



**Covid-19: Operational
Risk Assessment
Reviewed to reflect The Government's
Movement to Step 4 of the Roadmap -
September 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. On the 19th July 2021 the Government removed the requirement for some mitigations within schools, these were further ratified on 17th August 2021 amended guidance: [Actions-for-schools: Covid19 -operational-guidance 17th August 21](#)

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.

The risk assessment must be considered alongside the Outbreak Management Plan to ensure schools are able to respond rapidly to any outbreak requiring implementation of more robust mitigations to break the chain of transmission, ensuring that the school community are safe and pupils have minimal disruption to face to face high quality teaching within school.

It is made clear by the Government that Departmental 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 in law.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations as at 17th August 2021, to take effect on 6th September 2021
- 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 current 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, is the potential transmission of Covid19 between members of the school community and consequently the wider community balanced with the risk of disrupting the education of pupils and the inherent loss of learning and the potential impact their emotional mental health, life outcomes and wider impact on families.

The Government is clear that the context of the pandemic has changed as a direct consequence of Covid-19 vaccine take-up, thereby reducing the impact on the NHS and loss of life. This risk assessment therefore reflects the fact that whilst the virus remains in general circulation the risk of harm, particularly to children and adults who have been vaccinated, is significantly lower now than in the Spring/early Summer of 2020.

Step 4 of the Government's Roadmap: moved away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. "To do this, the Government will:

1. **Reinforce the country's vaccine wall of defence** through booster jabs and driving take up.
2. **Enable the public to make informed decisions** through guidance, rather than laws"

Source: [Covid-19-response-summer-2021-roadmap](#)

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 Romero Multi-Academy Company it is the Board of Directors.

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 methods of 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.
- Exercise vigilance and ongoing monitoring, underpinned by accurate recording to ensure that an outbreak is identified promptly and the outbreak plan is triggered.

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:

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system

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. Vaccination, meticulous hand and respiratory hygiene practice, regular testing and self-isolation when required all serve to reduce risk significantly.

The balance of risk is now overwhelmingly in favour of children remaining in school and accessing a broad curriculum offer, including enrichment activities alongside their peers. For the vast majority of children, it is deemed that the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). For young people and adults age 16 and over, the strongest mitigation is two doses of an authorised Covid-19 vaccination.

“As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September” Source: [Actions-for-schools: Covid19 -operational-guidance 17th August 21](#)

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, do not attend childcare settings, schools or colleges- and those that have been in contact with a positive case self-isolate for 10 days if they are over 18 and not had both vaccinations more than 14 clear days prior to contact with the case.
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions 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 outbreak disruption. [Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](#)

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
- Maximising natural ventilation and access to the external learning environment remain strong control methods

Social Distancing:-

- Whilst social distancing is no longer required within school, there may be circumstances where it is sensible to regulate movement at the school gate and school corridors to avoid crowded areas and queuing, where this is practicably possible and will not disrupt learning. This might include managed arrivals and departures; the continuation of designated entry points to the school; encouraging parents and older pupils not to assemble at the school gates but instead consider maintaining current disciplines including wearing a face covering, in crowded situation
- It is advisable to regulate entry so that the premises do not become overcrowded at any point ensuring no readily avoidable 'pinch points' are experienced at ingress or egress

Lateral Flow Testing:-

Take active steps to identify asymptomatic cases within the school community, though the promotion of regular (twice weekly) lateral flow testing for all staff and pupils year 7 and above.

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 continuously 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; the full reopening of schools from 8th March 2021 and movement to Step 4 of the journey, which enables significant relaxation of necessary mitigations.

The primary controls at Step 4 within a school setting are:

- The promotion of testing and vaccination ((required)
- The continuation of stringent hand and respiratory hygiene (required)
- The continuation of stringent cleaning regimes (required)
- Good ventilation – improvement of fresh air flow (required)
- Avoiding unnecessary close contacts with external groups e.g. parent gatherings (considered best practice)
- Promoting distancing and face covering in areas of congestion/crowding for example parents at the school gate (considered best practice)

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:

- 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 in response to infection spread and self-isolation requirements
- Maintaining communications with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Ongoing implementation of the recovery curriculum
- Maintaining a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of self-isolation, as instructed by Track and Trace or remote learning as a temporary measure directed by Public health in the event of an outbreak.

Overview of Statutory Requirements - What you must do in law:

Prevention:

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

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

- 10) Promote and engage with the NHS Test and Trace process if contacted
- 11) Contain any outbreak by following local health protection team advice as set out in the school outbreak plan

Resources and references:

[Covid-19-response-summer-2021-roadmap](#)
[Health-and-safety-advice-responsibilities-and-duties-for-schools](#)
[Actions-for-schools: Covid19 -operational-guidance 17th August 21](#)
[Air conditioning and ventilation during the coronavirus outbreak](#)
[COVID-19: cleaning of non-healthcare settings](#)
[COVID-19: cleaning in non-healthcare settings](#)
[Keeping-children-safe-in-education--2021](#)
[Safe-working-in-education-childcare-and-childrens-social-care](#)
[Self-isolation-and-treatment/when-to-self-isolate-and-what-to-do](#)
[Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](#)
[Travel and quarantine for pupils](#)

[Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries](#)
[Covid-19-home-test-kits-for-schools-and-fe-providers](#)
[Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges](#)
[Covid-19 vaccination-drop-in-clinics/](#)
[Covid-19-vaccination sites](#)
[Advice-for-pregnant-employees](#)
[Free-school-meals-guidance](#)
[Health and safety risk checklist for classrooms](#)
[E-bug posters](#)
[HSE working-safely/talking-to-your-workers](#)
[Get-help-with-remote-education.education.gov.uk](#)
[Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak](#)

COVID-19: Operational Risk Assessment

Assessment conducted by:	Matt Everett	Job title:	Principal	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	September 2021	Review interval:	Under continuous review -, an infection outbreak will trigger additional mitigations	Date of next review:	1 st October 2021 and continuous review thereafter*

* Government guidance confirms a review of necessary controls for schools will take place on 30th September 2021

We 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)

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
1. Sustaining necessary controls to ensure the general safety of the building					
1.1 Establishing if the building remains safe following summer closure:					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	L	<ul style="list-style-type: none"> Health and safety audit conducted by nominated staff and Governor Health & Safety committee meeting regularly to review guidance and risk management 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 Management of segregating students during Break & Lunch times Students & Staff to move round the site following the stay to the left system. Students encouraged to move to different buildings, using outdoor routes as much as possible. Routes to exit FR & SP to remain in place, using the Quad area as an exit area to move through the site. HLTA and Behaviour staff to monitor flow and behaviour at entrances and exits of SP & FR within the Quad area to mitigate risk. Increase use of anti-bacterial and disinfecting cleaning products in specialist subjects. 	Y	During initial return, year group bubbles to remain in place during Lunch times where students are using indoor canteen facilities.	
Statutory compliance has not been completed	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained 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	<ul style="list-style-type: none"> Increase of number of staff trained in First Aid, documentation regularly updated and communicated across all faculties Regular staff briefings take place twice weekly to include operations updates, reiterating the expectations and procedures in line with seeking first aid and the communication required for this <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	Continued regular written updates to be distributed to all staff re procedural safeguards in line with COVID-19 updates and changes.	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. Maximising Good ventilation in all occupied spaces					
2.1 Securing good ventilation					
<p>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</p>	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 • 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 • Carbon Monoxide detectors can be used as a monitor for measuring the quality of air in a room • Any poorly ventilated spaces will be identified, and effective steps taken to improve fresh air flow in these areas, this is particularly important for events bringing together groups of visitors for an event, e.g. school play. If this cannot be achieved the area will not be considered as fit for purpose and will not be used 	Y	<p>Installation of new filter systems within newly renovated school Theatre.</p> <p>All doors and windows inspected during Summer Break to ensure secure mobility and use where available.</p> <p>Installation of new entrance/exit doors at two bottle neck points around the school, designed to create better air flow in communal spaces, with air flow heaters to support during colder months.</p> <p>Staff reminded of best practice during weekly briefings regarding ventilation in communal and classroom spaces.</p> <p>Site team to continue regular daily checks and inspections of general ventilation around site.</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)
2.2 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. Staff members who are clinically extremely vulnerable will resume normal work, but will be supported if they choose to take extra precautions to protect themselves by following the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. 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 are symptomatic All staff are aware of the testing procedure and know that they are required to report their illness. And follow required testing procedures Full use is made of those staff who are self-isolating or shielding but who are well enough to contribute to school activities or tasks e.g. 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 An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity 	Y	<p>Regular risk assessment checks in place for staff who are classified as clinically extremely vulnerable or who are new/expectant mothers</p>	L
<p>Staff and pupils do not conform to Government guidance on testing for schools, which stimulates the risk of infection transmission leading to an outbreak</p>	M	<ul style="list-style-type: none"> Arrangements are in place to enable all pupils to receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Where possible testing may commence from 3 working days before the start of term, where not possible pupils may be admitted on a staggered return between 6th and 10th September 21. Pupils will be encouraged and supported to continue to test twice weekly at home until the end of September, at which point the position will be reviewed. Staff will be encouraged to undertake twice weekly home tests whenever they are on site until the end of September, at which point the position will be reviewed. A small asymptomatic testing site (ATS) will be retained to enable testing to pupils who are unable to test themselves at home. LFTs will be issued to staff and pupils to enable twice weekly testing when required All pupils travelling to England must adhere to travel legislation Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. 	Y	<p>Considerable and regular communication sent to all parents ahead of school return, setting expectations re testing, as well as a reiteration of the test and trace process.</p> <p>Staff will be encouraged to conduct at home tests prior to arrival on to site for Staff Inset Days, as well as first day of term.</p> <p>All staff to receive written update regarding protocols and guidance in line with testing and the test and trace process, including isolation guidelines.</p>	

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					
Test and trace are unable to identify close contacts of a positive case in school	M	<ul style="list-style-type: none"> Information on a child or staff member's close contact details will be provided on request, subject to the school validating the authenticity of the contact and ensuring that there is no inadvertent risk of a data breach, or safeguarding risk by providing sensitive and personal information to a third party - Settings must not provide any personal information if asked to by parents and/or contacts that would be a breach of GDPR or data protection legislation. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace in response to a local outbreak, In this scenario settings may share proportionate and relevant information as requested by NHS Track and Trace without consent. Settings may also be contacted by PHE/Local Authority teams to confirm information about a positive case. 		Senior Leaders to continue working closely with Attendance team to support in the test and trace process of students and staff around site.	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 PCR test. Children and staff who are unwell will be advised that they should not attend school/setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate with their household and book a PCR test: https://www.gov.uk/get-coronavirus-test If a parent of a pupil with Covid symptoms insists their child attends school, the school will exercise its reasonable judgement to refuse the pupil entrance on the grounds that it is necessary to protect other pupils and staff from possible infection Consideration will be given to the range of less common symptoms of COVID-19: which are: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, in determining if there is an outbreak of infection at the point outbreak plan triggers are met. 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 	Y	<p>Operations update during staff briefing to re-educate expectations surrounding close contacts, positive results and the steps to follow in line with Covid-19</p> <p>Staff to continue sharing live seating plans to aid in a quick response in the test and trace process. Any cover staff will be supplied these via the Cover Manager and regular checks that these are being used in classrooms will be conducted.</p>	L

		<ul style="list-style-type: none"> 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 cases are recorded in school to assist outbreak management. Cases are reported to the LA through the Covid-inbox to support local area intelligence on virus spread and potential outbreaks. 			
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	Operations update during staff briefing to re-educate on the importance of why we must continue to self-test in line with Covid-19	L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	L	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners Digital platforms regularly updated to maintain consistent message of expectations and explanations of school procedures. 	Y	Operations update during staff briefing to re-educate expectations surrounding close contacts, positive results and the steps to follow in line with Covid-19	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	L	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. 	Y		L
Staff, pupils and parents are not aware or are not compliant with self-isolation requirements	L	<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 test positive. Reinforce the new requirement to self-isolate for travel reasons should that occur 	Y		L

Activity	Risk rating prior to action (H,M,L)	s	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 Staff Briefings used to regularly review policies and procedures, allowing for discussions with staff to remind and reflect on processes. 	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 	Y	Regular reminders shared across digital platforms in line with expectations for testing and processes of keeping safe around site	L
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
There is a lack of clarity and understanding in maintaining good hygiene	L	<ul style="list-style-type: none"> Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it bin it' rules. Clear floor markings to identify social distancing where appropriate and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. 	Y		L

		<ul style="list-style-type: none"> All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. 			
<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>	M	<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. The COVID-19 section on the school website is reviewed and updated. Parent and pupil handbooks/information leaflets are reviewed and updated. The vaccination programme is positively and sensitively promoted across the school community, highlighting that vaccination is the key barrier to the spread of infection which will reduce the risk of future school closures 	Y	<p>Regular reminders shared across digital platforms in line with expectations for testing and processes of keeping safe around site</p>	L
<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>	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason Parents are enabled to understand that the school will send any child who is symptomatic or generally unwell with the associated symptoms home and that they will not be permitted to attend school until a negative PCR test has been taken or 10 days from symptom onset has elapsed 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
4. Management of congested areas					
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 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. General visitors, not providing a specialist teaching, intervention or health service to pupils are recommended 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	Site Visitation to be managed by Operations team and communicated through staff faculty. All details re visitors stored in centralised accessible calendar.	L
4.2 Management of Aggress and Egress – arrival and departure					
The start and end of the school day create risks of breaching social distancing guidelines	M	<ul style="list-style-type: none"> Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place 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. 	Y	Bi-weekly operational reminders shared with families via Newsletter, with expectations of supporting movement at the start and end of the school day	L
Pupils and parents congregate at exits and entrances, creating a potential chain of transmission	M	<ul style="list-style-type: none"> 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

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/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 be expected and recommended 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. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. The normal exemptions apply. 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	<ul style="list-style-type: none"> School bus queues are kept outside and students are expected to socially distance while waiting for buses. School provide face coverings which are handed out to students, so they are able to wear them on public transport 	L
4.3 Management of social distancing and hygiene in the toilets					
Poorly ventilated toilet areas become overcrowded and create an area of high transmission risk	L	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils 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 More communications through form time, briefings and communication channels online to regularly remind students of hygiene expectations 	Y		L
4.4 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 Regular deep clean of medical room using ionising machines, between end of school day and after lettings throughout weekday evenings and weekends. 	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 Quality Assurance checklists completed daily, by cleaning staff and Head Cleaner. Inspected bi-weekly by Site Manager. 	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. Increased use of hand sanitization and cleaning protocols on entrance and exit to classrooms, including wiping down of touch points and cleaning hands as students arrive and leave for lessons. 	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 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 	Y	Increased use of hand sanitization and cleaning protocols on entrance and exit to classrooms, including wiping down of touch points and cleaning hands as students arrive and leave for lessons.	L

5.3 Personal Protection Equipment (PPE)					
Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>M</p>	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured for general task use as identified in a task focused risk assessment or in the event of an outbreak requiring temporary enhanced controls 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 Clinically vulnerable staff and /or pupils may personally elect to use PPE as an additional control for their own safety and emotional well-being. This will be supported if it is agreed through the VERA process. 	<p>Y</p>		<p>L</p>
<p>Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection</p>	<p>M</p>	<ul style="list-style-type: none"> The use of clear pane face coverings may be appropriate in some instances (see: face coverings). This may be specifically appropriate for pupils 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. An emergency supply of face coverings for contingency purposes is available if required. 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. 	<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)
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
Ensuring full support for pupils with SEND (SEND Support and EHC Plans	M	<ul style="list-style-type: none"> 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 interaction 	Y		L
Provision of Remote Learning for Self-Isolation					
Pupils and or staff are exposed to infection whilst on a school visit	L	<ul style="list-style-type: none"> A full and thorough risk assessments in relation to all educational visits will be undertaken to ensure that any public health advice, such as hygiene and ventilation requirements, is taken into account and mitigated where possible. Guidance https://www.gov.uk/government/publications/health-and-safety-on-educational-visits and the Outdoor Education Advisory Panel (OEAP) https://oeapng.info/ will be taken into account 			L
Safe practice is not replicated in wraparound provision and extra-curricular activity	L	<ul style="list-style-type: none"> The school's risk assessment will be applied to all wraparound and extra-curricular activity taking into account additional and specific for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children (https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak). 			L
Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating	L	<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: 	Y		L

		<ul style="list-style-type: none"> 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 			
Pupils are unable to access the online offer	L	<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 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
7. Enhancing Mental Health Support for Pupils and Staff					
7.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/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

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	<p>Governors are resuming on site visits, following social distancing and hand washing protocols.</p> <p>Communications put in place to ensure staff on Reception are aware of visitors coming onto site ahead of time, so they are able to educate visitors on site expectations when they arrive.</p>	L
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> 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. 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 September. (Three days in the office and two days working from home with some weeks being two in and three at home.) Continued use of Teams for face to face meetings rather than onsite where appropriate 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. Reference Home Working Policy, Addendum for COVID – 19 and Test and Trace Policy 	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. 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) 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. • 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 2021 • Equipment to be returned from home and if required IT can provide spares for home. 			
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 • Email requests in place for room bookings • Sanitising products available on request 	Y		L
Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme or alternative provision)	H	<ul style="list-style-type: none"> • The school, working with the setting will ensure that all risk 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
Visiting Primary pupils on site for Sports Events do not social distance		<ul style="list-style-type: none"> • Health 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 	Y	https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2021/03/2021-Operations-Guide-for-Outdoor-T-F-Competition-v3.pdf	

		<ul style="list-style-type: none"> ○ 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 they 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 ○ 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 			
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| | | <ul style="list-style-type: none"> ○ 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	Executive Principal	p.madia@romeromac.com
	SS Peter and Paul	Lorraine Stanton	Principal	l.stanton@romeromac.com
	St Gregory	Megan Scullion	Head of School	m.scullion@romeromac.com
	St John Fisher	Dee Williams	Executive Principal	d.williams@romeromac.com
	St Patrick	Mark McLoughlin	Principal	m.mcloughlin@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	Helen Quinn	CSEL	h.quinn@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	