



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



Contents

Definitions	3
1. Introduction	4
2. Overview of actions required for safe working.....	4
3. Locally Agreed Principles	5
4. What we know	6
5. Summary	7
6. Resources and References	8
COVID-19: Operational Risk Assessment for school reopening.....	9
1. Establishing a gradual and safe approach for pupils and staff to return to school	10
2. Securing safe teaching spaces to accommodate all pupils returning to school	11
3. Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene ..	17
4. Planning Movement around the school.....	19
5. Securing and sustaining robust hygiene systems and procedures	26
6. Curriculum Organisation	28
7. Enhancing Mental Health Support for Pupils and Staff	30
8. Governance and Policy.....	32
9. Other operational issues.....	34
10. Additional site-specific issues and risks	36
Autumn Arrangement Plan	37
Useful Contacts	38
Risk Assessment Review	39

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

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 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. COVID-19 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 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

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](#)

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

Assessment conducted by:	Andy McConville	Job title:	Principal	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, governors
Date of assessment:	5th August 2020	Review interval:	5th August 2020	Date of next review:	September 2020 and continuous review thereafter

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)

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 (SSO, Vice Principal representing staff and LAC Chair to meet before September) 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: Shared with all staff w/b 1st September Different areas of the school have been reviewed and repurpose for organisation; classes are now set up for 30; hall will be returned to large open space for September after furniture removed and library has been repainted. Procedures for when pupils and staff enter and leave school will continue from pattern before as all school year groups were offered places and this has been trialled successfully. Planned movement around the school during lesson, break and lunch times Systems in place for delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used Additional arrows painted onto the one-way entry system to aid parents w/b 01.06.20 Billington's reviewed process Health safety committee to meet on the 21st Aug (UB/ AH/ AMcC) and complete site inspection ready for opening. Sara from Billingtons to complete site assessment 4th Aug Risk assessments to be written for any identified pupils vulnerable or SEN Shared updated reopening with staff (staggered ingress and egress times, breaktimes and lunchtimes, as well as identified specific outdoor areas) Health and Safety Panel to met on 9th October 2020 	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 ups are up to date Sara from Billington's to complete site assessment 4th Aug Health safety committee to meet on the 21st Aug and complete site inspection. 	Y		L

1.2 First Aid/Designated Safeguarding Leads					
Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
The lack of availability of designated First Aiders and Designated Safeguarding Leads may 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. Potential deployment of from Romero schools PPE First Aid training delivered by Julie Fulea on 04.06.2020 to our Paediatric first Aid trained staff and Principal. Training videos shared with all staff. Consideration has been given to increasing DSL (AMcC/ WA/ JB) capacity to respond to respond to any increase in safeguarding and welfare concerns arising during the Covid-19 school closure and holiday period Safeguarding training delivered to all staff on September 1st – including updates on KCSIE / GDPR updates Weekly updates on safeguarding issues item 1 at each staff meeting. Covid guidance update item 2 each week. New DRA attended training 14th October (in pairs so that cover can be organised) [2 staff attended during half term 28th Oct] 	Y		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	M	<ul style="list-style-type: none"> 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 Welcome meetings to be recorded and distributed via Arbor / social media All tables are put in classrooms facing forward. Two pupils seated per table and these pairings will be permanent until foreseeable future All children to have individual pencil cases / maths trays to be shared between partners Year 1-6 starting Wednesday 2nd September Reception and Nursery pupils staggered start w/b 7th September PE kits to be worn to school on the day of PE lessons – timetables will be distributed to parents via Arbor w/c 31.08.20 	Y		L

<p>Large spaces that need to be used as classrooms</p>	<p>L</p>	<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.. <ul style="list-style-type: none"> ○ Hall initial capacity set to 60 (two bubbles) ○ Canteen initial capacity set to 60 (two bubbles) • 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. • Assemblies will take place via TEAMS for whole school with one bubble will be in the hall and this will be rotated. • Settings for dinner will be in the dining hall and main hall. • Cutlery to be on tables for both KS1 and KS2. • Markers to be laid to enforce 2m rule by serving hatch. • Groups using these spaces over the lunch time are staggered and the furniture is cleaned down in-between sittings. • Group 1 is 12-1220 Group 2 is 12.30 – 12.50 • Milton is used to spray down all chairs and tables between use. • 	<p>Y</p>		<p>L</p>
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>M</p>	<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 team • All furniture has been removed from the staff room to discourage unnecessary congregating. • Staff using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group • Staggered breaktimes will support social distancing guidelines • Designated spaces for staff during lunchtime: <ul style="list-style-type: none"> • EYFS Group room off library • KS1 in Meeting room • KS2 in staff room 	<p>Y</p>		<p>L</p>
<p>School kitchens may not be able to serve whole school return</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 before pupils return in September. • Serving of school meals will be staggered and served in two venues; the dining hall and the School hall • In first instance, there will be Grab bags with cold food. Then in next stage, there is potential to loan a hot service trolley to be organised by Romero • School hot meal option introduced from 21st September • Principal met with catering lead on 16.09.20 to review current offer. 			<p>M</p>

Physical activity in school	M	<ul style="list-style-type: none"> • Pupils to be kept in consistent groups • Sports equipment to be thoroughly cleaned in between each use by a different group • Avoid contact sports in PE curriculum. • 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 kits to be worn to school on the day of PE lessons – timetables will be distributed to parents via Arbor w/c 31.08.20 • Running club reconvened 17.09.20 Pupils attend within their bubble groups 3&5 Thursday 6&4 Friday 			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					
<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>	M	<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. 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 An appropriate hierarchy of deputization is in place should a senior leader be unavailable. This might include external leadership capacity Staff available in addition to the bubble leads should a staff member not be available for work Individual Ras have been conducted with staff where the staff member has been classed as CEV or CV. Wednesday weekly briefing via teams to ensure all staff are healthy and understand the timings and logistics of what is planned. Potential to utilise staff from elsewhere in the MAC should available staff numbers fall All RA (VERA) were updated and in place by Friday 11th September. 	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)
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 The school, staff and parents engage with the Test and Trace processes Name / address of visitors to be recorded for track and trace purposes on inventory; Emails to request access the Test centre can be made to covid@romeromac.com In the event of testing unavailable all pupils with symptoms must isolate for 14 days. In the event staff develop symptoms and cannot access tests the school have provided a testing kit. Staff must remain in isolation unless a negative result is returned. 	Y		L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<ul style="list-style-type: none"> 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 in place for Clinically Vulnerable and BAME. Cleaning Policy updated and shared with relevant staff Car sharing is not allowed by staff of different bubbles. 	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	M	<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 	Y		M

		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners All new staff attended a days training on September 1st which covered safeguarding and the Risk Assessment and a familiarisation with the site and one way systems. 			
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	<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. Staff had a separate staff meeting 10th September to go through the school track and Trace policy. Parents were all emailed via Arbor update from Coventry City Council on symptoms and procedures 14.09.20 	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	M	<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 PPE videos were sent to staff w/b 8.6.20 there will be a further update in the new academic year Safeguarding and any updates to be shared with staff on September 1st Staff had a separate staff meeting 10th September to go through the school track and Trace policy. 	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. Induction will be carried out with new staff starting in September to update on arrangements. All new staff attending a days training on September 1st which covered safeguarding and the Risk Assessment and a familiarisation with the site and one way systems. 	Y		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	<p>Communications strategies for the following groups are in place:</p> <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 Covid-19 Guidance sheet to be produced for visitors LAC chair is very visible in school to ensure compliance and reassurance to school community Newsletter (Sway); active social media account and Arbor to be used to communicate weekly 	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 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. 	Y		L

		<ul style="list-style-type: none"> • All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. • Additional markings have been painted onto the driveway to support parents in adhering to the one-way system (08.06.2020) These will be redone for September so the markings are clear. • Milton spray is in in the ladies / gents toilets • Paper towels now in use and not the hand driers (08.06.2020) • Posters in all rooms give information on social distancing shared with children • Markers on stairways show how to maintain distance • Markers in school office to show visitors to maintain distance from office staff • New hand sanitiser stations at all exits and entrances to the building • Social distancing markers to be put on the dining room floor • A second wall hand sanitizer dispenser to be put up in both corridors • New signs fitted on school entrances and pathways signalling one way and no entries. • Members of staff at entrances & junctions to prevent parents taking wrong turns. • Staff on Gate reminding parents on the use of face coverings. 			
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 through Home School agreement to be reissued in September to all year groups. • Message reiterated to parents by staff stood on the gate in the morning. • Reminders posted in the schools newsletter • Welcome Meetings took place via a pre-recorded video and any further videos will be recorded and communicated. • Parents' Evening will be brought forward and will take place either via a TEAMS meeting or phone call • New signs fitted on school entrances and pathways signalling one way and no entries. • Members of staff at entrances & junctions to prevent parents taking wrong turns. • Staff on Gate reminding parents on the use of face coverings. 	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. • Weekly reminders communicated on social media, email, signage and in person on the school gate. 	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 • After break, children will line up when coming into class from break times, in the order of back row to front row (or vice versa) to ease movement into classrooms and avoid children having to pass each other once seated. • Children will move around the school in single file. • Children reminded of their responsibilities in assembly each week and regularly each morning by class teachers. • SLT out at the end of lunch time to ensure social distancing in lines. 	Y		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	<ul style="list-style-type: none"> • No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours, it should be. • A record of all visitors and their contact numbers are obtained (through Inventory) and retained for the purposes of Test and Trace procedures for 21 days. • Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit • Staff and regular agency staff e.g. cleaners are required to sign in using electronic code on Inventory pad which doesn't necessitate touching the screen. • All other visitors and contractors sign in with their own pen using the paper record. Antibacterial liquid is available at all times in the reception area. These visitors are subject to usual checking procedures in line with Visitor Management Policy, carried out by Reception office staff. • 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. • Message reiterated to parents by staff stood on the gate in the morning and at collection times. • Reminders posted in the school's newsletter 	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)
4.2 Management of Aggress and Egress – arrival and departure					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	M	<ul style="list-style-type: none"> • All children will enter via the main entrance on a staggered start and end to the day. Once dropped-off, parents will continue to use the one-way system in place. Children will sanitise their hands and make their way to their classroom, where they will be registered. Doors will remain open to allow ventilation. The gate will be manned and then locked once all children have entered. • At the end of the day children will be collected at staggered times. • See Autumn Arrangement Plan • This is policed by staff on the gate each morning and afternoon. 	Y	<ul style="list-style-type: none"> • • 	L
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	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. • Communication with shared site school (Little Heath) is key and plans shared with Headteacher on entry and exit points to reduce risks of gatherings. To be reviewed again on 19th June 	Y		L

		<ul style="list-style-type: none"> • Message are included in the weekly newsletter • Member of staff stood on both the entrance and exit gates to reiterate messages • Staggered times limit the amount of parents on site at any time. • One way system encourages them to keep moving and exit site. • Both pedestrian and vehicle gate to Spring Road are open during the drop off and collection times to prevent bottle neck at the pedestrian gate. • SSO from both schools take turns to block vehicle access with cones during this time to ensure pupil and parent safety 			
Pupils use public transport and thereby increase risk of infection and transmission	L	<ul style="list-style-type: none"> • 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 • Bikes – children to leave bikes in designated bike stands outside the school 	Y		L
Pupils use school minibus and thereby increase risk of infection and transmission	M	<ul style="list-style-type: none"> • 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 wherever possible • Distancing within vehicles wherever possible, e.g. seats left unused as spacing between pupils • 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. • Nigel Bellamy and Christina O’Neill to advise on any individual trips or circumstances in relation to the Minibus. Billington to provide further support on H and S. 	Y		L
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					
Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum	H	<ul style="list-style-type: none"> • 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 	Y	•	M

		<ul style="list-style-type: none"> • 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. • KS1 bubble includes both Y1 & Y2 classes in order to facilitate effective phonics teaching. • Other groups in class bubbles of 30 and lunchtime bubbles of 60 • School trips will not be held in the Autumn term – this will be revised in October • 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 • Staffing changes made to limit the crossing of bubbles by staff to an absolute minimum 			
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	M	<ul style="list-style-type: none"> • 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. • Last week of holiday used for movement of equipment where required • On PE days, PE kits can be worn to school – timetables need to be issued to parents in September • Face masks issued for all staff and instructed to wear them at all times unless at the front of the class teaching 2m from 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)
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, where possible, entry and exit points are fairly accessible using external exits • 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. • All routes for pupils designed to not use internal corridors where possible; at Good Shepherd there is easy access externally to most rooms on the ground floor. This will be the preferred method of ingress or egress. • Children are to walk in single file around the school and use external routes. 	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 if possible • External areas are designated for different year 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. • Pupils reminded by staff before leaving classrooms on expectations • Lunchtime supervising staff to intervene outside if necessary • Playground divided into set areas by cones with a non-use corridor separating each area. • See Autumn Arrangement Plan overview for times and locations of breaktimes / lunchtimes 	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 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 in other spaces. • Additional arrangements are in place, such as staggering lunch times, 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 in-between group usage and after lunch has ended. • Staggered lunchtimes along with two locations to reduce congestion • Some pupils will receive packed lunches in their classrooms to ease congestion in the dining halls • See Autumn Arrangement Plan for times and locations of breaktimes / lunchtimes 	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. 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 in toilet areas. • Classroom teachers establish routines to avoid pinch points around sinks when handwashing • Supervised handwashing to ensure done correctly. • Grab bags brought to the children sat at their tables 	Y		L

4.8 Safety Arrangements for the use of Medical Rooms					
<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> • 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. (This is the staffroom) • 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 • PPE available for use in line with guidance and training received by all first aid and EYFS staff on how to use it correctly. • Creation of designated medical room - this is the meeting room. • Creation of reserve medical room – this is the staffroom • 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 • The medical room is assigned to the room adjacent to the Principal office. • When in use the room is out of bounds and clearly signed that no one must enter until after it has been cleaned. 	<p>Y</p>		<p>L</p>

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	<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 and this reflects increased demand in September when all pupils and staff return Class staff clean surfaces during break and lunchtime. Adequate numbers of cleaning staff have been provided by the ECO clean SSO met with Principal and SBM on 11.06.20 to fully understand cleaning policy. An updated meeting will take place in the week beginning 1.9.20 Ongoing review of Cleaning policy and response given centrally so the TRCA policy can be updated and revised as appropriate. 	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. Orders made by SSO 3 weeks ahead of time in liaison with Nigel Bellamy and the central team. 	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 Supervision of pupils handwashing to ensure correct procedure 	Y		L

Equipment and resources	M	<ul style="list-style-type: none"> • 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 child to have their own pencil case and personal equipment. • Maths trays to be shared 1 between 2 – regularly cleaned • KS2 homework to be sent home via email 			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	<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. • Children under the age of 11 are not required to wear face coverings in or out of school including public transport • Dining Staff to wear PPE in cooking and serving food. • To continue to follow updated advice on the use of face masks • Tom O'Reilly, TRCA Catering Manager to lead on provision at lunchtime. • Face masks issued for all staff and instructed to wear them at all times unless at the front of the class teaching 2m from 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)
6. Curriculum Organisation Please also refer to: <ul style="list-style-type: none"> • TRCA Closure Plan (includes Remote Education plan) • TRCA Operational Plan 2020 / 2021 (including TRCA Romero Reconnects Action plan) 					
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; this is detailed in our Romero Reconnects for Primary and the School Academy plan for Secondary • The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. • Recovery curriculum to be in place • RSHE to be given high priority – use of Jigsaw and Life to the full to be implemented from September • Time set aside for Transition activities to help children become familiar with their new setting during first week. 	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. • Use of "Bubbles" to be used as a means of formulating a piece of writing to be assessed Y1 – 6 • Diagnostic reading / Gaps tests 	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. • Time set aside for Transition activities to help children become familiar with their new setting 	Y		L
Resuming full support for pupils with SEND (SEND Support and EHC Plans)	M	<ul style="list-style-type: none"> • 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 	Y		L

		mirroring expectations on staffing behaviours in terms of hygiene and social distancing			
Risk of infection from singing, chanting, playing wind or brass instruments and shouting	H	<ul style="list-style-type: none"> • 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		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. • 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 • Learning Mentor is being trained in 'Mental Health First Aid' on 14 &15th October 	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 • BHSF can be used as a source for other agencies or counselling https://www.bhsf.co.uk/ • Teaching with Heart to continue to provide support • Where possible, Hays online sessions to be continued for staff not previously accessing Teaching with Heart have reconvened counselling sessions face to face starting on 3rd November free to all staff to enrol. • Learning Mentor is being trained in 'Mental Health First Aid' on 14 &15th October • Development of Supervision policy and supervision training as part of TRCA ongoing 	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. TRCA Bereavement Policy BHSF Support via the Employee benefit scheme https://www.bhsf.co.uk/ Occupational Health where appropriate 	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)
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 platform; 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 governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. Meeting set up on 21st Aug for the Health and Safety meeting to confirm September opening with H and S LAC rep and Chair of LAC attending. Teams meeting set up for Autumn and all Romero meetings (CC1 2 3) are online. 	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 Academy Committee as and when appropriate. 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. Governors online extraordinary meeting on August 27th Regular updates with Chair of LAC LAC meeting took place 22nd October 2020 	Y		L
8.2 Policy Review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other	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. 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 	Y		L

<p>policies are no longer fit for purpose in the current circumstances</p>		<p>proportionate expectations of behaviour and make appropriate provision to support</p> <ul style="list-style-type: none"> • Staff, pupils, parents and governors have been briefed accordingly (through Home School Agreement) • Board of Directors and Academy Committees have approved revisions • Our behaviour rule, rewards and consequences will be shared with parents in September with revisions clearly identified and communicated (linking to the Home School Agreement). • All policies available on website and checked for compliance. 			
<p>Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 • See the TRCA COVID 19 SEPT 2020 Closure plan 	<p>Y</p>		<p>L</p>

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	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, with the school now open to all year groups due to: <ul style="list-style-type: none"> Review to Fire Drill muster stations to ensure groups do not come into avoidable contact 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. Fire drills to be scheduled for first weeks back. Fire Drill to take place on 3rd September without EYFS. Full fire drill to take place on Friday 18th September 	Y		L
Fire evacuation drills - unable to apply social distancing effectively	M	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. Painted x on the floor 2 metres away from another to show rally point. Fire drill success 03.09.20 	Y		L
Fire marshals absent due to self-isolation	M	<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. Situation monitored. All staff aware of roles. 	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	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. 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 	Y	•	L

		<p>procedures in place to ensure effective social distancing is maintained at all times.</p> <ul style="list-style-type: none"> • 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. • Contractors are subject to usual checking procedures (ID, DBS etc) in line with Visitor Management Policy by Reception office staff. This includes Asbestos checking records. • Contractors are asked to sign in on paper record with own pen (due to COVID) and are accompanied by the SSO at all times whilst on site, if children are in attendance. Where-ever possible contractors will work on premises when children are not in attendance. Antibac is available at all times in the Reception areas. • 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). • Work scheduled for half term where possible (October 26th – 30th) 			
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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					
Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Shared Site Being on a joint site with Little Heath could compromise on entry and exit to the school site could breach social distancing given additional families from two form entry school need managing	M	<ul style="list-style-type: none"> Meeting/ communication with Headteacher to further identify and mitigate risks regarding <ul style="list-style-type: none"> Parental and vehicular access on review to refine as and when needed. Use of field to be organised so that bubbles can be separated and there is a distance from the other school. Use of car park Communication with shared site school (Little Heath) is key and plans shared with Headteacher on entry and exit points to reduce risks of gatherings. Principal has regular meeting/ dialogue with Jo Stanley, Little Heath Headteacher to review and refine September opening plans and routes shared with Little Heath A new Headteacher is now in post for September, Jo Stanley Regular meets between Headteachers and email communication. Parents from both schools told not to attempt access through the other school grounds. 2nd Entrance to Good Shepherd opened to ease congestion around main entrance. 	Y		L
Access to water for pupils	M	<ul style="list-style-type: none"> All pupils to bring into school water bottles to be refilled at designated locations Pupils are required to wash hand before and after using taps Water fountains used by adults only to refill bottles over lunchtime 	Y		L
Access to emergency medical equipment	M	<ul style="list-style-type: none"> All inhalers are stored in class with pupils Epi pens are stored in central office location 2 Adults with the bubbles enable one adult to remain with casualty whilst the other retrieves medication Phones in all classroom enable medication to be brought up from the office 	Y		L
Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme or alternative provision)	H	<ul style="list-style-type: none"> The school, working with the setting will ensure that all risk are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum 	Y		L
Face coverings to prevent spread of virus. National	M	<ul style="list-style-type: none"> 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 	Y		

lockdown from 5 th November 2020		<p>(e.g. communal areas inside the school buildings including moving between lessons).</p> <ul style="list-style-type: none"> Parents are advised they must wear face coverings when dropping off and picking up children and school staff monitoring school drop off/pick up must also wear face coverings where possible 			L
Social Distancing and Self-isolation	H	<ul style="list-style-type: none"> School staff keeping social distance from other school staff (and from pupils, as appropriate) is important. 	Y		L

	Nursery/Reception		Year 1		Year 2		Year 3		Year 5		Year 4		Year 6		
Arrival	8.50- 9.00		8.40 – 8.50				8.50-9.00				8.30 - 8.40				
Pick Up	3.00-3.10		3.10 – 3.20				3.20 - 3.30				3.00 – 3.10				
Arrival location	Reception Classroom gate		Year 1 classroom external door		Year 2 classroom external door		Stairwell beside dining hall				Playground main door				
Room location	Reception		Year 1		Year 2		Year 3		Year 5		Year 4		Year 6		
PE	Thur	Fri	Mon		Wed		Tue / Thur		Mon / Thur		Tue / Fri		Wed / Fri		
PPA	Wed AM	Wed All	NA		Thu PM Fri PM		Thursday		Mon Pm Thu PM		Mon PM		TBC		
Breaks	NA		10.15- 10.30				10.45-11.00				10.45-11.00				
Play location	EYFS Field or Rubber Playground		Main Playground A				Main Playground B				Top Playground				
Lunches	12.00 – 12.45		12.00 – 12.45				12.30 – 1.15				12.30 – 1.15				
Eating location	Dining Hall (12.00-12.20ish!)		Main Hall (12.00-12.20ish!)				Dining Hall (12.30-12.50)				School Hall (12.30-12.50)				
Toilets	Reception Toilets		KS1 Toilets				Y3&5 Toilets				Y4&6 Toilets				
Teaching staff	Andrea Stephanie	Kasia Angela	Jordana Lucy	Kerrie	Katie	Michala P	Jennifer	Karen	Michael Evelyn	Julie	Hannah	Sam	Will Ben	Karen	
	Michala B														
Teacher hub (Lunch location)	Library		Meeting Room				Group Room				Staff Room				
Lunchtime Supervision	Nikki	Angela 12-12.20 Stephanie 12.20-12.45	Darota	Kerrie 12.00 - 12.20	Kalvinder	Michala 12.20 – 12.45	Mrs Bagum	Karen 12.30 – 12.50	Mrs Ayliffe	Julie 12.50- 1.15	Leanne	Sam 12.30- 12.50	Joanna	Karen 12.50- 1.15	
Afternoon break	NA		1.45 – 1.55				1.55 - 2.10				1.45-1.55				
Staff Toilets	EYFS Adult Toilet		Staff Toilets Main Corridor												
	Mon		Tues		Wed		Thur		Fri						
Office	Finola	Ann	Finola	Ann	Finola	Kathy	Ann	Kathy	Ann	Kathy	Ann				

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	tlevorage@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	<i>Brendan Fawcett</i>
Helen Quinn	Catholic Senior Executive Leader	<i>Helen Quinn</i>
Andy McConville	Principal Good Shepherd	<i>AMcConville</i>
Ann Harkin	Chair of Local Academy Committee	<i>Ann Harkin</i>