



Covid-19: Operational Risk Assessment

Review to include full re-opening September 2020



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Definitions

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

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

1. Introduction

Coventry's Partnership of schools 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 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 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 avoid 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

<p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p>	<p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>Covid-19-decontamination-in-non-healthcare-settings</p> <p>staying at home and away from others (social distancing)</p> <p>Health and safety risk checklist for classrooms</p> <p>E-bug posters</p> <p>Guidance for full opening of schools</p> <p>Guidance on the phased return of sport and recreation</p> <p>Sport England</p> <p>coronavirus (COVID-19) symptoms</p> <p>Public Health England health protection team</p> <p>guidance for food businesses on coronavirus (COVID-19)</p> <p>COVID-19: review of disparities in risks and outcomes report</p>
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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:	Paul Madia / SLT	Job title:	Principal / SLT	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	10 th July 2020 4 th September 2020 15 th September 2020 30 th October 2020	Review interval:	Weekly	Date of next review:	September 2020 and continuous review thereafter
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 Health and Safety Committee 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: <ul style="list-style-type: none"> Different areas of the school have been reviewed and repurpose for organisation Procedures for when pupils and staff enter and leave school Planned movement around the school during lesson, break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used SSO/SLT undertook classroom checklist During the INSET day on 01.09.2020, subject leads shared relevant changes e.g. for PE each class will have their own set of PE resources, no indoor singing (music) etc 	Y		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. SSO file confirms check up to date. LAC H and S Officer checks SSO Compliance Folder and ensure the necessary checks are up to date. 	Y		L
1.2 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding	M	<ul style="list-style-type: none"> First Aid certificates have been extended up until 30th September by Gov't A programme for training additional staff is in place, using on-line training. Paediatric First Aider and DSL/Deputy DSL on site at all times 	Y		L

<p>Leads may children's safety at risk</p>		<ul style="list-style-type: none"> • PPE provided for all staff that undertake any first aid or intimate care • All staff trained in how to use PPE by SSO and NHS key worker • Consideration has been given to increasing DSL capacity to respond to any increase in safeguarding and welfare concerns arising during the Covid-19 school closure and holiday period • All staff returning from Maternity leave have watched the necessary training videos. • Staff to be trained Level 1 First Aid • All staff have received Level 1 refresher Safeguarding Training and GDPR updates on 1st and 2nd September. • First Aider and DSL to be on site each day 			
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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. 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 (facing forwards with enough space for evacuation). Clear age appropriate signage displayed in classrooms promoting social distancing Ensure year group and staff stay together consistently and do not mix or blend with other year groups Teachers/Support staff used for interventions/PPA cover 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 Y3-6 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. 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. 	Y	<ul style="list-style-type: none"> Children in Year 2 will be regrouped from November 2nd back into groups of 8 or 6, rather than having desks facing forwards, due to the cohort struggling to manage work expectations sitting in row. 	L
Large spaces that need to be used as classrooms	L	<ul style="list-style-type: none"> No large spaces will need to be used as classrooms For assemblies, there will be the option of an invitation to a bubble of one year group to join in the hall in rotation whilst the assembly is delivered online to other year groups in their classroom. Set group size limit for large spaces (e.g. dining hall) – each sitting will have 60 children 	Y	<ul style="list-style-type: none"> All parent meetings/presentations to be shared via our school You Tube Channel and a link posted out on Facebook and Arbor. 	L

		<ul style="list-style-type: none"> 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. Mission Assemblies and Celebration Assemblies delivered on TEAMS. A recording of Celebration Assemblies is Arbored out to parents of children receiving awards. All spaces to be timetabled e.g. RWInc spaces. All tables will be wiped down after use. 			
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<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. Social Distancing expectations shared with staff. Three separate allocated staff rooms – studio, lodge and main staffroom. Staggered breaktimes and lunchtimes throughout the day to ensure there is minimal contact between staff. Staff rooms cleaned regularly by named staff (office/SLT/staff on duty). Staff using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group 	Y		M
School kitchens may not be able to serve whole school return	M	<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 in each school before pupils return in September. Year N/R/1 use the hall to eat their Deli Grab Bag – on rotation. Lunchtime Supervisors to hand these out the children. Yr 2/3/4/5/6 to eat in their classrooms with a Deli Grab Bag – lunchtime supervisors to deliver these to the classrooms. Safety: <ol style="list-style-type: none"> Deli Grab Bags are the safest catering provision for our Customers and Team Members. This will help to facilitate social distancing throughout the Schools. No large-scale movement of hot food throughout the Schools. 	Y	<ul style="list-style-type: none"> Introduction of a hot choice (in the grab bag) each day to offer variety to the children. 	M
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 	Y	<ul style="list-style-type: none"> Some KS2 classes will have external providers to take classes such as Bike ability. These providers have conducted risk assessments and equipment will be cleaned after use. 	L

		<ul style="list-style-type: none"> • 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 / school hall. 		<ul style="list-style-type: none"> • After school clubs (internal school ones) to be reinstated from November 2nd – Year 6 Football /Year 6 Netball and Year 5 Football. These clubs will run from 3:30pm – 4:30pm and will be ran by Sacred Heart staff. 	
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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. All RA (VERA) updated or in place for new/returning staff. 	Y		M
2.3 Testing and Managing Systems					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	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 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. All staff have a copy of the Romero Test and Trace Policy. 	Y	<ul style="list-style-type: none"> Updates shared with staff on a weekly basis during staff briefing. 	L

<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>M</p>	<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 • Weekly reminder of the Test and Trace in the newsletter • 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-identified as CV • Medical room used to isolate the children suspected of having Covid-19. • Medical room to be checked by SSO at 3:00pm. • Room has clear signage displayed when room is in use or has been used. • Full PPE worn by staff who are supervising symptomatic pupils. • Risk Assessments for BAME and those self identifying as clinically vulnerable have been carried out and these have been reviewed. No adaptations were necessary. • 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. This is in Excel on SharePoint. • 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 	<p>Y</p>		<p>M</p>
<p>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</p>	<p>M</p>	<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 	<p>Y</p>		<p>M</p>

		<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. Details of the procedures for self isolation and symptoms shared with parents on an ongoing basis. School to update information as and when we receive alerts from Local Authority and DfE. 			
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. 	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)
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 Returning staff members from maternity leave are inducted with new procedures and policies. 	Y	<ul style="list-style-type: none"> Health and Safety Walk to take place week beginning 9th November. 	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<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. Returning staff members from maternity leave are inducted with new procedures and policies. 	Y		M
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 See Autumn Arrangement plan for more details. Covid-19 information sheet produced for all visitors (no unnecessary visitors come to school). All staff/parents/visitors to use the schools intercom system to speak to the office or email. Visitors to school, only where absolutely necessary. Office staff to clean the buttons on the intercom after each use. Staff to use the internal phone system to deliver messages etc and not to go into the main office unless absolutely necessary. 	Y		L

<p>There is a lack of clarity and understanding in maintaining social distancing and good hygiene</p>	<p>M</p>	<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. • All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. • 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. • Review Risk Assessments of pupils who have high tariff needs and make adjustments where appropriate. 	<p>Y</p>		<p>L</p>
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	<p>M</p>	<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 created. 	<p>Y</p>		<p>L</p>
<p>Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19</p>	<p>M</p>	<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. • Regular reminders to be sent to parents via newsletters and Arbor messages 	<p>Y</p>		<p>M</p>

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. • Ensure all school specific pinch points are regularly monitored and risks mitigated. • 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. • Parents have been asked to wear a face covering whilst walking on the school grounds – Mandatory. Staff have been asked to wear face covering whilst moving around in communal areas/ or should they have to meet with another professional – Mandatory. • Meetings where at all possible are taking place virtually. 	Y	<ul style="list-style-type: none"> • Review of potential pinch points for new year groups returning. 	M
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. • A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures; Inventory will be used to record the information for 21 days • 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. 	Y	<ul style="list-style-type: none"> • We will be closing for registration at 8:50am; Late children to be let into the office waiting area, one at a time. Office staff to sign the children in. 	L

		<ul style="list-style-type: none"> • Arrangements in place for segregation of visitors. • Visitors to be kept to a minimum and where possible arrange by appointment. • Clear signage in place on Main Entrance Door. • Pupils who arrive late to school will enter via main reception. Admin staff to sign pupils in. 			
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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					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	M	<ul style="list-style-type: none"> Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place Start and departure times are staggered to reduce pinch points and risk of breach 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. Drop-off/collection to use different doors (see Autumn 2 Arrangement plan after Section 10.) Reception/Nursery drop-off/collection use the Nursery Gate. All year groups have staggered timings (from 8:30am-8:50am) and (from 3:00pm – 3:20pm) During drop-off, no parents will be allowed onto school site. They will drop their children off at the front gate. At collection there will be a one way system (where possible) on entry to the school using the pedestrian gate as the entrance. This is continually being reworked to improve. 	Y	<ul style="list-style-type: none"> Clear signage for parents on school site reminding them to wear face coverings. Regular reminders sent via newsletter and Arbor messages. 	M
<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. Reminding parents through parent mail and weekly newsletters about timings of the school day and access, ensuring that the whole community adheres to the strict social distancing measures. 	Y		L
<p>Pupils use public transport and thereby increase risk of infection and transmission</p>	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 	Y		L

		<ul style="list-style-type: none"> 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 			
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	M	<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 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 		<ul style="list-style-type: none"> Share Romero Reconnects Curriculum with all teaching staff Finalise set up of TEAMS and See-Saw for remote working when required. 	M

		<ul style="list-style-type: none"> 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. 			
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	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 (Capacity is 418 / PAN is 420)-Year 4 classrooms slightly under sized. Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class. Teachers to ensure there is a gap for evacuation. All furniture not in use has been removed from classrooms and teaching spaces into safe storage Arrangements are reviewed regularly. Nursery/Reception/Year 1 environment set for continuous provision 	Y		L
4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors are divided where feasible. 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. Review of potential pinch points of new pupils returning. Ensure regular staff briefings take place. 	Y		M
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 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. Provide training for Lunchtime Supervisors 	Y	<ul style="list-style-type: none"> See below for updated Autumn Term 2 Arrangement plan for times and locations of breaktimes / lunchtimes 	M

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 practical – only year N/R/1 will eat in the hall with Deli Grab Bags. • Floor markings may be 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). • 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 • Pupils will receive Deli Grab bags (hot food choice each day) in their classrooms to ease congestion in the dining halls- Year 3/4/5/6 • If it's wet break children will have to remain in their classrooms to eat and do quiet activities. • Training has been provided for all Lunchtime Supervisors. • Review plan for designated areas for break and lunchtime time. 	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	M	<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. • The toilets are cleaned (where possible at lunchtime by lunchtime supervisors). • 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. • Staff supervise children at all times when using the toilets and when handwashing. • Weekly reminders given to pupils and staff to maintain social distancing. 	Y	•	M
4.8 Safety Arrangements for the use of Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	M	<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. • 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. 	Y	•	L

		<ul style="list-style-type: none"> Principal to review use of Medical Room on a weekly basis and ensure First Aid Equipment /PPE is in full supply. 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	<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 reviewed 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 Each classroom has a set of cleaning products – tissues, hand gel and gloves. All teachers to ensure that their classrooms are tidy at the end of the day. All chairs to be placed under the tables. 	Y		L
5.2 Hygiene and Handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y		L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person. 	Y		L
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 (use of pencil cases – children will have their own set of resources) 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) 			M

		<ul style="list-style-type: none"> Mobile phones allowed onto site – children in Year 5/6. Outdoor play equipment will be cleaned more frequently Pupils will be limited to what they can bring into school to: lunch boxes, hats, coats, books and bags. Staff advised to use their own IT equipped where possible and not share. 			
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. Risk assessment in place for each pupil that require intimate care. 	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 The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. Teachers ensure they have transitioned pupils into new routines and ways of working. 	Y	<ul style="list-style-type: none"> Ensure pupils are prepared for home learning – basic use of Microsoft Teams in KS2/See Saw in KS1. 	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. Class Teachers to conduct 1 to 1 meetings with all new parents, in order to plan for September on TEAMS. Each teacher will use a "Recovery Curriculum Document" to gather views from parents. Pupils who are identified as Disadvantaged will be invited into school for transition meeting with new teacher on 8th July. SEN Children will be invited back to school on Monday 13th and Thursday 16th July with SEND Lead. Children to be baselined using the PiXL Autumn Catch Up Assessments Use of the Government's Catch-Up Funding to close the gaps 	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. Meet the Staff sheets to be sent out with reports (digitally) 	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 			M

		<ul style="list-style-type: none"> 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 			
Risk of infection from singing, chanting, playing wind or brass instruments and shouting	M	<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. Guitar and Violin and Piano tuition will begin from Week 4. Pupils will be in groups of 6/2 in a large ventilated space and will not share instruments. 		<ul style="list-style-type: none"> Drumming lessons will begin 2nd November in groups of two only. 	M

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/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 PSHE/ circle time to be used to support well being of pupils • Principal to deliver virtual assemblies each week 	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/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/ • Where possible, Hays online sessions to be continued for staff not previously accessing. • Principal and Vice Principal have attended Supervision Training (September). 	Y		L
7.3 Bereavement Support					

<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>M</p>	<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. • Staff signposted to online bereavement training. • TRCA Bereavement Policy • BHSF Support via the Employee benefit scheme • https://www.bhsf.co.uk/ Occupational Health where appropriate 	<p>Y</p>		<p>L</p>
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Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
8. Governance and Policy					
8.1 The role of Governors					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The Academy Committee continues to meet regularly via online platforms – all Teams Meetings set up for Autumn 1/ 2 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 meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility. See the TRCA COVID 19 SEPT 2020 Closure plan 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 governors. Board of Directors in consultation with Local Academy Committees are involved in key decisions on reopening. Board of Directors and Academy Committees are briefed regularly on the latest government guidance and its implications for the school. 	Y		L
8.2 Policy Review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 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

<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 • Conducted survey with parents: access and use of technology in the home – September 2020. 	<p>Y</p>	<ul style="list-style-type: none"> • All staff trained in how to make effective use of Microsoft Teams to enhance home learning (KS2) - this on-going. • KS1 pupils to be assigned Seesaw logins (virtual learning platform) 	<p>M</p>
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Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
9. Other operational issues					
9.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	L	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to <ul style="list-style-type: none"> Staff and pupils have been briefed on evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y		L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place. Fire Evacuation plans have been checked and agreed with H&S Advisor. Fire drill has taken place for each group. 	Y		L
Fire marshals absent due to self-isolation	L	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. Support Staff Fire Marshals retrained where staff have moved year groups. A new rota will be written for September. 	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	<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 procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). External visitors minimised with the exception of specialist peripatetic staff and health professionals. 	Y		M

		<ul style="list-style-type: none">• LED lighting has been installed across the school – August 2020.• All external visitors will have their temperatures checked on arrival.			
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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)
Bikes/Scooters being brought to school.	M	<ul style="list-style-type: none"> Children are not allowed to bring bikes/scooters onto the school site. SSO/Staff placed on the front pedestrian gate to monitor and tell parents of the procedure. Parent communicated by letter/Arbor. 	Y		L
The provision of Rise and Shine 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	<ul style="list-style-type: none"> Each pupil attending club will be allocated a phase group 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. Members of SH Rise and Shine 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. Dfe Guidance click here 		Principal and Rise and Shine Manager will review provision on a daily basis and make adjustments as necessary.	
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)	<ul style="list-style-type: none"> 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. Parents will be asked to provide their children with a water bottle each day. Dfe Guidance click here 		<p>Out of school settings:</p> <p>On the 21st October, the DfE published: keeping children safe during community activities, after-school clubs and tuition: Non-statutory guidance for providers running out-of-school settings.</p> <ul style="list-style-type: none"> Schools are not included as providers in this guidance but any private providers should pay heed to this non-statutory guidance. <p>Autumn 2 Clubs:</p> <ol style="list-style-type: none"> Tuesday Yr6 Football Tuesday Yr6 Netball Thursday Yr5 Football <p>All these clubs will be run by staff in school from 3:30pm – 4:30pm.</p>	
Lack of access to water for children.	M	<ul style="list-style-type: none"> Children to begin in their own (named) water bottle. Water bottles are kept on the child's desk at all times. 	Y		M

		<ul style="list-style-type: none"> Water bottles are refilled at key points throughout the day (when necessary) using jugs provided in the classroom. Water bottles are sent home each day to be washed at home. Parent communicated by letter/Arbor. 			
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 risks are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum 	Y		L
Children accessing Physical Education during Curriculum Time	L	<ul style="list-style-type: none"> The children in each Year Group access Physical Education (P.E.) at least 2 hours a week. On the allocated day, each Year Group wears their P.E. kits from home and are not required to wear their school uniform for the day. P.E. resumed during week 2 - 7th September 2020 for KS2 and KS1 only. Reception will not be required to change for P.E. during Autumn Term 1. All year groups will have their own dedicated equipment. This equipment will be sanitised after each use. 	Y		L
That the operation of the Teaching school could lead to excessive visitors and not support social distancing and infection control	L (as not currently open)	<ul style="list-style-type: none"> Teaching school resumed at the start September on a very small scale. All courses will have no more than 16 in a group size. Teaching School attendees are given Visitor management leaflets and at the beginning of any course, mandatory information must be given by Blue Sky or visiting staff Teaching school attendees will go through the playground at all times to avoid entering or exiting via the main building. Deli grab bags will be used instead of buffets for the time being. 	N		L
Face coverings to prevent spread of virus. National lockdown 5th November 2020	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 (e.g. communal areas inside the school buildings including moving between lessons). This is now mandatory for staff across the school. Parents 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. This is now mandatory across the school for parents. 	Y		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

Plan for November 2020 onwards (updated on 22nd October)

Teacher	Start Time and Entry Point	Break Times	Lunchtimes	End Times and Exit Point
Year 6 – Mrs O’Malley	8:30am – 8:50am Drift-in T Junction	10:50am – 11:05am KS2 Equipment + KS1 Equipment Staffroom	Sitting 2 12:30pm – 1:15pm Classroom – Grab Bags Netball Court LTS: Lily	3:15pm T Junction
Year 6 – Miss Gibson	8:30am – 8:50am Drift-in T Junction	10:50am – 11:05am KS2 Equipment + KS1 Equipment Staffroom	Sitting 2 12:30pm – 1:15pm Classroom – Grab Bags Netball Court LTS: Laura N	3:15pm T Junction
Year 5 – Mrs Severs/ Mrs Stevenson	8:30am – 8:50am Drift-in T Junction	10:50am – 11:05am Netball Court Staffroom	Sitting 2 12:30pm – 1:15pm Classroom – Grab Bags KS2 Equipment LTS: Kyle / Sophia	3:15pm T Junction
Year 5 – Miss Paterson/ Mrs Stevenson	8:30am – 8:50am Drift-in T Junction	10:50am – 11:05am Netball Court Staffroom	Sitting 2 12:30pm – 1:15pm Classroom – Grab Bags KS2 Equipment LTS: Lisa	3:15pm T Junction
Year 4 – Miss Allport	8:30am – 8:50am Drift-in Classroom Door	10:30am – 10:45am Netball Court Staffroom	Sitting 2 12:30pm – 1:15pm Classroom – Grab Bags KS1 Equipment LTS: Kuljinder / Michelle	3:15pm Classroom Door
Year 4 – Mr Finn	8:30am – 8:50am Drift-in Year 3/4 door	10:30am – 10:45am Netball Court Staffroom	Sitting 2 12:30pm – 1:15pm Classroom – Grab Bags KS1 Equipment LTS: Mary / Samia	3:15pm Year 3/4 door
Year 3 – Mrs Aldrich/ Mrs Drohan-Mills/	8:30am – 8:50am Drift-in Rise & Shine Gate	10:30am – 10:45am KS2 Equipment Staffroom	Sitting 1 11:45pm – 12:30pm Classroom – Grab Bags Netball Court LTS: Laura N	3:20pm Rise & Shine Gate
Year 3 – Mrs Cakebread/ Mrs O’Connor	8:30am – 8:50am Drift-in Rise & Shine Gate	10:30am – 10:45am KS2 Equipment Staffroom	Sitting 1 11:45pm – 12:30pm Classroom – Grab Bags	3:20pm Rise & Shine Gate

			Netball Court LTS: Kuljinder / Michelle	
Year 2 – Mrs Ellis/ Miss Roberts	8:30am – 8:50am Drift-in Rise & Shine Gate	10:30am – 10:45am KS1 Equipment Staffroom	Sitting 1 11:45pm – 12:30pm Classroom – Grab Bags KS1 Equipment LTS: Kyle / Sophia	3:10pm Rise & Shine Gate
Year 2 – Miss Parry	8:30am – 8:50am Drift-in Rise & Shine Gate	10:30am – 10:45am KS1 Equipment Staffroom	Sitting 1 11:45pm – 12:30pm Classroom – Grab Bags KS1 Equipment LTS: Mary / Samia	3:10pm Rise & Shine Gate
Year 1 – Mrs Pearman	8:30am – 8:50am Drift-in Year 2 playground	10:15am – 10:30am Whole Playground Staffroom	Sitting 1 11:45am – 12:30pm Hall / Claire H Reception Playground LTS: Eleanor / Amanda	3:00pm Year 2 playground
Year 1 – Mrs Stanton/ Mrs Cowley	8:30am – 8:50am Drift-in Year 2 playground	10:15am – 10:30am Whole Playground Staffroom	Sitting 1 11:45am – 12:30pm Hall / Claire H Reception Playground LTS: Shelly / Kiruba	3:00pm Year 2 playground
Reception - Mrs Rice/ Mrs Gaffney	8:30am – 8:50am Drift-in Nursery Gate	Own Timetable (as necessary) Reception Playground	Sitting 2 12:30pm – 1:15pm Hall Reception Playground LTS: Eleanor / Amanda	3:00pm Nursery Gate
Reception – Miss Thomson	8:30am – 8:50am Drift-in Nursery Gate	Own Timetable (as necessary) Reception Playground	Sitting 2 12:30pm – 1:15pm Hall Reception Playground LTS: Shelly / Kiruba	3:00pm Nursery Gate
Nursery – Mrs Peters	8:30am – 8:50am Drift-in Nursery Gate	Own Timetable (as necessary) Nursery Playground	Sitting 1 11:30am – 12:15pm Hall Nursery Playground LTS: Lisa / Lilly	3:15pm Nursery Gate

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

Risk Assessment Review

This Covid-19 Risk Assessment has been checked by:

Name	Role	Signature
Brendan Fawcett	Chair of Directors	
Helen Quinn	Catholic Senior Executive Leader	
Paul Madia	Executive Principal Sacred Heart	
Bill Warrington	Chair of Academy Committee	