



Covid-19: Operational Risk Assessment

Planned re-opening of schools May 2020

**This Risk Assessment includes the Shared Services
Team**



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Definitions

In this **Covid-19 Risk Assessment**, unless the context otherwise requires, the following expressions shall have the following meanings:

- I. **'The Romero Catholic Academy'** means the Company named at the beginning of this **Covid-19 Risk Assessment** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- II. **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- III. **'Board'** means the board of Directors of the Romero Catholic Academy.
- IV. **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- V. **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- VI. **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff team within the Multi Academy Company and is accountable to the Board of Directors.
- VII. **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- VIII. **'Local Academy Committee'** means the governing body of the School.
- IX. **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- X. **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- XI. **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- XII. **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)

1. Introduction

Coventry's Partnership of schools have 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' May 2020.

In preparing 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 issued non-statutory guidance in which it is made clear that their 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 has taken precedence.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations
- Reflects the principles set out in Coventry schools Covid-19 Re-set and Recovery Plan
- Sets the context for conducting a risk assessment to reduce transmission of a disease within the school context
- Provides an exemplar risk assessment that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement (RAMS) – setting out safe methods of working, which all staff should read, understand and sign
- Incorporates hyperlinks to 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 in re-opening schools, is the potential transmission of Covid19 between members of the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to a minimal level.

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 The Romero Catholic Academy, it is the Board of Directors who consult the Academy Committee in each school.

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 Principal and school management team. Reference:

<https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

2. Overview of actions required for safe 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 (RAMS) to all building users
- 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.

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.
- 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

Coventry schools Covid-19 re-set and recovery Plan' May 2020

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system
- A staggered slow and steady approach for pupils to return to school will be taken; to gradually build up confidence across the school community (staff, pupils, parents/carers)
- The absolute focus on encouraging all eligible vulnerable children to return to school will be maintained alongside provision for children of critical workers. In recognition of the importance that a child's early experience has on development, priority admission for re-opening will be given to Nursery, Reception and year 1. Year 6 will also be supported in preparing for a positive transition to secondary school. Years 10 and 12 will be prioritised by secondary schools to enable targeted elements of direct teaching.
- Only 8-10 pupils will be accommodated per classroom, with the premise that schools can manage the days differently to enable this (i.e. 2/3 days over two weeks allowing each child 5 days learning over two weeks). This number has been established through risk assessment, based on the application of the Government's 2 metre social distancing requirement where possible and expectation that there will be "*no more than 15 pupils in a group*".
- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- Strong collaboration between primary and secondary schools, regarding transition of year 6 pupils will be established and maintained
- School organisational planning will minimise the number of pupils that each staff member has contact with
- Schools will reserve the option of a "staff re-set day" and other opportunities for staff to come on site prior to working with children
- For schools to be potentially closed for the half-term week commencing 25th May 2020.

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 COVID-19 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. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

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, or who have someone in their household who does, do not attend childcare settings, schools or colleges. COVID-19 tests for symptomatic household member/s to confirm or negate a diagnosis should be promoted.
- Clinically extremely vulnerable individuals are advised not to work outside the home.
- Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\)](#) guidance should work from home where possible.

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
- Maximise natural ventilation and access to the external learning environment – do not use air conditioning

Social Distancing:-

- Secure social distancing whenever practicably possible, through footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point and no 'pinch points' are experienced at ingress or egress
- Where it is possible to remain 2 metres apart, use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources
- Minimise social contact by forming small fixed groups of staff and children and avoiding movement between or blending of groups whenever possible
- Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE will be provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school)

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 has been developed for City-wide use, which is pre-populated with generic safe methods of working. If adopted, this will need to be adapted to each specific setting. 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:

- The risk assessment of vulnerable pupils including those with an EHC Plan - (separate process already embedded in special schools but readily transferable to mainstream). This will help determine who is safer or as safe in school
- Securing provision for SEN – balancing the risk of allowing external visitors into school with the duty of best endeavours to provide
- 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
- Communicating with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Developing a recovery curriculum
- Maintaining support for home schooling

6. Resources and References

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)
[Actions for schools during the coronavirus outbreak](#)
[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)
[COVID-19: cleaning in non-healthcare settings](#)
[Covid-19-decontamination-in-non-healthcare-settings](#)
[staying at home and away from others \(social distancing\)](#)
[Health and safety risk checklist for classrooms](#)
[E-bug posters](#)

Model COVID-19: Operational Risk Assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at 18th May 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk, which you can use or change. Please add additional Activity (risks) as deemed necessary and delete any activity that does not apply to your school. The table is designed to enable you to re-order risks/priorities as required.

Assessment conducted by:		Job title:		Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:		Review interval:		Date of next review:	

Use this Risk matrix for the following risk assessment grids

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)
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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)
1. Establishing a gradual and safe approach for pupils and staff to return to school					
1.1 Establishing if the building is safe following an extended closure					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	L	<ul style="list-style-type: none"> Health and safety audit conducted by nominated staff and Governor Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms (2nd or 3rd June) 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"> Different areas of the school have been reviewed and repurpose for organisation Procedures for when pupils and staff enter and leave school Planned movement around the school during lesson, break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used Each member of staff has been provided with a copy of the risk assessment. Gates around site will section off areas where pupils could possibly congregate. We have suspended high risk activities such as PE, Food tech and science experiments from the curriculum Send students straight to their space in LK Hall for inclement weather rather than the playground. 	Y		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. SSO file confirms check up to date Compliance has been checked at the Health Safety committee and minuted. 	Y		L
1.2 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads may place children's safety at risk	L	<ul style="list-style-type: none"> First Aid certificates have been extended for three months by Gov't A programme for training additional staff is in place, using on-line training. Collaborative arrangements for sharing specialist staff with other schools in the locality have been agreed though the LA Potential deployment of from Romero schools and LA central staff 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2. Determining the number of pupils that can be accommodated within the school infrastructure					
2.1 Organisation of Teaching Spaces and Communal Areas					
Classroom sizes will not allow adequate social distancing	L	<ul style="list-style-type: none"> Classroom size capacity audit undertaken using social distancing measure of 2m where possible – maximum number of people (children and adults) determined Timetables and staffing model determined to secure curriculum delivery for class-group size Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. Any surplus furniture including ‘spare’ chairs are removed if possible and area de-cluttered Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters Ensure class groups and staff stay together consistently and do not mix or blend with other groups Pupils who are on site are being placed in St Luke and St Joseph’s blocks separately. These blocks are the only classrooms with sinks which can be designated ‘washing stations’ Staff working on site for video lessons will be working by themselves 	Y		L
Large spaces that need to be used as classrooms	L	<ul style="list-style-type: none"> Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size.. Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring Design layout and arrangements in place to enable social distancing. Communal space being used has been restricted to the dining room Staff room and offices have been closed off Teachers working on site will work in their classrooms individually 	Y		L
Staff rooms and offices do not allow for observation of social distancing guidelines	L	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated tea Video lessons introduced 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2.2 Availability of Staff and Class Sizes					
<p>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</p>	L	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Any staff member who is identified as clinically extremely vulnerable is not permitted onto school premises. Staff members who are clinically vulnerable are strongly advised to stay at home 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 or a household member is symptomatic All staff are aware of the testing procedure and report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required A blended model of home learning and attendance at school is utilised until staffing levels improve. An appropriate hierarchy of deputization is in place should a senior leader be unavailable. This might include external leadership capacity Staff are operating a rota where they will be on site with pupils for no more than 2 days a week Every Wednesday the site will be closed to teaching staff to allow for cleaning 	Y	<ul style="list-style-type: none"> Chromebooks and ICT: Rather than renewing licences on the current stations, we are looking to remove them and replace them with Chromebooks. There may be a slight lag of a week until we have some more in to replace the desktops. We will prioritise Y10 and Y9 for the Google Classroom sessions for the coming week and wipe them down after each session. 	L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2.3 Testing and Managing Systems					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff Staff share the outcome of the test with their employer 	Y		L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<ul style="list-style-type: none"> 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 clinically vulnerable and clinically extremely vulnerable should these apply. BAME - to consider the risks when planning the rota, as evidence from the Office for National Statistics shows a greater impact of Covid 19. Robust collection and monitoring of absence data, including tracking return to school dates, is in place Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. A record of any COVID-19 symptoms in staff or pupils is reported to Shared Services Team. Public health advice is followed. Risk Assessments offered for CV and BAME staff both in Cardinal Wiseman and in the Shared Services Team 	Y		L
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	L	<ul style="list-style-type: none"> 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. This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 	Y		L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	L	<ul style="list-style-type: none"> 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. This guidance has been explained to staff and pupils as part of the induction process. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2.4 Prioritising Provision: determining which children will be in school taking into account social distancing requirements and staffing					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	L	<ul style="list-style-type: none"> • Plans are in place to meet the learning needs of the children who are outside of the main cohorts (reception, year 1 and year 6) attending school. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other cohorts at phase 2 • Ongoing risk assessments are in place to identify children whose circumstances may have changed when initial decisions were made 	Y		L
Children who most need to be in school, may not be identified through the age categorisation or parental decision	L	<ul style="list-style-type: none"> ▪ Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance) ▪ Children who need to develop early learning skills, are experiencing emotional withdrawal or anxiety are identified ▪ Children with significant underlying health conditions that place them at risk and those who are shielding are not in school ▪ Children where a household member is identified as clinically vulnerable or clinically extremely vulnerable are not in school 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
3. Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene					
3.1 Staff Induction and CPD					
Staff are not trained in new procedures, leading to risks to health	L	<ul style="list-style-type: none"> • A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes: <ul style="list-style-type: none"> ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management 	Y		L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
3.2 Communication Strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Professional associations including Trade Unions • Other partners including peripatetic staff and health professionals 	Y		L
There is a lack of clarity and understanding in maintaining social distancing and good hygiene	L	<ul style="list-style-type: none"> • Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting the 2-metre rule, good handwashing and 'catch it bin it' rules. • Clear floor markings identify 2 metre spaces where possible and one-way systems in corridors (already exist and as routine) and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. • All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. 	Y	<ul style="list-style-type: none"> • Bins - Site Services are working to ensure that all bins in areas being used now have a lid or basic covering. 	L
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	L	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks/information leaflets are created. 	Y		L
Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
4. Planning Movement around the school					
Movement around the school risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate levels of supervision and guidance are in place • Year 10 based in St Luke so that they are separate from vulnerable pupils. This area is separated by fence. • If there is inclement weather, Y10 students will go straight to their assigned classrooms rather than lining up. • During intense periods of rainfall, pupils will move directly to their classrooms as designated by the 'bubbles' and remain there during break and lunch if required. • During periods of intense heat the internal inclusion room will be moved from JS05 to the sixth form common room. Pupils will enter the sixth form common room via the garden area to avoid movement along the internal corridors. On these days, as a precaution, any sixth form meetings due to be held in the sixth form room will be cancelled. Site team will also be informed to allow for cleaning to take place in the sixth form centre at the end of the day. 	Y	<ul style="list-style-type: none"> • Students and social distancing: Mrs Hirons will be speaking with all Team Leaders about this, and SLT are available to run Internal Inclusion for those who continually defy requests. There are a number of students who are struggling with this and many have been in ill over the past week. However, some students with ASD do not have a concept of social space and struggle with social distancing - and we have to adjust our provision to allow for this. The government has acknowledged that over 700,000 UK citizens with autism may not be able to observe the 2 metre rule where possible, which has been supported by the National Autistic Society. With these specific students, we must not sanction them for their learning need, but work with them and the Team Leader for that day to adjust our provision so that risk is minimised for all concerned • Access to Internal Inclusion and JS: All staff have been advised not to walk through classrooms or the HLTA office to reach other rooms within JS. Use the outside doors. Do not use the cups or the phones in there either, as this increases the risk of possible contamination and is dangerous to the team who work in there throughout the week 	L

4.1 Management of social distancing in reception areas

<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>M</p>	<ul style="list-style-type: none"> • No visitors are allowed on the premises without a pre-arranged appointment • Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit • Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. 	<p>Y</p>		<p>L</p>
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Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
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	M	<ul style="list-style-type: none"> Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place Start and departure times are staggered to reduce pinch points and risk of breach. A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place 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 Segregation of groups is considered wherever practicable Floor markings are visible where it is necessary to manage any queuing. Year 10 (25%) to arrive at 9.30am and leave at 1.30pm after lunch Pupils of Critical workers to arrive at 9am and leave at 3pm to stagger around Y10 Year 12 to engage fully in remote learning All Y12 to be offered a 1:1 academic review. This will be coordinated by sixth form staff (separate from the Y10 rota) and will take place in the sixth form centre. Pupils divided into two separate blocks whilst on site; vulnerable children will be based in St Josephs with Y10 in St Luke's Break times are staggered so the two populations never mix. Y10 day ends early to allow for the extended lunch period of the vulnerable pupils 	Y		L
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y		L
4.3 Management of classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	L	<ul style="list-style-type: none"> Home base arrangements are in place and identified for Year 10 pupils (St Luke) and pupils of Critical Workers (St Joseph). Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance All furniture not in use has been removed from classrooms and teaching spaces into safe storage Arrangements are reviewed regularly. Photocopier – email communication as default and process in place for collection to adhere to social distancing rules 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible with black tape (many already in place and part of usual practice in pupil movement of site) • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils and staff stay in classrooms or in designated external areas • Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage • Appropriate supervision levels are in place. 	Y		L
4.5 Management of social distancing at break times					
Pupils may not observe social distancing at break times	M	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
4.6 Management of social distancing at lunch times					
Pupils may not observe social distancing at lunch times	M	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands using the 20 second routine, before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. Year 10 Lunch is at 1pm. They will receive their lunch in their classroom before leaving site. Pupils of Critical Workers is at 12pm-1pm to allow pupils to access the lunch hall in groups of 8. 	Y		L
4.7 Management of social distancing and hygiene in the toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	L	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and are supervised in doing so. Signage is in place 	Y		L
4.8 Safety Arrangements for the use of Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	L	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff Medical room will be in the Swimming Pool Building. A barrier will be placed by SSO to block access to the pool. PPE available and telephone and PC to aid communication. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
5. Securing and sustaining robust hygiene systems and procedures					
5.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	L	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day 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 Cleaning Policy has been signed off and circulated. Checklists for cleaning in place 	Y		L
5.2 Hygiene and Handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y		L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 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 	Y		L
5.3 Personal Protection Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 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). Staff are reminded that wearing of gloves is not a substitute for good handwashing. PPE training completed by Julie Fulea (Senior Matron) 3rd June 2020 for all First Aiders and relevant staff. General training resources from session above circulated to all staff 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
6. Curriculum Organisation					
Children may need to re-socialise and familiarise with new routines	M	<ul style="list-style-type: none"> Consideration should be given on planning what to teach, and how, taking into account the temporary disapplication of the curriculum 	Y		L
Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	M	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y		L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. HQ and KA to schedule Teams online lessons for July with Q and A and live lesson. Y6 non Romero pupils to access additional transition in September ahead of Romero pupils 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
7. Enhancing Mental Health Support for Pupils and Staff					
7.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 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). Resources/websites to support the mental health of pupils are provided. Trained staff to be sourced from across the MAC or externally (Sarah Shirley leading) 	Y		L
7.2 Mental health concerns – staff					
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	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Y		L
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y		L
7.3 Bereavement Support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team Support is requested from other organisations when necessary. If needed, support sought from Romero MAC from other staff trained in bereavement 	Y		M

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
8. Governance and Policy					
8.1 The role of Governors					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The Academy Committee continues to meet regularly via online platforms. The Academy Committee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal'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. Regular dialogue with the Chair of the Academy Committee and the Board of Directors with designated responsibilities is in place. 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. 	Y		L
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Board of Directors in consultation with Local Academy Committees are involved in key decisions on reopening. Board of Directors and Academy Committees are briefed regularly on the latest government guidance and its implications for the school. 	Y		L
8.2 Policy Review					
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	L	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Board of Directors and Academy Committees have approved revisions 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
9. Other operational issues					
9.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	L	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y		L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y		L
Fire marshals absent due to self-isolation	L	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y		L
9.2 Free School Meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
9. 3 Contractors working on school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 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. 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. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 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). 	Y		L

10. Additional site-specific issues and risks

Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

Shared Services Team on Site

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Movement of Shared Services Team to support schools on central function leads to non essential travel	L	<ul style="list-style-type: none"> Home working in place for a period of time in the week alongside on site when necessary Use of Teams for face to face meetings as default where possible Use of Teams for training as default where possible Shared Services Team to be very organised on booking calendar limiting the number of schools visited on any one day and where possible movements restricted from home to school sites. If needed, SST to work at school following site visit or meeting in a safe place in that school (or go home) not necessarily returning to Cardinal Wiseman base. SLT SST to review position 23.06.20 for 29th June forward. 	Y		L
Social distancing in the office when all are attending is compromised in communal areas	M	<ul style="list-style-type: none"> Combination of home working and onsite working Desks are 1.4m long so 2.8m in total; where possible Office is at capacity: <ul style="list-style-type: none"> Main Office PT; desks on the left and no more than three used in the Finance and HR section Second Office – up to four desks used only Board room – six chairs used only Other offices across the schools can be utilised when available (e.g. HQ/ CON office or meeting room can be used by individuals) No more than two people to access the Kitchen/ Toilet area at any one time. This is so that the toilet can be accessed at all times. Door is wedged open to the kitchen and toilet area, main office and library to aid ventilation and to also minimise the use of the door handle. Communication to all staff but particularly Cardinal Wiseman staff to default to email or telephone for main mode of contact reducing access to the Office. Signage to the Office reminds staff of using email and telephone as first point of contact. 	Y		L

Useful Contacts

Principals are responsible for their respective school including Premises, Risk assessments and implementing safety measures (Water systems etc)

	Entity	Name	Role	Email
	Cardinal Wiseman	Tom Leverage	Principal	tlevantage@cardinalwiseman.coventry.sch.uk
	Corpus Christi	Kevin Shakespeare	Principal	k.shakespeare@romeromac.com
	Good Shepherd	Andy McConville	Principal	a.mcconville@romeromac.com
	Sacred Heart	Paul Madia	Principal	p.madia@romeromac.com
	SS Peter and Paul	Lorraine Stanton	Principal	l.stanton@romeromac.com
	St Gregory	Geraldine Marshall	Principal	g.marshall@romeromac.com
	St John Fisher	Dee Williams	Principal	d.williams@romeromac.com
	St Patrick	Andrea Sherratt	Principal	a.sherratt@romeromac.com
1	MAC Covid-19 Strategy	Helen Quinn	Catholic Senior Executive Leader	h.quinn@romermac.com
2	MAC Personal Protective Equipment (PPE) responsibility	Nigel Bellamy	Facilities Manager	n.bellamy@romeromac.com
3	MAC Safeguarding Management	Andrea Sherratt	St Patrick's Principal Safeguarding	a.sherratt@romeromac.com
4	MAC Premises Management	Patrick Taggart	Academy Business Director	p.taggart@romeromac.com
5	Board of Directors	Brendan Fawcett	Chair of Board	b.fawcett@romeromac.com

Risk Assessment Review

This Covid-19 Risk Assessment has been checked by:

Name	Role	Signature
Brendan Fawcett	Chair of Directors	
Helen Quinn	Catholic Senior Executive Leader	
Tom Leverage	Executive Principal	
Brendan McGurran	Chair of the Academy Committee	
Patrick Taggart	Academy Business Director	