



**All Souls' Catholic**  
**PRIMARY SCHOOL**

**COVID-19**  
**Operational Risk Assessment**

**Reviewed to reflect The Government's Plan B**  
**January 2022**

**Updated: 05-01-2022**

## **Coventry School Partnership: Covid19 Operational Risk Assessment – Re-opening of Primary Schools (major revision 4)**

### **1. Introduction:**

Coventry's Partnership of schools agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in 'Coventry Schools Covid-19 Re-set and Recovery Plan' in May 2020. On 2<sup>nd</sup> July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22<sup>nd</sup> February 2021. On the 19<sup>th</sup> July 2021 the Government removed the requirement for some mitigations within schools, these were further ratified on 17<sup>th</sup> August 2021 amended guidance. In response to the Omicron variant, the Government announced on the 8th December 2021 that it had enacted Plan B, as set out in the autumn and winter plan 2021. The additional measures required to enable schools to continue to offer face to face teaching to pupils as set out in **Schools COVID-19 January 2022**

*These changes are fully reflected in this guidance and risk assessment.*

In preparing and reviewing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that SHOULD be taken if it is reasonably practicable to do so.

The risk assessment must be considered alongside the Outbreak Management Plan (Updated January 2022) to ensure schools are able to respond rapidly to any outbreak requiring implementation of more robust mitigations to break the chain of transmission, ensuring that the school community are safe and pupils have minimal disruption to face to face high quality teaching within school.

It is made clear by the Government that Departmental advice "*does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations*". Consequently, Health and Safety Legislation continues to take precedence in law.

### **This risk assessment guidance:**

- Sets out the current context and statutory health and safety obligations as at 2nd January 2022, to take effect on 6th January 2022
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within school
- Provides an exemplar risk assessment (revised) that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures), which all staff should read, understand and sign
- Incorporates hyperlinks to current sources of helpful information and resource

**What is the risk?** Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk, is the potential transmission of Covid19 between members of the school community and consequently the wider community balanced with the risk of disrupting the education of pupils and the inherent loss of learning and the potential impact their emotional mental health, life outcomes and wider impact on families.

The Government is clear that the context of the pandemic has changed as a direct consequence of Covid-19 vaccine take-up, thereby reducing the impact on the NHS and loss of life. This risk assessment therefore reflects the fact that whilst the virus remains in general circulation the risk of harm, particularly to children and adults who have been vaccinated, is significantly lower now than in the Spring/early Summer of 2020.

**Step 4 of the Government's Roadmap:** moved away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

Plan B recognises the rapid transmission of the Omicron variant across the nation. Whilst there is no evidence that Omicron has increased hospital admission the infection is having a significant impact on staffing absence and therefore availability across the national workforce, impacting on all key services specifically the availability of teaching and ancillary staff for schools, transport and support services.

**Who is responsible?** The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the head teacher and school management team. Reference: <https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

## 2. Overview of Actions required for safe methods of working:

- Put in place sensible approaches to minimise the risk of Covid19 transmission to staff, pupils and visitors whilst in school.
- Communicate the risks and required safe methods of working to all building users including parent/carer
- Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.
- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.
- Exercise vigilance and ongoing monitoring, underpinned by accurate recording to ensure that an outbreak is identified promptly and the outbreak plan is triggered.

### 2.1 Key message:

Good health and safety is about keeping things simple, being proportionate and focusing on the real (substantive) risks. Procedures should be clear and concise with assessment of risk being practical. Good leadership is about getting the balance right on managing risk rationally, it is not about trying to eliminate it altogether.

### 2.2 What leaders need to do:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.

- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
  - Consult and engage employees in the development of the risk assessment and ongoing review
  - Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
  - Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.
- See: <https://www.hse.gov.uk/services/education/sensible-leadership/leadership-test.pdf>

### 3. Locally agreed Principles:

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system

### 4. What we know:

The World Health Organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. Vaccination, meticulous hand and respiratory hygiene practice, regular testing and self-isolation when required all serve to reduce risk significantly.

The balance of risk is now overwhelmingly in favour of children remaining in school and accessing a broad curriculum offer, including enrichment activities alongside their peers. For the vast majority of children, it is deemed that the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). For young people and adults age 12 and over, the strongest mitigation is two doses of an authorised Covid-19 vaccination, followed by a booster vaccination.

“COVID 19 is a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains” The Government’s priority is to sustain face-to-face high quality education for all pupils “...being out of education causes significant harm to educational attainment, life chances, mental and physical health” Source: *Schools COVID-19 January 2022*

**The hierarchy of controls:** if properly implemented will substantially reduce the risk of transmission of infection.

### These include:

#### Exclusion:-

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend childcare settings, schools or colleges, and those that have been in contact with a positive case
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions) should be advised to read the *Guidance on shielding and protecting extremely vulnerable persons from covid-19* and if necessary should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA)

### Hygiene:-

- A stringent cleaning regime should be in place [COVID-19: cleaning in non-healthcare settings](#). At the highest level this could follow the advice set out in: [Covid-19-decontamination-in-non-healthcare-settings](#)
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.
- Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
- Maximising natural ventilation and access to the external learning environment remain strong control methods

### Social Distancing:-

- Whilst social distancing is no longer required within school, there may be circumstances where it is sensible to regulate movement at the school gate and school corridors to avoid crowded areas and queuing, where this is practicably possible and will not disrupt learning. This might include managed arrivals and departures; the continuation of designated entry points to the school; encouraging parents and older pupils not to assemble at the school gates but instead consider maintaining current disciplines including wearing a face covering, in crowded situation
- It is advisable to regulate entry so that the premises do not become overcrowded at any point ensuring no readily avoidable 'pinch points' are experienced at ingress or egress

### Lateral Flow Testing:-

Take active steps to identify asymptomatic cases within the school community, though the promotion of regular (twice weekly) lateral flow testing for all staff and pupils year 7 and above.

## 5. Summary:

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment was developed for City-wide use, which is pre-populated with generic safe methods of working. It was advised that if adopted, it would need to be adapted to each specific setting. The risk assessment template has been continuously reviewed to reflect the changes in risk and necessary controls from September 2020 when all pupils return to school on a full-time basis; the Lockdown of January 2021; the full reopening of schools from 8<sup>th</sup> March 2021, movement to Step 4 of the journey, which enables significant relaxation of necessary mitigations and the current step up to Plan B to respond to the rapid transmission of the Omicron variant throughout the general population. This will be reviewed by the Government on 26th January 2022

### The primary controls at Step 4 within a school setting are:

- The promotion of testing and the availability of on-site testing in secondary schools (required)
- The promotion of vaccination (advised)

- The continuation of stringent hand and respiratory hygiene (required)
- The continuation of stringent cleaning regimes (required)
- The use of face covering for staff, visitors and all secondary age pupils in communal areas and face covering for secondary age pupils in the classroom (required)
- Good ventilation – improvement of fresh air flow (required)
- Avoiding unnecessary close contacts with external groups e.g. parent gatherings (considered best practice)
- Promoting distancing and face covering in areas of congestion/crowding for example parents at the school gate (considered best practice)

In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL in response to infection spread and self-isolation requirements
- Maintaining communications with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Ongoing implementation of the recovery curriculum
- Maintaining a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of self-isolation, as instructed by Track and Trace or remote learning as a temporary measure directed by Public health in the event of an outbreak or as a consequence of critical staffing shortages that cannot be remediated by class reorganisation, the use of supply and/or non-teaching instructors or other safe arrangements.

## 6. Overview of Statutory Requirements - What you must do in law:

### **Prevention:**

- 1) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 2) Keep occupied spaces well ventilated.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by continuing to promote the 'catch it, bin it, kill it' approach.
- 5) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 6) Ensure face coverings and PPE are used in recommended circumstances.

### **In specific circumstances:**

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing.

### **Response to any infection**

- 10) Promote and engage with the NHS Test and Trace process if contacted
- 11) Contain any outbreak by following local health protection team advice as set out in the school outbreak plan

## 7. Resources and references:

<p><a href="#">Covid-19-response-summer-2021-roadmap</a>  <a href="#">Health-and-safety-advice-responsibilities-and-duties-for-schools</a>  <a href="#">Actions-for-schools: Covid19 -operational-guidance 17th August 21</a>  <a href="#">Air conditioning and ventilation during the coronavirus outbreak</a>  <a href="#">COVID-19: cleaning of non-healthcare settings</a>  <a href="#">COVID-19: cleaning in non-healthcare settings</a>  <a href="#">Keeping-children-safe-in-education--2021</a>  <a href="#">Safe-working-in-education-childcare-and-childrens-social-care</a>  <a href="#">Self-isolation-and-treatment/when-to-self-isolate-and-what-to-do</a>  <a href="#">Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>  <a href="#">Travel and quarantine for pupils</a>  <a href="#">Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries</a>  <a href="#">Covid-19-home-test-kits-for-schools-and-fe-providers</a>  <a href="#">Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></p>	<p><a href="#">Covid-19 vaccination-drop-in-clinics/</a>  <a href="#">Covid-19-vaccination sites</a>  <a href="#">Advice-for-pregnant-employees</a>  <a href="#">Free-school-meals-guidance</a>  <a href="#">Health and safety risk checklist for classrooms</a>  <a href="#">E-bug posters</a>  <a href="#">HSE working-safely/talking-to-your-workers</a>  <a href="#">Get-help-with-remote-education.education.gov.uk</a>  <a href="#">Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a>  <a href="#">Schools COVID-19 January 2022</a>  <a href="#">Face coverings</a>  <a href="#">Circumstances where people are not able to wear face coverings</a>  <a href="#">special schools, special post-16 providers and alternative provision</a>  <a href="#">General guidance about educational visits</a>  <a href="#">Outdoor Education Advisory Panel (OEAP). providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p>
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## Model COVID-19: Operational risk assessment for return to school, September 2021

Assessment conducted by:	Andrew Cooke	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	5 <sup>th</sup> January 2022	Review interval:	Under continuous review -, an infection outbreak will trigger additional mitigations	Date of next review:	26 <sup>th</sup> January 2022 and continuous review thereafter*

\* Government guidance confirms a review of necessary controls for schools will take place on 30<sup>th</sup> September 2021

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence			
		High (very likely)	Medium (possible)	Low (remote)	
Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
<b>1. Sustaining necessary controls to ensure the general safety of the building</b>					
<b>1.1 Establishing if the building remains following winter closure:</b>					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.		<ul style="list-style-type: none"> <li>▪ Health and safety audit conducted by nominated staff and Governor</li> <li>▪ Classroom audits undertaken using the HSE <a href="#">Health and safety risk checklist for classrooms</a></li> <li>▪ Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering:                             <ul style="list-style-type: none"> <li>▪ Different areas of the school</li> <li>▪ Procedures for when pupils and staff enter and leave school</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>• H&amp;S audit carried out including H&amp;S consultant.</li> <li>• Classroom audits have been carried out using the HSE Classroom Checklist. Any issues that arose have been addressed.</li> <li>• Risk Assessments up to date and shared.</li> <li>• Procedures for pupils and staff entering and leaving the building are in place and have been shared with staff &amp; parents. Children dropped off at school gates and collected from areas to</li> </ul>	



Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>avoid congestion</li> <li>Fogging of areas of school and EYFS resources in place.</li> </ul>	
<b>Statutory compliance has not been completed</b>		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All statutory compliance testing has continued and met the regular intervals / set dates for testing etc</li> <li>School is fully operational</li> </ul>	
<b>1.2 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads may children's safety at risk</b>		<p>If the DSL is not on site because of operational challenges, the following cover arrangements are in place:</p> <ul style="list-style-type: none"> <li>a trained DSL (or deputy) from the school will be available via phone or online video, e.g. working from home</li> <li>access to a trained DSL from a partner school, will be available via phone or online video</li> <li>Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>A list of all first aid trained staff, the level of training &amp; expiry date of qualification is available.</li> <li>2 members of staff are trained DSLs (two are awaiting training)</li> <li>Unity network have agreement to support schools in circumstances where a DSL may not be available.</li> </ul>	
<b>2. Maximising Good ventilation in all occupied spaces</b>					
<b>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</b>		<p>To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>):</p> <ul style="list-style-type: none"> <li>opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space).</li> <li>Opening internal doors can also assist with creating a throughput of air</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School Handyman opens all classroom/ corridor/ office windows at 6.30am</li> <li>Temperature dependent on arrival teaching staff close these leaving 2 open</li> <li>All windows and external doors fully opened when children not in classroom</li> <li>During winter parents will be encouraged to add extra layers of clothing for</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

		<ul style="list-style-type: none"> <li>▪ Opening external doors may be considered (as long as they are not fire doors and only where safe to do so)</li> <li>▪ Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see <a href="#">School uniform</a></li> <li>▪ Where possible furniture will be arranged to avoid direct drafts</li> <li>▪ mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>▪ <b>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</b></li> <li>▪ <b>Any poorly ventilated spaces will be identified, and effective steps taken to improve fresh air flow in these areas, this is particularly important for events bringing together groups of visitors for an event, e.g. school play. If this cannot be achieved the area will not be considered as fit for purpose and will not be used</b></li> </ul>		<p>their child</p> <ul style="list-style-type: none"> <li>• Heating is used as necessary ensuring pupils &amp; staff are comfortable</li> <li>• SLT check ventilation around other areas of school throughout the day</li> <li>• CO2 monitors in all classrooms to check quality of air.</li> </ul>	
2.2 Availability of staff and class sizes					
<p><b>The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school</b></p>		<ul style="list-style-type: none"> <li>▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>▪ Staff members who are clinically extremely vulnerable will resume normal work, but will be supported if they choose to take extra precautions to protect themselves by following the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</li> <li>▪ Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they are symptomatic</li> <li>▪ All staff are aware of the testing procedure and know that they are required to report their illness And follow required testing procedures</li> <li>▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to contribute to school activities or tasks e.g. to teach lessons online.</li> <li>▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required</li> <li>▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity</li> <li>▪ Contingency plans are in place to respond to a range of staffing scenarios that can be enacted at short notice</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Staff have shared any health concerns with the HT. VERAs completed.</li> <li>• Currently no CEV or CV staff</li> <li>• Information made available to staff with definitions of vulnerability.</li> <li>• Staff made aware of current symptom checker and that they must not attend school if they display symptoms</li> <li>• Clear arrangements are in place to deal with an incident where a pupil/staff member develops symptoms of COVID-19. This has been shared with staff.</li> <li>• An information sheet is available outlining testing procedure principles of self</li> </ul>	

				<ul style="list-style-type: none"> <li>-isolation</li> <li>• Lateral Flow Testing kits available for all staff at any time they wish to have a test cover will be in place to ensure that this can happen. Expectation that all staff undergo self-testing twice weekly</li> <li>• TAs have agreed to supervise bubbles under the direction of a teacher or member of SLT if necessary.</li> <li>• Remote/Home Learning Programme is in place for all Key Stages.</li> <li>• Updated/amended Safeguarding Policy in place</li> </ul>	
2.3 Testing and managing symptoms					
<p><b>Staff and pupils do not conform to Government guidance on testing for schools, which stimulates the risk of infection transmission leading to an outbreak</b></p>		<p><b>Asymptomatic testing</b></p> <p>Primary settings:</p> <ul style="list-style-type: none"> <li>- LFTs will be issued to staff to enable twice weekly testing when required.</li> <li>- Pupils will be encouraged to test on a regular basis, to mitigate the risk of a doubly vaccinated close contact, not required to isolate from transmitting the virus within school</li> <li>- The rationale for testing will be shared and reinforced with parents and the wider school community.</li> <li>- A log of all pupils in the school who have tested positive for COVID-19 including dates for onset of symptoms (if relevant) and test dates will be maintained, subject to the school being informed. This will be used to review transmission rates, support the identification of an outbreak and to provide any necessary information to the NHS Test and Trace service if it is required</li> <li>- Parents will be informed of a positive LFD test in school as appropriate and be asked to daily LFD tests for a minimum of 7 days</li> <li>- A pupil with a positive LFT test will be required to self-isolate with immediate effect for a minimum of 7 days following the onset of</li> </ul>		<ul style="list-style-type: none"> <li>- Relevant information and documentation shared with parents and staff</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

		<p>symptoms or date of test if asymptomatic. Evidence of a day 6 and a day 7 negative LFD test will be required before healthy pupils can return to school.</p> <ul style="list-style-type: none"> <li>- All pupils travelling to England must adhere to travel legislation</li> <li>- Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2.</li> </ul>			
<p><b>Close contacts promote transmission infection across the school community</b></p>		<ul style="list-style-type: none"> <li>▪ In response to all Covid-19 positive case, the school will:             <ul style="list-style-type: none"> <li>- identify all close contacts of the infected pupil/staff member during their infected period in school, this will include class, break, lunch-times, after school activities and transport</li> <li>- Notify parents/carers that the pupil may have been in close contact and issue a template letter</li> <li>- Notify staff and visitors that they may have been a close contact</li> <li>- Recommend close contacts take daily LFD tests for a minimum of 7 days</li> <li>- Consider asking the parents of the infected pupil to keep all siblings at home until a negative PCR test has been completed alongside daily LFD testing.</li> </ul> </li> <li>▪ Require identified close contacts who are not exempt from isolation to self-isolate for 10 days</li> <li>▪ Information on a child or staff member’s close contact details will be provided to NHS Test and Trace on request, subject to the school validating the authenticity of the contact and ensuring that there is no inadvertent risk of a data breach, or safeguarding risk by providing sensitive and personal information to a third party - Settings must not provide any personal information if asked to by parents and/or contacts that would be a breach of GDPR or data protection legislation. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace in response to a local outbreak. In this scenario settings may share proportionate and relevant information as requested by NHS Track and Trace without consent. Settings may also be contacted by PHE/Local Authority teams to confirm information about a positive case.</li> </ul>			

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>		<ul style="list-style-type: none"> <li>▪ Ensure that pupils, staff and other adults do not come into school if they have <b>coronavirus (COVID-19) symptoms or have tested positive in the last 7 days</b> and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test.</li> <li>▪ Children and staff who are unwell will be advised that they should not attend school/setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate with their household and book a PCR test: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> <li>▪ If a parent of a pupil with Covid symptoms insists their child attends school, the school will exercise its reasonable judgement to refuse the pupil entrance on the grounds that it is necessary to protect other pupils and staff from possible infection.</li> <li>▪ Consideration will be given to the range of wider symptoms of COVID-19 which are: headache, sore throat, fatigue, muscle aches, blocked/runny nose, shortness of breath, cold like symptoms, diarrhoea and vomiting, in determining if there is an outbreak of infection at the point outbreak plan triggers are met.</li> <li>▪ Engage with the NHS Test and Trace process</li> <li>▪ Contain any outbreak by following local public health protection advice contact: <a href="#">Public Health England health protection team</a></li> <li>▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place</li> <li>▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning.</li> <li>▪ A record of any COVID-19 cases are recorded in school to assist outbreak management. Cases are reported to the LA through the Covid-inbox <a href="mailto:covid19schools@coventry.gov.uk">covid19schools@coventry.gov.uk</a> to support local area intelligence on virus spread and potential outbreaks.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• SLT aware of Track &amp; Trace Process</li> <li>• Government &amp; LA guidance has been shared with all staff, pupils &amp; stakeholders</li> <li>• Dedicated area on school website for COVID information regularly updated with government &amp; PHE advice</li> <li>• Weekly newsletter to parents always includes reminders about latest safety procedures</li> <li>• Designated isolation room has been set up (area of school hall next to fire exit)</li> <li>• Procedures in place to record attendance, to follow up and record absences promptly.</li> <li>• Procedures are in place to record &amp; inform the Local Authority of positive test result</li> </ul>	
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Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

<p><b>Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school</b></p>		<ul style="list-style-type: none"> <li>▪ The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted</li> <li>▪ All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening</li> <li>▪ The school actively promotes the use of LFD tests to be routinely undertaken at least twice weekly at home, 3-4 days apart</li> <li>▪ The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage</li> <li>▪ The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff</li> <li>▪ Staff understand that they must report a positive LFT result to their manager, immediately self-isolate, book a PCR (primary schools) and report the result</li> </ul>		<ul style="list-style-type: none"> <li>• Lateral Flow Testing available for all staff at any time they wish to have a test cover will be in place to ensure that this can happen during working hours</li> <li>• Expectation that staff will undergo LFT testing twice weekly</li> </ul>	
<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b></p>		<ul style="list-style-type: none"> <li>▪ Staff, 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.</li> <li>▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding</li> <li>▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• All government, PHE &amp; LA advice strictly adhered to</li> <li>• Information shared with parents &amp; staff regards the procedures in place to deal with pupil/staff displaying symptoms at school/at home.</li> <li>• Updates made available to parents on school website and in newsletters</li> </ul>	
<p><b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b></p>		<ul style="list-style-type: none"> <li>▪ Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>▪ This guidance has been explained to staff and pupils as part of the induction process.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Robust systems in place for any child displaying symptoms, shared with staff &amp; parents</li> <li>• Government, PHE &amp; LA advice strictly adhered to</li> <li>• Weekly newsletter reminding staff, children, parents of the latest guidance &amp; updates from the LA &amp; government</li> <li>• All parents have SLT email contact &amp; encouraged to contact- availability 24/7, including weekends and</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

				holidays	
<b>Staff, pupils and parents are not aware or are not compliant with self-isolation requirements</b>		<ul style="list-style-type: none"> <li>▪ Consistent and repetitive reinforcement of the need for pupils and staff to stay home if they are unwell, reminding them that early onset symptoms can be complex</li> <li>▪ Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days if test positive.</li> <li>▪ Reinforce the new requirement to self-isolate for travel reasons should that occur</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Regular reminders to staff &amp; parents re need to stay at home if they/family member displaying symptoms</li> <li>• Monitoring self-isolation to the best of our ability</li> </ul>	
<b>3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene</b>					
<b>3.1 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>		<p>An induction and CPD programme is delivered to all staff prior to reopening, which includes:</p> <ul style="list-style-type: none"> <li>▪ Infection control</li> <li>▪ Fire safety and evacuation procedures</li> <li>▪ Constructive behaviour management</li> <li>▪ Safeguarding</li> <li>▪ Risk management</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• All staff trained in procedures</li> <li>• Most current risk assessment shared and discussed with all staff</li> <li>• Behaviour Management and Safeguarding policies updated, addendum to reflect period of lockdown and impact this will have had on children returning to school</li> </ul>	
<b>3.2 Communication strategy</b>					
<b>A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks</b>		<ul style="list-style-type: none"> <li>▪ Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations</li> <li>▪ Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning</li> <li>▪ Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented</li> <li>▪ Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• SLT model and monitor closely compliance with the School's risk assessment</li> <li>• Regular reminders, updates communicated to staff</li> <li>• Agreed openness that staff can raise concerns regards health/conduct of others and it will be handled sensitively</li> <li>• 'Lessons Learnt' discussion</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

				with SLT & staff so as to improve compliance will be undertaken.	
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>		<ul style="list-style-type: none"> <li>▪ Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Pupils</li> <li>▪ Parents</li> <li>▪ Governors/Trustees</li> <li>▪ Local authority</li> <li>▪ Professional associations including Trade Unions</li> <li>▪ Other partners including peripatetic staff and health professionals</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>• See Point 2.3iv</li> <li>• Gov meetings include updates and info sharing of procedures, addendum policies for approval due to COVID-19</li> <li>• HT maintains regular contact with Unity HT Network</li> <li>• HT &amp; CofG attends LA meetings/briefings</li> <li>• All parents receive most current information in weekly newsletter and incidental emails</li> <li>• Links with HR for regular updates from unions</li> <li>• Strong links with Early Help Co-ordinator</li> <li>• Pupils reminded/updated in child friendly way in classroom or via remote learning</li> </ul>	
<b>There is a lack of clarity and understanding in maintaining good hygiene</b>		<ul style="list-style-type: none"> <li>▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, good handwashing and 'catch it bin it' rules.</li> <li>▪ Clear floor markings are in place to support social distancing where practicable. If possible, one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures are clearly laid out and signposted.</li> <li>▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Clear signage in place in school entrance, reception area, toilets, classrooms, corridors and communal areas promoting good handwashing, catch it bin it rules, hands, face space. Signage is also in place externally.</li> <li>• Clear entry and exit procedures are in place.</li> </ul>	



Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

				<ul style="list-style-type: none"> <li>• Leaders model and routinely monitor safety procedures throughout the day.</li> <li>• Sanitising units are installed in all classrooms/offices, school entrances</li> <li>• Additional cleaning kits installed in all classrooms</li> <li>• All rooms equipped with lidded bins</li> <li>• All staff have easy access to centrally located cleaning resources</li> <li>• Pupils handwashing is supervised when necessary</li> <li>• Children to have designated routes through school and minimise travel within the building.</li> </ul>	
<p><b>Parents and carers are not fully informed of the health and safety requirements of the school</b></p>		<ul style="list-style-type: none"> <li>▪ As part of the overall communications strategy parents are kept up to date with information, guidance and the school’s expectations on a weekly basis using a range of communication tools.</li> <li>▪ The COVID-19 section on the school website is reviewed and updated.</li> <li>▪ Parent and pupil handbooks/information leaflets are reviewed and updated.</li> <li>▪ The vaccination programme is positively and sensitively promoted across the school community, highlighting that vaccination is the key barrier to the spread of infection which will reduce the risk of future school closures</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Weekly information and updates to parents has continued throughout the academic year.</li> <li>• Updates explain and emphasise the risk assessment, procedures taking place.</li> <li>• Dedicated area of the school website with all relevant information</li> </ul>	
<p><b>Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19</b></p>		<ul style="list-style-type: none"> <li>▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school’s website.</li> <li>▪ Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason Parents are enabled to understand that the school will send any child who is symptomatic or generally unwell with the associated symptoms home and that they will not be permitted to attend school until a negative PCR test has been taken or 10 days from the onset of symptoms has elapsed</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Communication with parents remains a priority</li> <li>• Key messages are a standing item and reinforced in the weekly newsletter to parents which is emailed to all parents/carers.</li> <li>• There is a dedicated COVID-19 area on the school website with parent information, updates, letters and resources for easing children back into school</li> </ul>	

<b>4. Management of congested areas</b>					
4.1 Management of social distancing in the reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> <li>- No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours, it should</li> <li>- A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures</li> <li>- Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit</li> <li>- Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor</li> <li>- Social distancing points are clearly set out, using floor markings, continuing outside where possible.</li> <li>- Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>- Non-essential deliveries and visitors to school are minimised.</li> <li>- Arrangements are in place for segregation of visitors.</li> <li>- General visitors, not providing a specialist teaching, intervention or health service to pupils are recommended to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Only essential visits are arranged by prior appt</li> <li>• All essential visitors asked to wear a face covering unless exempt</li> <li>• Only absolutely essential meetings will take place. If so, social distancing, face masks (encouraged) and ventilation of room must be in place.</li> <li>• Staff and visitors sign in using the electronic system &amp; are prompted to use the adjacent hand sanitiser afterwards</li> <li>• Parents are informed they must not come onto school site but contact via phone/email. Virtual meetings will be arranged if necessary</li> </ul>	
4.2 Management of Aggress and Egress – arrival and departure					
The start and end of the school day create risks of breaching social distancing guidelines		<ul style="list-style-type: none"> <li>▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place</li> <li>▪ Start and departure times are staggered to reduce pinch points and risk of breach.</li> <li>▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents</li> <li>▪ Segregation of groups is considered wherever practicable</li> <li>▪ Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Information with clear guidelines to the start and end of the school day has been shared with parents &amp; is available on the COVID-19 area of the school website.</li> <li>• Arrival - Parents met by members of staff at the end of driveway who then take responsibility for the children.</li> <li>• Only EYFS parents allowed to take children into the setting.</li> <li>• Staff have been assigned to various points to manage the flow of</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

				<p>parents/pupils &amp; to ensure the safety of the children</p> <ul style="list-style-type: none"> <li>• The external school site is clearly marked to manage safe movement, has clear signage reinforcing social distancing and advice not to enter the building if they are experiencing symptoms.</li> <li>• An alternative parking area has been identified (All Souls Church Car Park) and parents have been asked to park there and walk the short distance to school.</li> <li>• A range of entrances/exits are being used.</li> </ul>	
Pupils and parents congregate at exits and entrances -creating a potential chain of transmission		<ul style="list-style-type: none"> <li>▪ Start and finish times are more flexible.</li> <li>▪ The use of available entrances and exits is maximised.</li> <li>▪ guidelines are in place to use of entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• See 4.2i above</li> </ul>	
Pupils use public transport and thereby increase risk of infection and transmission		<ul style="list-style-type: none"> <li>▪ Public transport is defined as transport used by the general public. If children use a public bus to come to school they will be expected and recommended to wear a face covering if they are over the age of 11.</li> <li>▪ Staff using public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container – staff are advised to carry a spare face covering.</li> <li>▪ School transport commissioned by the LA (excluding the use of public buses via a bus pass) are not available to the general public and therefore risk is reduced by the controls deployed by the LA and provider risk assessments.</li> <li>▪ All passengers and crew are required from 4th January 2022 to wear face-coverings on both public transport and dedicated transport to school or college. The normal exemptions apply.</li> <li>▪ Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most</li> </ul>		<ul style="list-style-type: none"> <li>• Information has been made available to staff and parents</li> </ul>	
<b>4.3 Management of social distancing and hygiene in the toilets</b>					

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

<p><b>Poorly ventilated toilet areas become overcrowded and create an area of high transmission risk</b></p>		<ul style="list-style-type: none"> <li>▪ Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>▪ The toilets are cleaned frequently.</li> <li>▪ Monitoring ensures a constant supply of soap and paper towels.</li> <li>▪ Bins are emptied regularly.</li> <li>▪ Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Information shared with pupils, staff &amp; parents outlining procedure for toileting which ensures children are supervised, wash hands in line with guidance.</li> <li>• Age appropriate signage in all toilet areas.</li> <li>• All toilets will be cleaned at end of day.</li> <li>• Children are supervised when going to the toilet at break &amp; lunchtime</li> <li>• Bins are emptied at end of day. If necessary, they will be emptied in addition to this.</li> <li>• The SBM ensures there is a plentiful supply of soap/sanitiser/paper towels/tissues</li> </ul>	
<p>4.4 Safety arrangements for the use of medical rooms</p>					
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>		<ul style="list-style-type: none"> <li>▪ Social distancing provisions are in place for medical rooms.</li> <li>▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• A dedicated isolation area has been identified. There is minimal furniture in the room and it is very spaced out.</li> <li>• Room contains i) PPE box ii) first aid box iii) basic cleaning kit</li> <li>• Procedures are in place for fogging &amp; deep clean if suspected COVID case</li> <li>• Toilets to be used in conjunction with isolation room have been identified and cleaning procedures are in place should they be used by a pupil with symptoms</li> </ul>	
<p>5. Securing and sustaining robust hygiene systems and procedures</p>					
<p>5.1 Cleaning</p>					
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of</b></p>		<ul style="list-style-type: none"> <li>▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>▪ Working hours for cleaning staff are increased if necessary to secure</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Enhanced cleaning plan in place and implemented</li> <li>• All cleaners briefed in meeting with SBM as to expectations and</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

<p><b>surfaces are not undertaken to the standards required</b></p>		<p>sufficient capacity to undertake an enhanced cleaning regime throughout the day</p> <ul style="list-style-type: none"> <li>▪ Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space</li> </ul>		<p>standards which must be maintained</p> <ul style="list-style-type: none"> <li>• Working hours of cleaning staff will be increased as necessary</li> <li>• Basic cleaning kits in all classrooms, staffroom, isolation room, admin area</li> <li>• SBM closely monitors supplies to ensure consistently sufficient supplies.</li> <li>• All staff agreed to wiping down 'hot spot' areas within their bubble area throughout the day.</li> <li>• A fogger is used to sanitise rooms on a very regular basis</li> </ul>	
<p>5.2 Hygiene and handwashing</p>					
<p><b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b></p>		<ul style="list-style-type: none"> <li>▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered</li> <li>▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• An audit of handwashing facilities &amp; sanitiser dispensers regularly undertaken by SBM.</li> <li>• All staff to inform SBM of any additional resource needs asap</li> <li>• Additional supplies regularly purchased</li> </ul>	
<p><b>Pupils forget to wash their hands regularly and frequently</b></p>		<ul style="list-style-type: none"> <li>▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>▪ Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Staff training &amp; posters – washing hands for adults &amp; appropriate for children.</li> <li>• Guidance on expectations when pupils and staff should wash hands is available.</li> <li>• Staff supervise children to ensure they wash their hands /use sanitiser appropriately</li> <li>• Pupils are reminded to wash their hands &amp; asked if they have washed their hands if they use the toilet during a lesson</li> <li>• Posters are in the toilet areas reminding children to &amp; how to wash hands</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

<p><b>Equipment and Resources</b></p>		<ul style="list-style-type: none"> <li>▪ Individual and very frequently used equipment such as pencils and pens should not be shared where practicable.</li> <li>▪ Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly</li> <li>▪ Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics)</li> <li>▪ Outdoor play equipment will be cleaned more frequently</li> <li>▪ Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile ‘phones when permitted</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• All staff have organised resources so that individual/frequently used equipment does not have to be shared.</li> <li>• Classrooms are fogged on a very regular basis (rota) with EYFS classrooms being fogged daily.</li> <li>• Children have been informed not to bring any additional equipment into school.</li> </ul>	
<p><b>5.3 Personal Protective Equipment (PPE)</b></p>					
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>		<ul style="list-style-type: none"> <li>▪ Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured for general task use as identified in a task focused risk assessment or in the event of an outbreak requiring temporary enhanced controls</li> <li>▪ Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>▪ Staff to wear face coverings in school</li> <li>▪ Children under the age of 11 are not required to wear face coverings in or out of school including public transport</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• PPE equipment purchased and sets have been made for each of the teaching rooms, isolation room and in the admin area.</li> <li>• Staff administering care &amp; first aiders must wear PPE and have been trained in the donning/doffing of PPE &amp; it’s disposal</li> <li>• Staff are aware that PPE is required supervising a person displaying symptoms or administering first aid or intimate care</li> </ul>	
<p><b>Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection</b></p>		<ul style="list-style-type: none"> <li>▪ The use of clear pane face coverings may be appropriate in some instances (see: <a href="#">face coverings</a>). This may be specifically appropriate for pupils with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li> <li>▪ An emergency supply of face coverings for contingency purposes is available if required.</li> <li>▪ <b>Face visors or shields should not be worn as an alternative to face coverings.</b> They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> <li>▪ Staff and pupils are trained in the safe donning and disposal of face</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• There is also a supply of sealable, plastic bags for portage and disposal.</li> <li>• School holds a supply of face covering and clear shields</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

		<p>covering as follows:</p> <ul style="list-style-type: none"> <li>▪ When wearing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> <li>▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>▪ avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>▪ change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>▪ avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul> </li> <li>▪ When removing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> <li>▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>▪ only handle the straps, ties or clips</li> <li>▪ not give it to someone else to use</li> <li>▪ if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>▪ once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</li> <li>▪ if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul> </li> </ul>			
<b>6. Curriculum Organisation</b>					
<p><b>Children may have fallen behind in their learning during the school closure and achievement gaps will have widened</b></p>		<ul style="list-style-type: none"> <li>▪ Gaps in learning are assessed and addressed in teachers' planning.</li> <li>▪ Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Pupils learning is assessed and gaps identified.</li> <li>• Teachers' planning addresses gaps whilst continuing to move curriculum forward</li> <li>• Programmes of support are in place to fill gaps in learning</li> <li>• TA supporting a wider group of children with various gaps in learning</li> <li>• Tutor from Nat College supporting individual/small groups of pupils to fill gaps in learning</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

<p><b>Ensuring full support for pupils with SEND (SEND Support and EHC Plans</b></p>		<ul style="list-style-type: none"> <li>▪ Small children and children with complex needs will continue to be helped to wash their hands properly</li> <li>▪ Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the vulnerable children risk assessment template</li> <li>▪ External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and interaction</li> </ul>		<ul style="list-style-type: none"> <li>• All children will receive their full entitlement to support</li> <li>• External specialists will work with children face-to-face in school</li> <li>• All children will receive support to wash hands where necessary</li> </ul>	
<p><b>6.1 Extra-curricular activity including school visits</b></p>					
<p><b>Pupils and or staff are exposed to infection whilst on a school visit</b></p>		<ul style="list-style-type: none"> <li>▪ A full and thorough risk assessments in relation to all educational visits will be undertaken to ensure that any public health advice, such as hygiene and ventilation requirements, is taken into account and mitigated where possible. Guidance <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a> and the Outdoor Education Advisory Panel (OEAP) <a href="https://oeapng.info/">https://oeapng.info/</a> will be taken into account</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Staff aware of requirements</li> <li>• Consideration given to appropriateness of venues</li> <li>• Thorough EDVIS / RA procedure identifies and mitigates risk</li> </ul>	
<p><b>Safe practice is not replicated in wraparound provision and extra-curricular activity</b></p>		<ul style="list-style-type: none"> <li>▪ The school's risk assessment will be applied to all wraparound and extra-curricular activity taking into account additional and specific for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children (<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a>).</li> </ul>		<ul style="list-style-type: none"> <li>- Close working relationship with All Sorts and other in school provision</li> <li>- Sharing of documents, RA and practices to ensure continuity</li> <li>- Regular meetings with staff</li> </ul>	
<p><b>6.1 Provision of remote learning</b></p>					
<p><b>Arrangements for remote learning are insecure or unsustainable and do not meet the statutory requirements of the temporary continuity direction</b></p>		<p>Remote learning is available to children who are self-isolating</p> <ul style="list-style-type: none"> <li>• A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level</li> <li>• High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups</li> <li>• Remote education is integrated into the school's curriculum planning</li> <li>• Printed resources are available for those that cannot access the internet physically or cognitively</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Remote learning will be available for children who are self-isolating.</li> <li>• Remote learning offer meets government time guidelines</li> <li>• Record of pupil participation in remote learning is maintained.</li> <li>• Children required to upload set pieces of work on a daily basis</li> <li>• SLT have access to all year group</li> </ul>	



Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

		<ul style="list-style-type: none"> <li>The curriculum is planned to ensure that knowledge and skills are built incrementally and clear explanations of content are delivered by a teacher in school through high quality curriculum resources and/or videos with face to face virtual contact as appropriate.</li> </ul>		<p>learning platforms in order to support and monitor quality of teaching, monitor pupil engagement</p> <ul style="list-style-type: none"> <li>Laptops have been loaned to families in need</li> </ul>	
<b>Pupils are unable to access the online offer</b>		<ul style="list-style-type: none"> <li>Set out arrangements to overcome digital poverty</li> <li>Set out arrangements to support parents</li> <li>Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home</li> <li>Set out the arrangements for disengagement</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School laptops will be loaned to those in need.</li> <li>Paper copies of work set will be delivered to the child's home if issues continue</li> <li>Series of videos for technical support on school website</li> <li>Member of staff dedicated to tech support</li> <li>Parents encouraged to contact teacher/SLT if having issues with child engaging</li> <li>Pupil participation monitored, phone call for those disengaged and plan put in place with parent</li> <li>SLT doorstep visit if required</li> </ul>	
<b>7. Enhancing mental health support for pupils and staff</b>					
<b>7.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Teaching staff monitor and maintain regular contact with pupils who remain at home.</li> <li>All staff available to pupils with anxiety/mental health will direct to more specialist team.</li> <li>School counsellor MM still continue to work with children and families (existing and new)</li> <li>Doorstep visits to children/families where there are concerns but children not in school. Visits will be undertaken by HT &amp; AHTs</li> <li>List of resources/websites etc</li> </ul>	

				being devised for staff to use in school & on website for parents.	
<b>7.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>▪ Staff are encouraged to focus on their wellbeing.</li> <li>▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>▪ Staff briefings and training have included content on wellbeing.</li> <li>▪ Staff briefings/training on wellbeing are provided.</li> <li>▪ Staff have been signposted to useful websites and resources.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Staff well-being has been a particular consideration since March 20 and is a continued priority.</li> <li>• Staff WhatsApp group – lots of support, off loading and fun.</li> <li>• Signposting list of websites and resources</li> <li>• Sch Counsellor MM has made herself available to staff &amp; continues to do so.</li> <li>• Weekly staff meeting will only take place if necessary and will be limited to 1.5 hour max</li> <li>• Union advice conveyed to staff and the HT made available to discuss this in private if staff members wish to do so.</li> <li>• SLT closely monitor staff’s mood, physical &amp; mental well-being &amp; that of each other</li> </ul>	
<b>8 Safeguarding Vulnerable Pupils</b>					
<b>Pupils ‘out of site’ may come to harm</b>		<ul style="list-style-type: none"> <li>▪ Robust systems are in place to keep in contact with vulnerable pupils (both within the national definition or as a consequence of school-based concerns) who are self-isolating or are not attending school for whatever reason. This includes those who have a social worker and those who are not currently open to statutory services, but the school believes that they may face challenging circumstances at home.</li> <li>▪ When a vulnerable pupil is asked to self-isolate, the school will:                             <ul style="list-style-type: none"> <li>▪ notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head</li> <li>▪ agree with the social worker the best way to maintain contact and offer support</li> <li>▪ procedures in place include a system to check if a vulnerable pupil is able to access remote education support and to support them to access it (as far as possible)</li> <li>▪ regularly check if they are accessing remote education</li> <li>▪ keep in contact with them to check their wellbeing and refer onto other</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>- Teaching and support staff to know which pupils in their care are vulnerable (ensuring that this is considered in the case of staff absence)</li> <li>- Staff to inform DSL/SLT if vulnerable pupil is absent</li> <li>- Contact to be made with family/child at minimum every 2 school days</li> <li>- IT technician to ensure access to remote learning</li> <li>- Well-being support assistant to liaise with family/child</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

		services if additional support is needed.			
9 Governance and policy					
9.1 The role of Governors					
<b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>		<ul style="list-style-type: none"> <li>▪ The governing body continues to meet regularly via online platforms.</li> <li>▪ The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>▪ The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19.</li> <li>▪ Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>▪ Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Gov Body supported by LA experienced clerk</li> <li>• All statutory guidance &amp; policies discussed and agreed by Govs</li> <li>• Weekly catch up with C of G</li> <li>• Minutes of Gov meeting reviewed</li> <li>• Gov receive copies of all communication with parents</li> </ul>	
<b>Governors are not fully informed or involved in making key decisions</b>		<ul style="list-style-type: none"> <li>▪ Meetings are held regularly with governors.</li> <li>▪ Governing bodies are involved in key decisions on reopening.</li> <li>▪ Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Meetings held</li> <li>• Gov consulted on decisions regards reopening and regular monitoring of Risk Assessment</li> <li>• Documentation available on Gov Hub</li> <li>• COG weekly visits/meetings with SLT</li> </ul>	
9.2 Policy review					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>		<ul style="list-style-type: none"> <li>▪ All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school.</li> <li>• Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support</li> <li>▪ Staff, pupils, parents and governors have been briefed accordingly.</li> <li>▪ Governors have approved revisions</li> <li>▪ A review of the child protection policy to reflect the move to remote education where necessary has been undertaken.</li> <li>▪ This is reflected as a coronavirus (COVID-19) addendum that summarises related changes</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Behaviour Policy includes addendum to consider children returning to school may take time to settle</li> <li>• Policies have been reviewed/ addendums/appendix attached to reflect Government guidance</li> <li>• Governors have considered policies, comments have been acknowledged and reflected in policies which have been approved.</li> </ul>	

Covid19 Operational Risk Assessment – Step 4 Roadmap September 2021

		<ul style="list-style-type: none"> <li>All staff are aware of the revised policy.</li> </ul>			
<b>10. Other operational issues</b>					
<b>10.1 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to infection control</b>		<ul style="list-style-type: none"> <li>Contractors are expected to comply with the requirement to wear face coverings whilst on school site</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	Yes	<ul style="list-style-type: none"> <li>- Any work that can be completed remotely or outside of school opening hours to be done so.</li> <li>- Contractors to have access to school's Risk Assessment – and agree to following it</li> <li>- Contractors to use external access closest to where work is being carried out, so as to minimise the need to move through the building</li> </ul>	
<b>11. Additional site-specific issues and risks</b>					
<b>Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					