</b><br>(Before Control Measures)   |
|   | <b>4</b>  | <b>4</b>                                   | <b>16</b>   |
| <b>4.1 Staff who are clinically vulnerable or extremely clinically vulnerable</b>   |   |  |   |
| <b>School's Response – Control Measures</b>   |   |  | <b>Persons responsible</b>  |
| <ol style="list-style-type: none"> <li>1. We will apply the full measures: <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/schools-coronavirus-operational-guidance.pdf">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></li> <li>- In doing this, risks to all staff will be mitigated significantly for all staff members including those who are classified as clinically vulnerable (and pregnant women) or extremely clinically vulnerable.</li> </ol> |   |  | <ol style="list-style-type: none"> <li>1. All staff</li> </ol>  |
|   |   |  | <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/schools-coronavirus-operational-guidance.pdf">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a> |



**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**

| 4.2 Employer health and safety and equalities duties   |  |                                    |   |
|--|--|------------------------------------|---|
| <ol style="list-style-type: none"> <li>Schools have a legal obligation to protect their employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way.</li> <li>School will implement this risk assessment and protective measures plan and keep it under review.</li> </ol>  | <ol style="list-style-type: none"> <li>All staff</li> <li>SLT</li> </ol> |                                    |   |
| 4.3 Supporting staff   |  |                                    |   |
| <ol style="list-style-type: none"> <li>SLT will share this risk assessment and protective measures plan and hold a meeting to receive feedback and discuss any issues arising.</li> <li>Staff, line managers and leaders are aware of the challenges some staff may have with their mental health. Staff should seek support from their line managers or leaders if necessary.</li> <li>Staff can access the following to support themselves:               <ul style="list-style-type: none"> <li>- <a href="#">extra mental health support for pupils and teachers</a> (DfE)</li> <li>- <a href="#">Education Support Partnership</a></li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>SLT</li> </ol>                    |                                    |   |
| 4.4 Staff deployment   |  |                                    |   |
| <ol style="list-style-type: none"> <li>SLT will be mindful of the way staff are deployed and what they are asked to do.</li> </ol>   | <ol style="list-style-type: none"> <li>SLT</li> </ol>                    |                                    |   |
| 4.5 Deploying support staff and accommodating visiting specialists   |  |                                    |   |
| <ol style="list-style-type: none"> <li>We will ensure that appropriate support is made available for pupils with SEND, for example by deploying learning support assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</li> <li>Support staff may be used to undertake catch-up provision or targeted interventions.</li> <li>Support staff may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England)).</li> </ol>                                   | <ol style="list-style-type: none"> <li>SLT/ JCo</li> </ol>               |                                    |   |
| 4.6 Supply teachers and other temporary teachers   |  |                                    |   |
| <ol style="list-style-type: none"> <li>We will continue to engage supply teachers and other supply staff where necessary.</li> </ol>   | <ol style="list-style-type: none"> <li>SLT</li> </ol>                    |                                    |   |
| 4.7 Other support  |  |                                    |   |
| <ol style="list-style-type: none"> <li>Volunteers used in school will be expected to comply with the school's arrangements for managing and minimising risk.</li> <li>The school will follow its safeguarding policy.</li> </ol>   | <ol style="list-style-type: none"> <li>SBM</li> <li>SBM</li> </ol>       |                                    |   |
| Risk <u>After</u> Control Measures   | Probability<br>(After Control Measures)                                  | Impact<br>(After Control Measures) | Risk Factor<br>(After Control Measures) |
|  | 2  | 1                                  | 2                                       |



**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**



### 5 Safeguarding

| Risk <u>Before</u> Control Measures  | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures) | Risk Factor<br>(Before Control Measures) |
|--|--|-------------------------------------|--|
|  | 3  | 3                                   | 9  |
| <b>School's Response – Control Measures</b>  |  | <b>Persons responsible</b>          | <b>Documents - reference point</b>       |
| 1. During safeguard training, staff will be reminded to be extra vigilant in looking out for signs of harm. Staff will be aware of pupils working online and the risks that this poses.<br>2. School will follow usual safeguarding protocols. |  | 1. All staff<br>2. All staff        |  |
| Risk <u>After</u> Control Measures   | Probability<br>(After Control Measures)  | Impact<br>(After Control Measures)  | Risk Factor<br>(After Control Measures)  |
|  | 3  | 1                                   | 3  |

### 6 Catering

| Risk <u>Before</u> Control Measures  | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures) | Risk Factor<br>(Before Control Measures) |
|--|--|-------------------------------------|--|
|  | 1  | 2                                   | 2  |
| <b>School's Response – Control Measures</b>                                |  | <b>Persons responsible</b>          | <b>Documents - reference point</b>       |
| 1. Normal service, operating as usual, being mindful of enhanced cleaning. |  | 1. JJa / JFr                        |  |
| Risk <u>After</u> Control Measures   | Probability<br>(After Control Measures)  | Impact<br>(After Control Measures)  | Risk Factor<br>(After Control Measures)  |
|  | 1  | 1                                   | 1  |

### 7 Estates/Site

| Risk <u>Before</u> Control Measures         | Probability<br>(Before Control Measures) | Impact<br>(Before Control Measures) | Risk Factor<br>(Before Control Measures) |
|---|--|-------------------------------------|--|
|   | 2  | 3                                   | 6  |
| <b>School's Response – Control Measures</b> |  | <b>Persons responsible</b>          | <b>Documents - reference point</b>       |
|   |  |                                     |  |



**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**

|  |  |  |   |
|--|--|--|---|
| <ol style="list-style-type: none"> <li>1. School will continue to follow its health and safety protocols.</li> <li>2. Additional hand sanitiser stations will be in place.</li> <li>3. Some windows and some internal doors around the building will be open to aid ventilation.               <ul style="list-style-type: none"> <li>- Open windows just enough to provide background ventilation</li> <li>- Open the windows more fully to purge the air during break &amp; lunchtime (being mindful of children hitting heads on open windows when outdoors)</li> <li>- External doors may be used as long as they are not fire doors.</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>1. Site Manager</li> <li>2. Site Manager</li> <li>3. All</li> </ol> |  |   |
| <b>Risk <u>After</u> Control Measures</b>  | <b>Probability</b><br><small>(After Control Measures)</small>  | <b>Impact</b><br><small>(After Control Measures)</small> | <b>Risk Factor</b><br><small>(After Control Measures)</small> |
|  | <b>2</b>   | <b>1</b>   | <b>2</b>  |

| 8 Extra-curricular provision   |  |   |  |
|--|--|---|--|
| <b>Risk <u>Before</u> Control Measures</b>   | <b>Probability</b><br><small>(Before Control Measures)</small> | <b>Impact</b><br><small>(Before Control Measures)</small>                     | <b>Risk Factor</b><br><small>(Before Control Measures)</small> |
|  | <b>3</b>   | <b>3</b>  | <b>9</b>   |
| <b>School's Response – Control Measures</b>  |  | <b>Persons responsible</b>  | <b>Documents - reference point</b>                             |
| <ol style="list-style-type: none"> <li>1. Breakfast club – operational as usual.</li> <li>2. After school clubs – operational as usual.</li> </ol> |  | <ol style="list-style-type: none"> <li>1. TMc/ JGa</li> <li>2. TMc</li> </ol> |  |
| <b>Risk <u>After</u> Control Measures</b>  | <b>Probability</b><br><small>(After Control Measures)</small>  | <b>Impact</b><br><small>(After Control Measures)</small>                      | <b>Risk Factor</b><br><small>(After Control Measures)</small>  |
|  | <b>1</b>   | <b>1</b>  | <b>1</b>   |

| 9 Contingency planning for outbreaks        |  |   |  |
|---|--|---|--|
| <b>Risk <u>Before</u> Control Measures</b>  | <b>Probability</b><br><small>(Before Control Measures)</small> | <b>Impact</b><br><small>(Before Control Measures)</small> | <b>Risk Factor</b><br><small>(Before Control Measures)</small> |
|   | <b>3</b>   | <b>3</b>  | <b>9</b>   |
| <b>School's Response – Control Measures</b> |  | <b>Persons responsible</b>                                | <b>Documents - reference point</b>                             |
|   |  |   |  |



**Greenleys Junior School**  
**Risk Assessment and Protective Measures Plan – Sept 2021**

|   |  |   |  |
|---|--|---|--|
| <ol style="list-style-type: none"> <li>The school will follow government advice if a Milton Keynes sees a spike in infection rates that is resulting in localised community spread.</li> <li>We may follow our Outbreak Management Plan.</li> </ol> | <ol style="list-style-type: none"> <li>MTa/VTh</li> <li>MTa/VTh</li> </ol> |   |  |
| <b>Risk <u>After</u> Control Measures</b>   | <b>Probability</b><br>(After Control Measures)                             | <b>Impact</b><br>(After Control Measures) | <b>Risk Factor</b><br>(After Control Measures) |
|   | <b>2</b>   | <b>1</b>                                  | <b>2</b>                                       |

|   |   |   |   |
|---|---|---|---|
| <b>Annex A: Health and safety risk assessment</b>   |   |   |   |
| <b>Risk <u>Before</u> Control Measures</b>  | <b>Probability</b><br>(Before Control Measures) | <b>Impact</b><br>(Before Control Measures)  | <b>Risk Factor</b><br>(Before Control Measures) |
|   | <b>3</b>  | <b>4</b>  | <b>12</b>                                       |
| <b>School's Response – Control Measures</b>   |   | <b>Persons responsible</b>  | <b>Documents - reference point</b>              |
| <b>COVID-19 specific</b>  |   |   |   |
| <ol style="list-style-type: none"> <li>We will follow government guidance and regularly monitor this risk assessment and amend when necessary e.g. standard agenda item on weekly SLT agenda.</li> <li>We will do everything reasonable practicable to minimise risks from COVID-19, recognising that we cannot completely eliminate the risk of coronavirus (COVID-19).</li> <li>The risk assessments will be published on our website.</li> </ol>   |   | <ol style="list-style-type: none"> <li>SLT</li> <li>SLT</li> <li>MTa</li> </ol>         |   |
| <b>Wider guidance on the risk assessment process</b>  |   |   |   |
| <ol style="list-style-type: none"> <li>We will record significant findings from our risk assessment by identifying: <ul style="list-style-type: none"> <li>the hazards</li> <li>how people might be harmed by them</li> <li>what they have in place to control risk</li> </ul> </li> <li>This document will be shared with staff and a meeting will be held to discuss the content and address any concerns raised.</li> <li>Where staff have any concerns, the school's usual procedures will be used for reporting e.g. through line managers and weekly agenda items during meetings.</li> </ol> |   | <ol style="list-style-type: none"> <li>JJa/DRe</li> <li>MTa/VTh</li> <li>All</li> </ol> |   |
| <b>Risk <u>After</u> Control Measures</b>   | <b>Probability</b><br>(After Control Measures)  | <b>Impact</b><br>(After Control Measures)   | <b>Risk Factor</b><br>(After Control Measures)  |
|   | <b>3</b>  | <b>1</b>  | <b>3</b>  |