



Covid-19: Operational Risk Assessment March 2021



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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)

Introduction

Coventry's Partnership of schools agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in 'Coventry Schools Covid-19 Re-set and Recovery Plan' in May 2020. On 2nd July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22nd February 2021:

- [Schools Coronavirus Operational Guidance February 2021 full re-opening](#)
- [Guidance-for-full-opening-special-schools-and-other-specialist-settings](#)

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

In preparing and reviewing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that 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 March 2021
- 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 (revised) that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures), which all staff should read, understand and sign
- Incorporates hyperlinks to 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 maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the head teacher and school management team. Reference:

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

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 parent/carer
- Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.
- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.

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.

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>

Locally Agreed Principles

Coventry schools Covid-19 re-set and recovery Plan' revised July 2020 set out agreed principles to secure the wider reopening of schools.

- 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

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 by 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)

Lateral Flow Testing

- Take active steps to identify asymptomatic cases within the school community, though the promotions of regular (at least weekly) community or on-site lateral flow testing for all staff and pupils year 7 and above, adhering to the [Mass asymptomatic testing: schools and colleges](#) safe operating procedures if based in school.

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, the Lockdown of January 2021 and the full reopening from 8th MARCH 2021. 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.

Overview of Statutory Requirements – What you must do in law

Source: [Guidance-for-full-opening-special-schools-and-other-specialist-settings](#))

Prevention:

You **must** always:-

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

In specific circumstances:

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

Response to any infection

You **must** always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice

Resources and References

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| <ul style="list-style-type: none"> • Schools Coronavirus Operational Guidance February 2021 full re-opening • Guidance-for-full-opening-special-schools-and-other-specialist-settings • Actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment • Mass asymptomatic testing: schools and colleges • Air conditioning and ventilation during the coronavirus outbreak • COVID-19: cleaning of non-healthcare settings • keeping children safe in education • letters-to-clinically-extremely-vulnerable-people • Covid-19-advice-for-pregnant-employee • COVID-19: cleaning in non-healthcare settings | <ul style="list-style-type: none"> • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Free-school-meals-guidance • Face-coverings-in-education • Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries • Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges • What-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak • Health and safety risk checklist for classrooms • E-bug posters |
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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 March 2021. Control measures have been used to exemplify actions that could be taken to mitigate the risk as required.

Assessment conducted by:	Matt Everett	Job title:	Principal	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	March 2021	Review interval:	Weekly review	Date of next review:	

Use this Risk matrix for the following risk assessment grids

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
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 or significantly reduced use of building					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	L	<ul style="list-style-type: none"> Health and safety audit conducted by nominated staff and Governor Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms 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 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 	Y	Routes redirected during testing.	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. 	Y		L
1.2 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads may place children's safety at risk	L	<p>If the DSL is not on site because of operational challenges, the following cover arrangements are in place:</p> <ul style="list-style-type: none"> a trained DSL (or deputy) from the school will be available via phone or online video, e.g. working from home access to a trained DSL from a partner school, will be available via phone or online video Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2. Determining the number of pupils that can be accommodated within the school infrastructure					
2.1 Organisation of Teaching Spaces and Communal Areas					
Classroom sizes will not allow adequate social distancing	L	<ul style="list-style-type: none"> 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 	Y		L
Large spaces that need to be used as classrooms	L	<ul style="list-style-type: none"> Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size. Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring Design layout and arrangements in place to enable social distancing. 	Y		L
Staff rooms and offices do not allow for observation of social distancing guidelines	L	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team Staff using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group 	Y		L
School kitchens may not be able to serve whole school return	L	<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) 		Canteen aiming to deliver more 'pre-served' meals to reduce queuing time and speed up students through the internal space.	L
Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably	L	<p>To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice):</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space). Opening internal doors can also assist with creating a throughput of air 	Y		

		<ul style="list-style-type: none"> • Opening external doors may be considered (as long as they are not fire doors and only where safe to do so) • Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see School uniform • Where possible furniture will be arranged to avoid direct drafts • Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • Heating used as necessary to ensure comfort levels are maintained, particularly in occupied spaces 			
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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>	L	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Any staff member who is identified as clinically extremely vulnerable is strongly advised by the NHS to stay at home and cannot be allowed in school for their own protection Staff members who are clinically vulnerable can work in school if it is not possible to work from home but must adhere to Covid-19 safety measures for their protection and the protection of others as set out in their VERA 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 know that they are required to 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 If classes in school cannot be delivered because staffing capacity is depleted a blended model of home learning and attendance at school will be utilised temporarily, until staffing levels improve. Any temporary change in provision for vulnerable or critical worker children will be risk assessed against safeguarding criteria in consultation with partners, with a clear plan of return. An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity 	Y	<p>Staff shielding are being asked to deliver remote intervention or have been given appropriate work to complete.</p>	L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2.3 Testing and Managing Systems					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff Staff share the outcome of the test with their employer The school, staff and parents engage with the Test and Trace processes 	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 <u>coronavirus (COVID-19) symptoms or have tested positive in the last 10 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 10 days or until the test result is known and is negative</u> 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. 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 the trust or local authority. Public health advice is followed. 	Y		L
Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school	L	<ul style="list-style-type: none"> The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff Staff understand that they must report a positive LFT result to their manager, immediately self-isolate, book a PCR (primary schools) and report the result 	Y		L

<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>L</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 • Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 	<p>Y</p>		<p>L</p>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>L</p>	<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. 	<p>Y</p>	<p>Students received daily reminders during extended tutor time in first week back</p>	<p>L</p>
<p>Staff, pupils and parents are not aware or are not compliant with self-isolation requirements</p>	<p>L</p>	<ul style="list-style-type: none"> • Consistent and repetitive reinforcement of the need for pupils and staff to stay home of they are unwell, reminding them that early onset symptoms can be complex • Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days if identified as a close contact of a positive Covid-19 case. This includes household members • Reinforce the new requirement to self-isolate for travel reasons should that occur 	<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)
3. Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene					
3.1 Staff Induction and CPD					
Staff are not trained in new procedures, leading to risks to health	L	<ul style="list-style-type: none"> A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y		L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Y		L
3.2 Communication Strategy					
A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks	L	<ul style="list-style-type: none"> Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement 			
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 (including the Shared Services Team) Pupils Parents Governors/Trustees Local authority Professional associations including Trade Unions Other partners including peripatetic staff and health professionals 	Y		L

<p>There is a lack of clarity and understanding in maintaining social distancing and good hygiene</p>	<p>L</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. 	<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"> • As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks/information leaflets are 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. • Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason 	<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)
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 	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 • A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures • Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit • Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Visitors are required to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk 	Y	Screens erected in reception area to shield staff behind desk	L
4.2 Management of Arrive and Departure – arrival and departure					
The start and end of the school day create risks of breaching social distancing guidelines	M	<ul style="list-style-type: none"> • Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place • Start and departure times are staggered to reduce pinch points and risk of breach 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 	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)
		<ul style="list-style-type: none"> Floor markings are visible where it is necessary to manage any queuing. 			
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y		L
Pupils use public transport and thereby increase risk of infection and transmission	M	<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 	Y		L
4.3 Management of classroom and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	L	<ul style="list-style-type: none"> 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. 	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)
		<ul style="list-style-type: none"> 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 			
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	L	<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. 			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. 	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 groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y		L
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 and avoid mixing of bubbles. Seating and staffing arrangements are consistent 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 appropriate spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
		<ul style="list-style-type: none"> 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 			
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 	Y		L
4.8 Safety Arrangements for the use of Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	L	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms 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 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 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
5. Securing and sustaining robust hygiene systems and procedures					
5.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	L	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space and this reflects increased demand in September when all pupils and staff return 	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		<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 			

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. Face coverings are not ordinarily required in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport 	Y		L
Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection	M	<ul style="list-style-type: none"> Face coverings should be worn safely by adults and pupils (year 7 and above) when moving around the premises, specifically outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. <i>In addition to current expectations for secondary pupils (moving round premises, outside classrooms, communal areas), also recommending that face coverings should be worn by pupils in classrooms or during activities UNLESS social distancing can be maintained. Not applicable when impacts upon ability to take part in exercise or strenuous activity e.g. PE lessons. The rules remain the same for staff in secondary.</i> This should cover entrance and egress of the premises see: safe working in education (face coverings should be put on before entering the building and not removed until leaving the building when outside of the classroom) Those with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate, may be exempted (clear pane face coverings may be appropriate in some instances) see: face coverings An emergency supply of face coverings for contingency purposes is available if required. All staff are aware of the process for managing face coverings in school which includes the hygienic fitting, removing, storage and disposal (sealable plastic bags between use). Unless exempt, pupils in year 7 and above should wear face coverings when moving within the school building including corridors and communal areas Face coverings should be worn in classrooms if social distancing cannot be maintained or it would negatively impact on the pupils ability to take part in exercise or strenuous activity, for example in PE lessons. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. 	Y	Small quantities for SEND students or staff working with them.	L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
6. Curriculum Organisation					
Children may need to re-socialise and familiarise with new routines	M	<ul style="list-style-type: none"> Consideration should be given on planning what to teach, and how, The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. 	Y		L
Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	M	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y		L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. 	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 and receive their full entitlement to support Small children and children with complex needs will continue to be helped to wash their hands properly Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the Las vulnerable children risk assessment template External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and social distancing 	Y		L
Risk of infection from singing, chanting, playing wind or brass instruments and shouting	M	<ul style="list-style-type: none"> Music lessons will only be held outside, participants will be physically distanced and taught in groups of no more than 15, positioning children back-to-back or side -by-side (not face to face) Instruments will not be shared School choirs will be suspended 	Y		L

6.1 Provision of Remote Learning for Self-Isolation					
<p>Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating</p>	<p>L</p>	<ul style="list-style-type: none"> Remote learning provision plans can be found at https://cardinalwiseman.coventry.sch.uk/remote-learning-information/; To secure the statutory duty to provide remote education for state-funded, school-age children whose attendance would be contrary to government guidance or law around coronavirus (COVID-19). The following arrangements are in place and are subject to constant monitoring and review: The remote learning offer is equivalent to the core teaching pupils would receive in school (delete as appropriate)- <ul style="list-style-type: none"> Key Stages 3 and 4: 5 hours a day Systems are in place for checking, daily, whether pupils are engaging with their work A named senior leader with overarching responsibility for the quality and delivery of remote education is in Information for pupils, parents and carers about the remote education provision is published on the school website 	<p>Y</p>		<p>L</p>
<p>Pupils are unable to access the online offer</p>	<p>L</p>	<ul style="list-style-type: none"> Set out arrangements to overcome digital poverty Set out arrangements to support parents Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home Set out the arrangements for disengagement 	<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)
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. 	Y		L
7.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. 	Y		L
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. 	Y		M

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
8. Governance and Policy					
8.1 The role of Governors					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body 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 LAC 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 Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y		L
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors 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. Governors have approved revisions A review of the child protection policy to reflect the move to remote education for most pupils has been undertaken. This is reflected as a coronavirus (COVID-19) addendum that summarises related changes All staff are aware of the revised policy. 	Y		L

<p>Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning</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 			
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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"> Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y		L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y		L
Fire marshals absent due to self-isolation	L	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y		L
9.2 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 procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y		L

10. Additional site-specific issues and risks					
Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Shared Services Team on Site					
Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Movement of Shared Services Team to support schools on central function leads to non-essential travel	L	<ul style="list-style-type: none"> On site/ home working in place for a period of time as we transition back. (Three days in the office and two days working from home) Continued use of Teams for face to face meetings where possible Use of Teams for training alongside on site training Shared Services Team to be timetabled in using the office and staff to limit the number of schools visited on any one day and where possible movements restricted from home to school sites. If needed, SST to work at school following site visit or meeting in a safe place in that school (or go home) not necessarily returning to Cardinal Wiseman base. SLT SST to review position on an ongoing basis considering lockdown guidelines issues on 5th January 2021 Reference Home Working Policy, Addendum for COVID – 19 and Test and Trace Policy SST staff must wear face coverings when moving around the school especially in corridors and highly congested areas 	Y		L
Social distancing in the office when all are attending is compromised in communal areas	M	<ul style="list-style-type: none"> On site/ home working in place for a period of time as we transition back. (Three days in the office and two days working from home) There will be assigned days for larger job families (HR and Finance) and then the days are flexible around this subject to the line manager Office use: <ul style="list-style-type: none"> Main Office PT; desks on the left and where possible up to six can be used in the Finance and HR section depending on who is in and when. Second Office – four desks are available for use Board room – no more than eight chairs well spaced out to be used only; door open to outside for ventilation where possible. Other offices across the schools can be utilised when available (e.g. HQ/CON office) During lockdown Aquinas is closed HQ/CON will work from main SST office when on site Meeting room to be used by HR for confidential and sensitive Teams or telephone call when on site working. No more than two people to access the Kitchen/ Toilet area at any one time. This is so that the toilet can be accessed at all times. Door is wedged open to the kitchen and toilet area, main office and library to aid ventilation and to also minimise the use of the door handle. Second set of toilets off the library to be used wherever possible 	Y	•	L

		<ul style="list-style-type: none"> • Communication to all staff but particularly Cardinal Wiseman staff to default to email or telephone for main mode of contact reducing access to the Office. • Signage to the Office reminds staff of using email and telephone as first point of contact rather than visiting the office in person. • Staff will return to a designated desk so they are solely using their own equipment. • Lunchtime – the Board room will be booked out for slots at lunchtime. Where there are more than six in Shared Services Team on one day to take lunch, two slots will be offered. • VERA offered to staff (Vulnerable Employee Risk Assessment) completed by PT/HR • Fire Drill – Patrick to get update on any changes to arrangements in light of COVID. • Safeguarding training level 1 completed by all SST staff September 2020 • Equipment to be returned from home and if required IT can provide spares for home. • TRCA Home Working policy circulated. 			
Meetings taking place in Boardroom or SST Aquinas Meeting room	M	<ul style="list-style-type: none"> • Boardroom – Maximum of 8-10 people if social distancing of at least 1 metre plus is possible • SST Aquinas Meeting Room – Maximum of 3 people due to limited space (Room not in use during January lockdown) • Doors and windows (where applicable) must be open for ventilation and to minimise use of the door handle • The meeting rooms will be booked out via SST and if the room is used outside of hours or when SST are not available, SST must be informed in order to thoroughly clean down the meeting room/s for the next use • If a room is to be used in an emergency, <u>a face covering must be worn</u> if capacity is above maximum and social distancing is limited • Email requests in place for room bookings • Sanitising products available on request • Chapel used as meeting space. Follow above guidelines. Maximum of 8 people • Principal office used as meeting space. Follow above guidelines. Maximum of 4 people 			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 is addressed collaboratively to jointly deliver a broad and balanced full-time curriculum 	Y		L
Immunisation and Vaccinations 2020/2021 – Year 8/Year 9 (HPV Programme)	M	<ul style="list-style-type: none"> • Vaccinations will take place in year groups to prevent cross contamination with other year group 'bubbles' • Vaccinations will be facilitated in designated spaces for each year group. These spaces will be accessed externally to avoid movement in the internal corridors 	Y		L

<p>Visiting Primary pupils on site for Sports Events do not social distance [HQ1][HQ2][AS3][HQ4]</p>		<ul style="list-style-type: none"> • Health[HQ5][ZS6] Prior to the event everyone associated with a competition should monitor themselves for any signs of Covid-19, as well as general health. Everyone should follow the advice of their GP or medical practitioner in all cases. Anyone showing signs of ill health or Covid-19 should not attend the competition, in any capacity. • Transport – all schools will use their Risk Assessment to detail additional measures to mitigate risks. <ul style="list-style-type: none"> ○ Romero minibuses – designated area in enclosed fences and staggered times for exiting site to leave before CW students depart ○ Non-Romero transport to park within bus bays on Potter’s Green Road; staggered times for exiting site to leave before Romero students depart. • Site access – Reception staff briefing on arrival of schools. <ul style="list-style-type: none"> ○ Inventory system used for staff ○ Staff and pupils to use the external pedestrian gate to access site ○ All schools to provide list of attending staff and pupils ahead of the event, which is copied for Reception, and checked on arrival ○ All staff attending from outside schools to be hand delivered a COVID flyer and Safeguarding leaflet ○ One member of staff from each school to be responsible for registration of everyone at the competition., when arriving on site, to facilitate possible test and trace requests, and eliminate number of individuals in Reception area at one time. • Sanitisation <ul style="list-style-type: none"> ○ Available on site and around the outside of buildings • Toilets <ul style="list-style-type: none"> ○ Designated toilets used will be those in the Girls & Boys PE Changing Rooms, students encouraged to use these as the arrive and depart site – to avoid cross contamination and crossover of bubbles. • Cross Country arrangements <ul style="list-style-type: none"> ○ Andy, Event lead, to ensure you time in the timetable to enable safe access and exit, social distancing and adequate cleaning to take place. ○ Zoe to ensure there is adequate PPE on site (face masks/gloves) for those who need it due to their duties on site, may arrive without suitable PPE, or who may ask for it. ○ Andy to adapt competition layout to minimise the risk of social distancing measures being compromised – including with members of staff ○ Events must be timetabled and planned according to pre-entries 	<p>Y</p>	<p>https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2021/03/2021-Operations-Guide-for-Outdoor-T-F-Competition-v3.pdf</p>	
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		<ul style="list-style-type: none"> ○ Enough time must be planned between heats/pools/events to ensure social distancing can be maintained throughout including any warmup periods. ○ All attendees told not to congregate before or after an event, or at the finish line. ○ Chris Page, Head of PE, to ensure all hygiene guidance on use of equipment and facilities is followed ○ Each school designated an area on the field for briefing ○ Andy McConville to be lead for the event and brief all pupils and staff on arrangements ○ All pupils carefully taken to the starting line socially distanced ○ Adults advised to social distance in designated areas ○ All pupils to be advised on keeping distance from other pupils at all times ○ End of the race – all pupils to immediately return to staff member in designated area ○ Andy McConville to lead the celebration of results with pupils socially distanced on the field in designated school groups. 			
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Appendix 1 – PE Risk Assessment for Cardinal Wiseman

Assessment conducted by:	PE Department	Job title:		Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	29 th March 2021	Review interval:	Ongoing review	Date of next review:	Ongoing
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Latest guidance document from AFPE: <https://www.afpe.org.uk/physical-education/wp-content/uploads/afPE-Covid-19-FAQs-February-2021.pdf>

What are the hazards?	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Further Action to be taken to control the risk?	Action By:		Risk Category/Completion Date
				Whom	When	
Sport in indoor venues	Students & teacher	<ul style="list-style-type: none"> Only suitable activities are to be allowed to take place in the sports hall. Under DFE / government guidelines students U18 are allowed to continue to work in group sizes of under 30 for indoor sporting activities. All sporting activities to follow latest sport's governing body guidelines (see below) 	Fitness suite not to be used for general core PE.	Chris Page	29.03.2021	C 29.03.21
Student changing rooms	Teacher & students	<ul style="list-style-type: none"> Each group will get changed where possible in form bubbles Students will not be allowed to borrow spare kit Teachers cannot touch student's valuables, when giving these in. Where there are examination practical clashes, year group bubbles must not mix. 	<ul style="list-style-type: none"> Availability of hand sanitizers Deep clean at the end of the school day 	Chris Page	29.03.21	C 29.03.21
Wet weather Lessons	Teacher & Students	<ul style="list-style-type: none"> No group doubling up / mixing groups to occur using the same space for the same activity Sports hall can be used for two different activities For outdoor activities one teacher can be in charge of two groups on the same activity, as long as they do not mix. 	Where possible cover teachers to be used	Chris Page	29.03.21	C 29.03.21
Wearing of bibs	Students & PE teacher	<ul style="list-style-type: none"> Bibs (netball/ team) cannot be worn for any curriculum activity 	For outside activities boys to be encouraged to wear reversible rugby tops	Chris Page	29.03.21	C 29.03.21

		<ul style="list-style-type: none"> If bibs are worn in extra curricular activities. Students must put in a bag without teacher touching them and washed straight away at 90 degrees 				
Equipment	Students & PE teacher	<ul style="list-style-type: none"> Where possible equipment to be cleaned after use by PE staff 	Lesson will finish slightly earlier to allow effective cleaning of equipment to take place	Chris Page	29.03.21	C 29.03.21
Students entering & leaving the building	Students & PE teacher	<ul style="list-style-type: none"> Students MUST use hand gel stations from all entrances to PE areas Students to access changing rooms promptly with no lining up 	Staff to be punctual to avoid congestion and students waiting outside	Chris Page	29.03.21	C 29.03.21
No eating or use of aerosols deodorant		<ul style="list-style-type: none"> No eating food or aerosols deodorants to prevent airborne transmission 	Follow school behaviour system if occurs.	Chris Page	29.03.21	C 29.03.21
Grouping of students & bringing students for feedback and demonstration	Students & teacher	<ul style="list-style-type: none"> Where possible students to work in same pairs / groupings in PE lessons. Teacher to be mindful of social distancing when bring in the group for feedback / demonstrations, 		Chris Page	29.03.21	C 29.03.21
All specific sports to follow guidelines from individual National Governing Bodies						
Return to recreational team sport guidance: updated 01 October by the department for Digital culture, media and sport						
All supervised activities for under-18s, including indoor and outdoor sports and exercise groups, are exempt (provided relevant guidance is followed and risk assessments carried out).						
Extra Curricular:	Students & PE teacher	<ul style="list-style-type: none"> Extra Curricular registers to be taken at the start of every activity to identify students in bubbles Enrichment activities taught in year group bubbles only. Fitness suite – maximum of 15 students in fitness suite. All must use hand gel station on entrance to the fitness suite. Bottles of sanitizer left at every station and used after completing activities 		Chris Page	3.10.20	C 3.10.20
Football	Students and Teachers/Coaches	<p>Last updates - 28/10/20</p> <p>Summary of FA Grassroots guidance https://www.thefa.com/news/2020/nov/03/non-elite-football-statement-031120</p>	<ul style="list-style-type: none"> Students must use hand sanitiser at the start and end of the sessions 	Chris Page	29.03.21	29.03.21

		<p>Detailed FA Guidance on restart of grassroots football doc HERE</p> <p>FAQ's HERE</p> <p>Pertinent points:</p> <ul style="list-style-type: none"> • Everyone should self-assess for Covid-19 symptoms before every training session. • Groups of no more than 30. • The sharing of kit and equipment should be avoided. • Ball handling should be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play. • Goal celebrations should be avoided. • Equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training. • Participants must not spit and should avoid shouting or raising their voices when facing each other, as detailed in The FA Covid-19 Code of Behaviour • Hands should be washed at the earliest opportunity and personal equipment should be wiped down with a disinfectant. 	<ul style="list-style-type: none"> • Year groups change/train/play in bubbles only. 			
Rugby	Students and teacher	<ul style="list-style-type: none"> • No scrum, Maul, opposed lineout or upright tackle training activities are permitted. • A maximum 15 minute total duration of any of the adapted contact activities within a single training session. • Restrict team play activities to the approved Touch and Ready4Rugbyformats, with a maximum of 20 players per half pitch. • Players placed in groups of a maximum of 6 for adapted contact and non-contact skill development activities. Groups should be selected apAny equipment such as tackle pads, shields, bags should be cleaned and sanitised after each individual players use. • All other equipment including rugby balls must be cleaned and sanitised after a maximum of 15 minutes activity. • The holding of tackle shields, pads or bags must not be carried out by a coach or adult for any age grade player. • Sharing of equipment should be avoided at all times. 	<ul style="list-style-type: none"> • Teachers and players should remain socially distanced during breaks. • Teachers should remain socially distanced when giving players instruction, observing and giving feedback. • Ensure all players clean and sanitise after the contact skills training. 	Chris Page	29.03.21	

		<ul style="list-style-type: none"> • Players should refrain from touching or removing their mouth guard, and if they do so must wash their hands. Mouth guards must not be left on shared surfaces and should be placed in a personal container and stored with personal possessions. • Any protective clothing such as head guards and shoulder pads must comply with World Rugby guidance. Head guards and shoulder pads must not be shared during sessions. • Sessions should be appropriately based on a player's age, size and competence. • During a session (contact activities and Touch/Ready4Rugby activities combined) players should avoid face to face exposure of more than 3 seconds and more than 15 minutes of exposure at less than 1 metre with another player. 				
Netball		<ul style="list-style-type: none"> • Only 30 allowed per court. Once pupils have played against each other it is recommended that they do not switch courts. • 4ft spacing for the start of play • 4ft marking • 4ft position of penalised player • Removal of toss ups • Removal of idle interactions • posts and balls wiped every 2 quarters • shouting is not allowed • Bibs can be worn but not swapped throughout a game. Bibs must be washed after. 	<ul style="list-style-type: none"> • Do not do a tournament in the lessons. Try not to change courts. 	Lisa North	29.03.21	C 29.03.21
Basketball		<ul style="list-style-type: none"> • Currently at level 2 on National governing road map • We can now begin to enjoy more normal looking practices with passing with the ball, rebounding, defending and increased contact, • Drills, skills, team-based training; behind-closed-doors competition • Practice in small groups or 'bubbles' in training whenever possible, with groups working together throughout the session to reduce risk of transmission. 		Chris Page	29.03.21	C 29.03.21

		<ul style="list-style-type: none"> Contact training should be limited to 20-minute intervals with clear breaks to clean down equipment. Shouting is not permitted in the sports hall due to the increased risk of aerosol transmission. 				
Hockey		<ul style="list-style-type: none"> Currently at step 4 & 5 on National Governing body framework Maximum 30 on pitch. Normal rules apply Social distancing applies between activities 		Chris Page	29.03.21	C 29.03.21
Badminton		<ul style="list-style-type: none"> Maximum of 4 players on the court playing (half court only. Other players sitting down on benches observing social distancing. Equipment only set up by staff members. Students MUST only use their racquet & Shuttle during the lesson They must be cleaned at the end of the lesson or reported to site services. A the end of the lesson – teacher is to take down equipment Students to place equipment away in designated area (not on mass – social distance) Racquets wiped down at the end of the lesson by the teacher in charge 	<ul style="list-style-type: none"> No tournament/King of the Court games, Students to work in own area 	Lisa North	29.03.21	C 29.03.21

Name of Assessor:	Chris Page	Signature:	
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Name of Manager:		Signature:	
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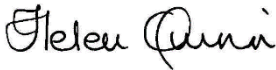


Useful Contacts

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

	Entity	Name	Role	Email
	Cardinal Wiseman	Matthew Everett	Principal	meverett@cwcscoventry.co.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	Megan Scullion	Principal	m.scullion@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	
Matthew Everett	Interim Principal	
Gerald O'Connor	Chair of the Academy Committee	
Patrick Taggart	Director of Operations	