The Romero Catholic Academy
Nurturing the Talent of Tomorrow

St John Fisher Catholic Primary School

Through Christ, we live, love and learn in our caring community

Covid-19: Operational
Risk Assessment
Review to include full re-opening September 2020

ONE COVENTRY

Contents

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 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. On 2nd July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published:*
Guidance for full opening of schools
These changes are fully reflected in this guidance and risk assessment.

This risk assessment focuses on balancing the risk of children returning to school and accessing a full educational experience with the "very low risk from coronavirus (COVID-19)" (source: Government Guidance July 2020)

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 made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that are advisory (for consideration if it is reasonably practicable to do so.

It is made clear that Government 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.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations as at July 2020 to take effect from September 2020.
- Reflects the relevant principles set out in Coventry schools Covid-19 Re-set and Recovery Plan
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within school
- 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 (control measures), 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 all pupils and staff, recognising that the virus is in general circulation and the risk is significantly lower than in the Spring/early Summer of 2020

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 to all building users including parents/carers
- 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.
- 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

Coventry schools Covid-19 re-set and recovery Plan' May 2020 - Revised July 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
- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- Best endeavours will be deployed to minimise the number of contacts staff and pupils have within school and ensure consistency in the groups pupils are placed within and staff teach/support
- 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 in September 2020

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

The balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)

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. Covid19 tests for symptomatic household member/s **must** confirm the outcome of the Covid-19 test if taken as soon as the results are known.
- Clinically vulnerable employees 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 be supported in undertaking a Vulnerable Employee Risk Assessment (VERA) and reasonable adjustments made if necessary , which may include additional protections within the school environment or if possible working from home supporting the delivery of the curriculum for children unable to attend school as a consequence of self-isolation or local lockdown

Hygiene:-
- A stringent cleaning regime should be in placeCOVID-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

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Social Distancing:-

- Secure social distancing and/or minimise the range of contacts an individual pupil and member of staff have whenever practicably possible, through group designation, footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point ensuring no 'pinch points' are experienced at ingress or egress
- Where it is possible to remain 2 metres apart, continue to 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. Primary age children and those with cognitive functioning that makes social distancing difficult, can socialise with children within their designated group (bubble)
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources. Desks/tables where practicably possible should be forward facing – pupils should void facing each other or sitting side by side.
- Minimise social contact by forming fixed groups of staff and children and avoiding movement between or blending of groups whenever possible. This may be a whole class group or if that is not possible e.g. secondary a whole year group. It is accepted that staff may have to deliver to more than one group, which is permissible, but contacts should be minimised and social distancing adhered to when 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 has been 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 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 reviewed to reflect the changes in risk and necessary controls from September 2020 when all pupils return to school on a full-time basis. 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:

- Securing provision for SEN – from September 2020 the provisions in a child's Education, Health and Care Plan must be delivered. This means that peripatetic support teachers and health therapists will be able to work within schools, by adhering to the schools' visitors policy thereby balancing the risk of allowing external visitors into school with the duty of best endeavours to provide (school may adopt the LAs model policy for visiting professionals).
- 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 and response to Local Lockdown
- Maintaining communications with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Developing a recovery curriculum
- Developing a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of group isolation; whole school isolation or local lockdown.

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](#)	[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](#) [Guidance for full opening of schools](#) [Guidance on the phased return of sport and recreation](#) [Sport England](#) [coronavirus (COVID-19) symptoms](#) [Public Health England health protection team](#) [guidance for food businesses on coronavirus (COVID-19)](#) [COVID-19: review of disparities in risks and outcomes report](#)

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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 July 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk.

Assessment conducted by:	Dee Williams	Job title:	Principal	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	12th August 2020	Review interval:	Weekly	Date of next review:	**September 2020 and continuous review thereafter**

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)
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.	M	• Health and safety audit conducted by nominated staff and Governor • Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms • Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering: • 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 • Principal, SSO and Chair of Local Academy Committee have completed site walk and agreed on actions. This is reflected in the risk assessment and feedback to all members of staff during briefing. • All Class Teachers have completed H&S audit of their classrooms and have given feedback on 1st September. • Principal and SSO to continue with weekly walks of site and make any necessary adaptations. • Local Academy Committee, SLT, SSO and Business Manager conducted site walk and reviewed literature on 27th August to ensure full compliance. • All staff have received up to date information regarding Risk Assessment during Teacher Training Days on 1st and 2nd September. • Risk Assessment and additional letters regarding the re-opening of school were shared with parents 20th August and weekly updates given via Arbor. This information includes: staggered entry and exit times, staggered breaktimes and lunch times, identified outside areas for each year group to play.	Y	• Weekly updates for staff given and feedback taken in order to review risk assessment.	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	• All statutory compliance is up to date. • SSO and Business Manager have met with H&S advisor re: Fire Checks on 9th June. All site walk was undertaken and no issues reported. The school is compliant. June. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. • Health and Safety Consultant from Billingtons to conduct site walk in August and ensure SSO file continues to be up to date. • Billingtons (Health & Safety Consultants) conducted site walk in August with Romero Facilities Lead and SSO.	Y	• Principal, Romero Facilities Lead, SSO and SBM to work together to ensure any outstanding issues are completed by end of September. • Local Academy Committee to check SSO file and ensure necessary checks are up to date.	L

The lack of availability of designated First Aiders and Designated Safeguarding Leads may children's safety at risk	L	• 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. Paediatric First Aider and DSL/Deputy DSL is on site at all times. • Potential deployment of from Romero schools • All First Aiders have received additional training on to support pupils and staff during COVID 19. This has included effective use of PPE Equipment. • Consideration has been given to increasing DSL capacity to respond to respond to any increase in safeguarding and welfare concerns arising during the Covid-19 school closure and holiday period. • All staff have received Level 1 refresher Safeguarding Training and GDPR updates on 1st and 2nd September.	Y	• First Aider and DSL to be on site each day • Additional staff to receive online training for First Aid • Catering staff to receive Safeguarding Training – week 2	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. Securing safe teaching spaces to accommodate all pupils returning to school					
2.1 Organisation of Teaching Spaces and Communal Areas					
Classroom sizes will not allow adequate social distancing	H	- Class sizes revert to 30 in recognition of Government advice that children are not at significant risk - 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 with EHC Plans have been encouraged to return to school. Additional plans have been developed to support these pupils. - Class Teachers in discussions with SLT have remodelled their classrooms. Careful consideration has been given to EYFS and Year 1 and learning activities have been adapted to ensure pupils have an education which is appropriate to their age and stage. - Classrooms from Y2-6 have laid desks out in rows to ensure pupils will not be facing one another. - Each pupil from Reception to Year 6 has their own individual pack of regularly used resources. - Pupils from Year 1 to 6 wear their PE kits to school on days of their PE lessons and timetables have been distributed to parents via Arbor.	Y	- Risk Assessments have been conducted for each pupil with EHC Plan and those with significant additional/medical needs. - Clear timetable in place for each pupil who has additional needs. - Staff training to be provided for Teachers and Teaching Assistants to support learning for these pupils	M
Large spaces that need to be used as classrooms	L	- No large spaces will be used as classrooms. KS1 and KS2 hall will be used as dining areas – each sitting will have 60 pupils per sitting. - Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size - Timetable in place for staggered break and lunchtimes across the school. Y2 – 6 pupils eat in their classrooms and lunch is brought to them from the school canteen (Grab Bags). - 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.	Y	- Establish new Lunchtime Rules with staff and pupils. The following of rules and procedures to be reviewed each week. - Review arrangements for Collective Worship. Timetable 1 x year group per week to join SLT in the hall and live stream assemblies into classrooms for all other pupils.	L

		• Each bubble has a designated area to eat and play to ensure groups stay together and do not mix. • PE timetable in place for each class and resources are cleaned after use.		• Welcome/Curriculum Evening Information to be shared with parents via Arbor.	
Staff rooms and offices do not allow for observation of social distancing guidelines	H	• 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 team • We currently have two small staffrooms in each building. Two further classrooms have been allocated for staff. We now have 4 staffrooms. Team Members have been directed to use dedicated rooms for breaks and lunch to ensure social distancing measures are in place. • Principal and SLT to review the use of each room and take feedback from staff. • Staff to be reminded of social distancing measures. • Staff using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group	Y	• Additional temporary staffroom in place in The Meeting Room. KS1 building. The staggering of break and lunchtime will reduce usage of these rooms. • Staff have been advised that no more than 5 x persons to use staffroom at any given time. 6 x persons may use Meeting Room. KS2 library is now available for use – 4 x persons	M
School kitchens may not be able to serve whole school return	M	• Government advice confirms that school kitchens can continue to operate, the kitchen will comply with guidance for food businesses on coronavirus (COVID-19) • Staff training on Covid Risk assessments will be covered with all staff at a training session on 14th July and again in each school before pupils return in September. • Kitchen has had full deep clean before re-opening in September. • New menus to be implemented in light of COV-ID19. Each pupil has been provided with a packed lunch (Grab Bag) and the lunch is brought to the pupils to avoid movement around the school and queuing.	Y	• Consider hot menu choices in the coming weeks. • Cutlery to be placed on tables for KS1 and KS2 pupils. • Potential additional hot station in place for Year 5 and 6.	L
Physical activity in school	M	• Pupils to be kept in consistent groups • Sports equipment to be thoroughly cleaned in between each use by a different group • Avoid contact sports • Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene • External facilities are used in accordance with Government guidance • guidance on the phased return of sport and recreation and Sport England Include activities such as active miles and active travel to promote social distancing exercise • PE timetable is in place and PE equipment set for each Year Group. Wherever possible PE will take place outside.	Y	• Extra – curricular clubs not in place until October ½ term. This will be reviewed on a regular basis. • Some KS2 classes will have external providers to take classes such as Bike ability and Cricket. These providers have conducted risk assessments and equipment will be cleaned after use.	L

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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)
2.2 Availability of Staff and Class Sizes					
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	M	- The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. - Staff who are identified as potentially at increased risk from coronavirus) because they have particular characteristics that comparatively increase their risk as set out in COVID-19: review of disparities in risks and outcomes report should be identified and be given the opportunity to undertake a vulnerable employee risk assessment (VERA). The school will use its reasonable endeavours to accommodate the risk - 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 providing this does not displace provision for children with SEND - 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 - Principal to review with individual members of staff who have undertaken a risk assessment.	Y	All RA (VERA) to be updated or in place for first week in September for staff as appropriate. HR providing support in week beginning August 24th.	M

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	• 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 • The school, staff and parents engage with the Test and Trace processes • Staff have been given the most up to date guidance during TTD. • Name and contact details of visitors on site are recorded and stored for Test and Trace purposes via Inventory. Data will be held for 21 days.	Y	• All staff have a copy of Romero Test and Trace Policy.	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	• Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. Any household members within school will be sent home to self-isolate for 14 days or until the test result is known and is negative • Engage with the NHS Test and Trace process • Contain any outbreak by following local public health protection advice contact: Public Health England health protection team • 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 for BAME and those self identifying as clinically vulnerable have been carried out and these have been reviewed. No adaptations were necessary.	Y	• School Admin Team are keeping a record of any staff or pupils who may have had contact with positive case and this is monitored on a daily basis by the Principal. • Weekly reminders given in staff briefings and on parent newsletters. • Staff reminded that the email corona@romeromac.com should be used to access the Test and Trace at the Ricoh Arena	M
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	M	• 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 • All new staff have received full induction during the 1st week of term.	• Y	• Share information with parents new to the school and publish regular reminders on newsletter and Arbor. • School to update information as and when we receive alerts from Local Authority and DfE.	M

Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	• 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	• 2 x Isolation/Medical Rooms are now in use for pupils who show potential COVID symptoms.	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	M	• A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes:
		    o Infection control
		    o Fire safety and evacuation procedures
		    o Constructive behaviour management
		    o Safeguarding
		    o Risk management
		• All new staff have been inducted during TTD. All existing members of staff have been updated and given materials to refer to.
		• Safeguarding Policy has been updated in light of KCSE (September 2020) and all staff trained.
			Y	• New fire exits are in place for new Nursery building - 1st September 2020.	L

New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	• 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. • All new staff into Nursery have been inducted with SJF procedures during TTD.	Y	• Weekly meetings in place for new members of staff to address any issues or concerns.	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: • Staff • Pupils • Parents • Governors/Trustees • Local authority • Professional associations including Trade Unions • Other partners including peripatetic staff and health professionals • Home-School Agreement shared with all parents and pupils who are returning to school • COVID Guidance sheet to be produced for all visitors	Y	• Where professionals do need to conduct meetings about pupils (SEND/Social Care) this should preferably be done remotely or in a well ventilated room with no more than 6 persons. All attending the meeting should wear a face covering.	L
There is a lack of clarity and understanding in maintaining social distancing and good hygiene	M	• Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it bin it' rules. • Clear floor markings identify 2 metre spaces (may be reduced to 1 metre+) and 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. • All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. • Signage and procedures have been made clear to all staff, pupils and parents.	Y	• SLT to review at the end of each week and make adaptations as necessary. Share findings with staff on weekly briefing. • Individual Risk Assessments to be completed for those pupils who are vulnerable and who may not understand. RA to be shared with parents.	L
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	• 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	• This will be evident in newsletters and Arbor communications • Welcome Evening presentations to be shared with parents. • Parent Leaflet to be distributed	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	• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. • Home School Agreement has been issued to all parents	Y	• Regular reminders to be sent to parents via newsletters and Arbor messages	L

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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. Planning Movement around the school					
Movement around the school risks breaching social distancing guidelines	M	• 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 • Controls are in place but this will be reviewed at the end of each week and adjustments made as necessary. Any adjustments to the plan to be shared with staff during weekly briefing meeting. • Staggered entry and exit points communicated to parents and monitored on daily basis. • Staggered break and lunchtimes in place. • Pupils move around the school in single file.	Y	• Parents have been advised to wear a face covering whilst walking on the school grounds from Monday 14th September. • Staff have been advised to wear face covering whilst moving around in communal areas/ or should they have to meet with another professional. • Meetings where at all possible are taking place virtually.	L
4.1 Management of social distancing in reception areas					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	• No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours, it should • A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures • 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. • Signing in sheet for Visitors to be completed by Office staff. • Visitors to be kept to a minimum and where possible arrange by appointment. • Visitors guidance sheet to be provided for each Visitor. • Clear signage in place on Main Entrance Door. • Building Contractors will enter building via Nursery entrance and will not be accessing school building where staff and pupils are working.	Y	• Pupils who arrive late to school will enter via main reception. Admin staff to sign pupils in.	L

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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	• 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 if this is possible without reducing the overall teaching time for pupils • 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. • All year groups to have staggered start and finish times from 8.30 -9:00am 3:00-3:30pm.	Y	• All parents have been advised to wear a face covering whilst on the school site from Monday 14th September.	L
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	• 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. • Review arrangements at the end of week and make necessary adjustments.	Y		L
Pupils use public transport and thereby increase risk of infection and transmission	M	• Public transport is defined as transport used by the general public. If children use a public bus to come to school they will have to wear a face covering if they are over the age of 11. • 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. • 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 • Parents and children will be discouraged for using public transport if there is another practical mode of getting to school including, walking, cycling (if safe) or family car. • 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.	Y		L
Pupils use school minibus and thereby increase risk of infection and transmission	M	• Pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school • Where pupils are travelling to and from a site, the seat will be assigned to a pupil for both journeys. • Staff will ensure the use of hand sanitiser upon boarding and/or disembarking • There will be additional cleaning of vehicles after usage • Staff will ensure there is an organised queue when boarding where ever possible • Distancing within vehicles wherever possible, e.g. seats left unused as spacing between pupils	Y	• Nigel Bellamy and Christina O'Neill to advise on any individual trips or circumstances in relation to the Minibus. Billington to provide further H&S guidance.	L

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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)
		• The use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet • Ventilation of the minibus, will be actioned before the journey begins.			

4.3 Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination as far as is reasonably practicable

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum	M	• Group pupils together to reduce as far as possible the number of contacts between children and staff, to a size that balances the requirement to deliver a broad and balanced curriculum. The maximum group size is one year group. The ideal group size is one class group • Maintain as far as possible the consistency of group members. • Avoid contact between groups as far as possible • Staff to maintain distance from pupils and other staff as much as possible • Children should only be placed in larger groups if they are able to observe social distancing otherwise, they must be placed in a class group. • limit interaction, sharing of rooms and social spaces between groups as much as possible. • younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. • where possible children may spend the majority of their time in their class groups, but will be allowed to mix into wider groups for specialist teaching, wraparound care and transport, • All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer. • If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Face to face contact will be avoided if possible and the time spent in close contact (within 1 metre of anyone) will be minimised • The provision for a child with complex needs who require close contact care can be delivered as normal • PPA Plan has been revised for all staff and movement around the school has been minimised where possible.	Y	• Share Romero Reconnects Curriculum with all teaching staff. • Highlight elements of the core curriculum which need to be re-taught and revised. • Ensure Provision Map is in place for each year group to support SEND pupils and for those with additional needs. • Drop in sessions provided for those parents who are concerned or who have questions.	L
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	M	• Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance • Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class. • All furniture not in use has been removed from classrooms and teaching spaces into safe storage • Arrangements are reviewed regularly. • Additional furniture has been removed from classrooms.	Y	• Risk Assessments have been conducted for each pupil with EHC Plan and those with significant additional/medical needs. • Clear timetable in place for each pupil who has additional needs. • Staff training to be provided for Teachers and Teaching Assistants to support learning for these pupils	L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
		• Class Teachers in discussions with SLT have remodelled their classrooms. Careful consideration has been paid to EYFS and Year 1 and learning activities have been adapted to ensure pupils have an education which is appropriate to their age and stage. • Classrooms from Y2 to 6 have laid desks out in rows to ensure pupils will not be facing one another.			

4.4 Management of movement in corridors

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Social distancing guidance is breached when pupils circulate in corridors	M	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • 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	• Ensure regular staff briefings take place. • Pupils will move around the school in single file.	L

4.5 Management of social distancing at break times

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Pupils may not observe social distancing at break times	M	• Break times are staggered across Year groups. • 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. • Plan for designated areas for break and lunchtime time to be drawn up. • Provide training for Lunchtime Supervisors.	Y	• New timetables in place for break and lunchtimes. This will be reviewed on a daily basis.	L

4.6 Management of social distancing at lunch times

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Pupils may not observe social distancing at lunch times	M	• 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 where practicable. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, pupils eating 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).	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)
		• Eating areas are cleaned in-between group usage and after lunch has ended. • Staggered lunchtimes are considered to reduce congestion providing this does not impact on the delivery of teaching time • Some pupils will receive packed lunches in their classrooms to ease congestion in the dining halls • Plan for designated areas for break and lunchtime time has been drawn up and share with all relevant staff. • Training has been provided for all Lunchtime Supervisors. • Review plan for designated areas for break and lunchtime time and consider arrangements for indoor break • Review provision for Lunchtime arrangements with DRAs.			

4.7 Management of social distancing and hygiene in the toilets

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures	L	• Queuing zones for toilets and hand washing have been established and are monitored. These do not have to be segregated for different groups, but should not be used by members of different groups at the same time • 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 young children are supervised in doing so. Signage is in place • Weekly reminders given to pupils and staff to maintain social distancing	Y	• Floor markings will be placed at the front of the serving hatch to enable social distancing while waiting to be served.	L

4.8 Safety Arrangements for the use of Medical Rooms

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
The configuration of medical rooms may compromise social distancing measures	L	• Social distancing provisions are in place for medical rooms behind a closed door if possible • 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. It is advised that **household bleach** is used after the room is vacated. • Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff • Medical Room identified and equipped with necessary PPE and First Aid equipment. • Isolation Room identified and equipped with necessary equipment. The Chapel KS2 Hall • Audit of First Aid kit has been completed and new resources purchased for new academic year. • Principal to review use of Medical/Isolation Rooms on a weekly basis and ensure Fire Aid Equipment is in full supply.	Y	• Re-fresher training for all members of staff. • Relocate Medical Room in light of full school opening. • 2 x isolation rooms are now in operation. One in each building (KS1 and KS2)	L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
		• Any member of staff providing assistance to someone with symptoms and any pupils who have been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell			

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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)
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	M	• 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 ae available in every teaching and washing space and this reflects increased demand in September when all pupils and staff return • Whole school has been deep cleaned. • Cleaners have had training regarding daily cleaning. • Additional cleaner to empty bins and clean all toilet during the middle of the day. • Deep clean took place during the last week of August. • Each classroom has their own set of cleaning equipment for use throughout the day.	Y	• Additional deep clean – fogging took place Saturday 5th September, • Each classroom has anti – bac wipes to clean keyboards before and after use.	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	• 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. • Audit has taken place of all necessary equipment by SSO and checked by Principal.	Y	• Review use of resources by the end of week and ensure Facilities Manager is updated.	L
Pupils forget to wash their hands regularly and frequently	M	• 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	• Pupils who require additional support in this area will have an individual risk assessment and this will be shared with parents.	L
Equipment and resources	M	• Individual and very frequently used equipment such as pencils and pens should not be shared • Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly • 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) • Outdoor play equipment will be cleaned more frequently • Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted • Each pupil provided with individual packs of regularly used resources	Y	• Staff advised to use their own IT equipped where possible and not share.	L

5.3 Personal Protection Equipment (PPE)

Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided

Provision of PPE for staff where required is not in line with government guidelines	M	• 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. • Face coverings are not ordinarily required in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport	Y	• Risk assessment in place for each pupil who requires intimate care	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	• Consideration should be given on planning what to teach and how • The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading.	Y	• Teaching have staff have transitioned pupils into new routines and ways of working.	L
Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	M	• 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. • Class Teachers to follow up on 1 to 1 meetings with all new parents, in order to plan for September and those identified as Disadvantaged .	Y	• Teachers are using Autumn Term Assessment Package from PIXL to assess gaps in learning and to shape learning for pupils going forward. • Findings to be shared with parents in Consultation Meetings via telephone or Microsoft teams meetings.	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	• 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.	Y	Transition Meetings took place for our most vulnerable pupils in July. Meetings to be followed up where appropriate with SENco and new class teacher.	L
Resuming full support for pupils with SEND (SEND Support and EHC Plans	M	• All children with SEND will return full-time to school in September 2020 and receive their full entitlement to support • Small children and children with complex needs will continue to be helped to wash their hands properly • 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 Las vulnerable children risk assessment template • 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 social distancing	Y	• Update IEPs and meet with parents – September 2020. • Training provided for all staff re: emotional regulation • External agencies such as EPS, Communication Team and Speech and Language have resumed service from Week 2. All agencies are observing social distancing and have dedicated room to work in.	L
Risk of infection from singing, chanting, playing wind or brass instruments and shouting	H	• Music lessons will be held outside when practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing, positioning children back-to-back or side -by-side (not face to face) • Instruments will not be shared • Delay music groups/choirs for the first half term/full term to be reviewed at Christmas	Y	• Guitar and Keyboard tuition will begin from Week 4. Pupils will be in groups of 6 in a large ventilated space and will not share instruments.	L

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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)
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	• 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/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. • Class Teachers to use Thrive action plans and resources to support emotional well-being. • Principal to deliver virtual assemblies each week.	Y	• Revise how and when we teach PSHE curriculum. • Teachers to conduct Thrive assessments – all pupils and follow action plans • Thrive groups in place for most vulnerable pupils • Jigsaw is used as a tool to support pupils mental health and wellbeing. • Ten Ten resources to be used to support well being of pupils • Assemblies and circle time to be used to support well being of pupils	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	• 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	• Principal and Vice Principal to attend Supervision Training in Autumn Term. • BHSF can be used as a source for other agencies or counselling https://www.bhsf.co.uk/ • Where possible, Hays online sessions to be continued for staff not previously accessing	L
7.3 Bereavement Support					
Pupils and staff are grieving because of loss of friends or family	M	• 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. • Consider the impact of the loss of our Parish Priest across school community and wider Parish. Father Des will be joining Saint John Fisher from 1st Sept. Principal to work closely with new Father Des and support with communication.	Y	• TRCA Bereavement Policy • BHSF Support via the Employee benefit scheme https://www.bhsf.co.uk/ Occupational Health where appropriate	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	• The Academy Committee continues to meet regularly via online platforms on Teams • 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 Academy Committee meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Y	• See the **TRCA COVID 19 SEPT 2020 Closure plan** • Teams meeting set up for Autumn and all Romero meetings (CC1 2 3) are online.	L
Governors are not fully informed or involved in making key decisions	L	• 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	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • 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 • Staff, pupils, parents and governors have been briefed accordingly. • Board of Directors and Academy Committees have approved revisions	Y		L
Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning	M	• A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level • High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups • Remote education is integrated into the school's curriculum planning • Printed resources are available for those that cannot access the internet physically or cognitively • 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 though high quality curriculum resources and/or videos with face to face virtual contact as appropriate – ideally daily		• All staff trained in how to make effective use of Microsoft Teams to enhance home learning (KS2) • Conduct survey with parents: access and use of technology in the home – end of week 2 • Reception and KS1 pupils to be assigned Seesaw logins (virtual learning platform) • Key members of staff to take part in remote learning working group and share good practice.	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	M	• Fire procedures have been reviewed and revised where required, due to: o Reduced numbers of pupils/staff o Social distancing rules during evacuation and at muster points o Possible need for additional muster point(s) to enable social distancing where possible o Staff and pupils have been briefed on any new evacuation procedures. o Incident controller and fire marshals have been trained and briefed appropriately. o Fire Marshalls have been identified for each Group. • New Fire Marshalls to be trained with new procedures. • Consider how to train pupils to meet at evacuation points, whilst social distancing. E.g. Caterpillar for EYFS and KS1. • Staff to be updated with adapted procedures.	Y	• Review whole school fire procedure in light of new Nursery class. • Fire drills to take place early in September	L
Fire evacuation drills - unable to apply social distancing effectively	L	• Plans for fire evacuation drills are in place which are in line with social distancing measures. • Fire Evacuation plans have been checked and agreed with H&S Advisor (9th June) • Fire drill has taken place for each group.	Y		L
Fire marshals absent due to self-isolation	L	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y		L
9. 2 Contractors working on school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	• 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. These will be organised outside of school hours wherever reasonably practicable • 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. • Estates Manager, Principal and SSO to work with contractors to ensure robust Risk Assessment is in place whilst work is carried out on the new Nursery building. • 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.	Y	• Additional outdoor works to the Nursery need to be completed. Contractors will return to site at the weekends during September.	L

		- 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). - LED lighting has been installed across the school – August 2020. - Nursery refurbishment is complete – 1st September 2020. **Contractors are on site to re-design and refurbish new Nursery attached to KS1 building (July-August 2020) A full risk assessment is in place**			

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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

The provision of SJF Wraparound Club-Out of School Setting would be suspended should guidance and safety measures not be in place. The Out of School Setting may pose a risk to social distancing and infection control.	M	• Each pupil attending club will be allocated a bubble in line with their year group and phase and a member of staff dedicated to this group. • There will be no more than 15 pupils in each group and groups will remain consistent. • Additional break away areas will be provided for snack, outdoor play and indoor activities. • Members of SJF Wraparound will sign pupils in and out of club and parents will not be permitted to enter the building. • Test and Trace – the grouping of pupils will be evidenced for 21 days. • Effective protection and control measures in place. These control measures will mirror the arrangements in place during the school setting so there is consistency in the highest standards attained.	Y	• Principal and Wraparound Manager will review provision on a daily basis and make adjustments as necessary. • Dfe Guidance ciick here	L
The Out of School Setting (After school sporting activities may pose a risk to social distancing and infection control.	L (There will be no after school sporting activities during Autumn 1)	• **There will be no after school sporting activities during Autumn 1, however this will be reviewed on a regular basis.** • Indoor provision – 15 pupils to each group with named member of staff. • Outdoor provision – 15 pupils to each group with named member of staff. • Test and Trace – the grouping of children will be evidenced for 21 days • Effective protection control measures in place	N	• Dfe Guidance ciick here	L
Pupils will not have access to water throughout the day.	M	• Parents will be asked to provide their children with water bottles each day. Timetable established for classes to refill bottles at set stations. Staff to supervise and ensure hands are washed before using the water station. Stations to wiped down after use.	Y		L
Pupils will not have inhalers and epi-pens in school which are in date.	M	• Medical plans to be reviewed with parents during the first week of September and staff to check medication is in date.			L
Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme or alternative provision)	M	• The school, working with the setting will ensure that all risks are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum	Y		L
A new Nursery added onto the School will not be aware of DfE Guidance in relation to the main school policy and procedures with new staff joining the school team	M	• RSC to sign off the Nursery expansion of age adjustment on 18th August • Contractors complete the site successfully so the new Nursery provision is safe and secure to receive our new cohort of Nursery children • The new staff are completely inducted alongside main school staff with tailored support as appropriate • New parents will receive all information that the main school receive	Y	• Principal to liaise with EYFS team for a successful integration of the new Nursery into the Primary school so there is seamless transition.	L

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		• On going review process in the Autumn term as the Nursery is implemented and established			
Face coverings to prevent spread of virus 14th Sept 2020	M	• Staff are advised by Coventry LA and Local PHE to wear face coverings in areas outside the classrooms where social distancing cannot easily be maintained (e.g. communal areas inside the school buildings including moving between lessons). Although this remains discretionary for schools in the Reopening guidance (unless the area is in local lockdown), as a pre-emptive measure to prevent a further rise in numbers which may result in tighter restrictions in Coventry. • Parents are advised to wear face coverings when dropping off and picking up children and school staff monitoring school drop off / pick up are **also** wear face coverings where possible from Monday 14th September	Y		L
Social Distancing and Self-isolation	H	• School staff keeping social distance from other school staff (and from pupils, as appropriate) is important.	Y		L

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Autumn Arrangement Plan

Teacher	Start Time and Point of Entry	Break	Lunch	Finish Time and Point of Exit
Nursery Mrs Mobbs	8:30am or 12:30pm Main Gate: Kineton Rd to Nursery Entrance	Nursery outdoor area	Children to use Nursery provision only	11:30am or 3:30pm Main Gate: Kineton Rd to Nursery Entrance
Reception Mrs Mills & Mrs Smith	8:45am Church car park to Reception Gate	10:15 Reception Outdoor Area	11:45 – 12:45 KS1 Hall KS1 Playground	3:15pm Church car park Reception gate
Reception Miss Mullen	8:45am Church car park to Reception Gate	10:00 Reception Outdoor Area	11:45 – 12:45 KS1 Hall KS1 Playground	3:15pm Church car park Reception gate
Year 1 Miss Malik	8:40am Church car park to Y1 Gate	10:15 – 10:30 KS1 Playground	12:00 – 1:00 KS1 Hall KS1 Field	3:10pm Church car park Year 1 gate
Year 1 Miss Burton	8:40am Church car park to Y1 Gate	10:15 – 10:30 KS1 Playground	12:00 – 1:00 KS1 Hall KS1 Field	3:10pm Church car park Year 1 gate
Year 2 Miss Cunningham	8:30am Church car park to Y2 classroom door	10:00 – 10:15 KS1 Playground	12:00- 1:00 Classroom Field opposite Y2	3:00pm Church car park Year 2 classroom door
Year 2 Mrs Corry	8:30am Church car park to Y2 classroom door	10:00 – 10:15 KS1 Playground	12:00 – 1:00 Classroom Field opposite Y2	3:00pm Church car park Year 2 classroom door
Year 3 Miss Stephens	8:30am Main Gate: Kineton Rd – Middle Playground	10:00 – 10:15am Middle Playground	12:00 – 1:00 Classroom Middle Playground	3:00pm Main Gate: Kineton Rd – Middle Playground

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Teacher	Start Time and Point of Entry	Break	Lunch	Finish Time and Point of Exit
Year 3 **Mrs Taylor & Mrs Smith**	8:30am Main Gate: Kineton Rd – Middle Playground	10:00 – 10:15am Middle Playground	12:00 – 1:00 Classroom Middle Playground	3:00pm Main Gate: Kineton Rd – Middle Playground
Year 4 **Miss Watson**	8:45am Main Gate: Kineton Rd – Middle Playground	10:30 – 10:45 Middle Playground	12:10 – 1:10 Classroom Field outside Y4	3:15pm Main Gate: Kineton Rd – Middle Playground
Year 4 **Miss Jarvis**	8:45am Main Gate: Kineton Rd – Middle Playground	10:30 – 10:45 Middle Playground	12:10 – 1:10 Classroom Field outside Y4	3:15pm Main Gate: Kineton Rd – Middle Playground
Year 5 **Mrs Bishton & Mrs Finn**	8:45am Main Gate: Kineton Rd – Top Playground	10:30 – 10:45 Top Playground	12:10 – 1:10 Classroom Top Playground	3:15pm Main Gate: Kineton Rd – Top Playground
Year 5 **Mrs Davies**	8:45am Main Gate: Kineton Rd – Top Playground	10:30 – 10:45 Top Playground	12:10 – 1:00 Classroom Top Playground	3:15pm Main Gate: Kineton Rd – Top Playground
Year 6 **Mrs Pelchat**	8:30am Main Gate: Kineton Rd – Top Playground	10:00 – 10:15 Top Playground	12:00 – 1:00 Classroom Field opposite Y6	3:00pm Main Gate: Kineton Rd – Top Playground
Year 6 **Mrs Bower & Mrs Edge**	8:30am Main Gate: Kineton Rd – Top Playground	10:00 – 10:15 Top Playground	12:00 – 1:00 Classroom Field opposite Y6	3:00pm Main Gate: Kineton Rd – Top Playground

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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	**tleverage@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**

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Risk Assessment Review

This Covid-19 Risk Assessment has been checked by:

Name	Role	Signature
Brendan Fawcett	Chair of Directors	*Brendan Fawcett*
Helen Quinn	Catholic Senior Executive Leader	*Helen Quinn*
Dee Williams	Principal St. John Fisher Catholic Primary School	*D. Williams*
Sharon Boyle	Chair of Local Academy Committee	*S. Boyle*

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