

Winter readiness RA

Risk No	Risk/challenge	Probability	Impact	Outcome	Mitigation	Links
1	Severe weather	<i>high</i>	<i>high</i>	Whole or partial school closure Disruption to children's learning Attendance implications Widespread and prolonged disruption	Overview and RA shared with schools to ensure they: Make every effort to keep schools open even if for limited numbers to attend Have up to date Business Continuity Plans Have an Incident Management Team for severe weather: procedures and processes and communication for staff, parents and relevant services. RA, planning, training, clearly defined responsibility for personal and review process Communicate plans in advance to families/wider community Risk assess situation, plan and implement remote learning procedures as soon as possible Ensure schools are aware of attendance coding Ensure schools are aware of HR flexible staffing requirements around duties and activities: <i>Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</i> Consider remaining open for Key Worker and Vulnerable Children Consider partial closure, opening for limited hours Communicate through NCC Emergency School Closures System	Schools (norfolk.gov.uk) - Cold weather advice
2	Shortage of staff - high proportion of staff off through illness over a sustained period of time. COVID-19 as well as widespread infectious diseases including pandemic flu and staff that have travelled internationally	<i>high</i>	<i>high</i>	Whole or partial school closure Disruption to children's learning Attendance implications Widespread and prolonged disruption	Overview and RA shared with schools to ensure they: Make every effort to keep schools open even if for limited numbers to attend Implement remote learning where possible Ensure schools are aware of attendance coding Ensure schools are aware of HR flexible staffing requirements around duties and activities - as above Consider remaining open for Key Worker and Vulnerable Children Larger grouping of CYP where appropriate Consider partial closure, opening for limited hours	Schools (norfolk.gov.uk) - Coronavirus (COVID-19)
3	Utilities and local services disruption: boiler breakdown, oil delays, boiler servicing. Catering supply disruption	<i>medium</i>	<i>high</i>	Whole or partial school closure Disruption to children's learning Attendance implications Widespread and prolonged disruption	Overview and RA shared with schools to ensure they: Make every effort to keep schools open even if for limited numbers to attend Have up to date Business Continuity Plans Implement remote learning where possible Consider remaining open for Key Worker and Vulnerable Children Consider partial closure, opening for limited hours Ensure boilers and heating systems are maintained regularly, ensure pipes are appropriately lagged inspect windows and exterior doors for draughts; draught-proof as needed Ensure any particular concerns regarding a likely failure of any element of your building (mechanical, electrical or building fabric) have been resolved	Schools (norfolk.gov.uk) - Cold weather advice
4	High proportion of children absent due to infectious diseases; potential need for deep cleaning	<i>medium</i>	<i>high</i>	Whole school closure Disruption to children's learning Attendance implications	Overview and RA shared with schools to ensure they: Implement remote learning where possible Have plans for some flexibility of staff duties and activities Ensure schools are aware of attendance coding	Schools (norfolk.gov.uk) - Health safety and wellbeing Services
5	Transport issues: driver shortages, fuel disruption	<i>medium</i>	<i>medium</i>	Whole or partial school closure. Disruption to children's learning Attendance implications Widespread and prolonged disruption	Overview and RA shared with schools to ensure they: Make every effort to keep schools open even if for limited numbers to attend Have up to date Business Continuity Plans Implement remote learning where possible Consider remaining open for Key Worker and Vulnerable Children Have plans for some flexibility of staff duties and activities Larger groupings of CYP where appropriate Consider partial closure, opening for limited hours	