



# Blue Coat CE School Covid-19: Operational Risk Assessment.

Reviewed to reflect The Government's Plan B  
– January 2022



## Coventry School Partnership: Covid19 Operational Risk Assessment – Re-opening of Schools (major revision 4)

### 1. Introduction:

Coventry's Partnership of schools agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in 'Coventry Schools Covid-19 Re-set and Recovery Plan' in May 2020. On 2<sup>nd</sup> July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22<sup>nd</sup> February 2021. On the 19<sup>th</sup> July 2021 the Government removed the requirement for some mitigations within schools, these were further ratified on 17<sup>th</sup> August 2021 amended guidance: [Actions-for-schools: Covid19 -operational-guidance 17th August 21.](#) In response to the Omicron variant, the Government announced on the 8<sup>th</sup> December 2021 that it had enacted Plan B, as set out in the autumn and winter plan 2021. The additional measures required to enable schools to continue to offer face to face teaching to pupils as set out in [Schools COVID-19 January 2022](#)

*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 SHOULD be taken if it is reasonably practicable to do so.

The risk assessment must be considered alongside the Outbreak Management Plan (updated 4<sup>th</sup> January 2022) 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 2nd January 2022 to take effect on 4<sup>th</sup> January 2022.
- 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.

Plan B recognises the rapid transmission of the Omicron variant across the nation. Whilst there is no evidence that Omicron has increased hospital admission the infection is having a significant impact on staffing absence and therefore availability across the national workforce, impacting on all key services specifically the availability of teaching and ancillary staff for schools, transport and support services.

**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>

## 2. 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.

### 2.1 Key message:

Good health and safety is about keeping things simple, being proportionate and focusing on the real (substantive) risks. Procedures should be clear and concise with assessment of risk being practical. Good leadership is about getting the balance right on managing risk rationally, it is not about trying to eliminate it altogether.

### 2.2 What leaders need to do:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.

- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Consult and engage employees in the development of the risk assessment and ongoing review
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.  
See: <https://www.hse.gov.uk/services/education/sensible-leadership/leadership-test.pdf>

### 3. Locally agreed Principles:

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

### 4. What we know:

The World Health organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. 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 12 and over, the strongest mitigation is two doses of an authorised Covid-19 vaccination, followed by a booster vaccination.

“COVID 19 is a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains” The Government’s priority is to sustain face-to-face high quality education for all pupils “...being out of education causes significant harm to educational attainment, life chances, mental and physical health” Source: [Schools COVID-19 January 2022](#)

**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
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions should be advised to read the [Guidance on shielding and protecting extremely vulnerable persons from covid-19](#) and if necessary should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA)

### 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.

## 5. Summary:

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment was developed for City-wide use, which is pre-populated with generic safe methods of working. It was advised that if adopted, it would need to be adapted to each specific setting. The risk assessment template has been 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 8<sup>th</sup> March 2021, movement to Step 4 of the journey, which enables significant relaxation of necessary mitigations and the current step up to Plan B to respond to the rapid transmission of the Omicron variant throughout the general population. This will be reviewed by the Government on 26<sup>th</sup> January 2022

### The primary controls within a school setting are:

- The promotion of testing and the availability of on-site testing in secondary schools (required)
- The promotion of vaccination (advised)

- The continuation of stringent hand and respiratory hygiene (required)
- The continuation of stringent cleaning regimes (required)
- The use of face covering for staff, visitors and all secondary age pupils in communal areas and face covering for secondary age pupils in the classroom (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 or as a consequence of critical staffing shortages that cannot be remediated by class reorganisation, the use of supply and/or non-teaching instructors or other safe arrangements.

## 6. 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

### **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

**7. Resources and references:**

<p><a href="#">Covid-19-response-summer-2021-roadmap</a>  <a href="#">Health-and-safety-advice-responsibilities-and-duties-for-schools</a>  <a href="#">Actions-for-schools: Covid19 -operational-guidance 17th August 21</a>  <a href="#">Air conditioning and ventilation during the coronavirus outbreak</a>  <a href="#">COVID-19: cleaning of non-healthcare settings</a>  <a href="#">COVID-19: cleaning in non-healthcare settings</a>  <a href="#">Keeping-children-safe-in-education--2021</a>  <a href="#">Safe-working-in-education-childcare-and-childrens-social-care</a>  <a href="#">Self-isolation-and-treatment/when-to-self-isolate-and-what-to-do</a>  <a href="#">Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>  <a href="#">Travel and quarantine for pupils</a>  <a href="#">Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries</a>  <a href="#">Covid-19-home-test-kits-for-schools-and-fe-providers</a>  <a href="#">Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></p>	<p><a href="#">Covid-19 vaccination-drop-in-clinics/ Covid-19-vaccination sites</a>  <a href="#">Advice-for-pregnant-employees</a>  <a href="#">Free-school-meals-guidance</a>  <a href="#">Health and safety risk checklist for classrooms</a>  <a href="#">E-bug posters</a>  <a href="#">HSE working-safely/talking-to-your-workers</a>  <a href="#">Get-help-with-remote-education.education.gov.uk</a>  <a href="#">Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a>  <a href="#">Schools COVID-19 January 2022</a>  <a href="#">Face coverings</a>  <a href="#">Circumstances where people are not able to wear face coverings special schools, special post-16 providers and alternative provision</a>  <a href="#">General guidance about educational visits</a>  <a href="#">Outdoor Education Advisory Panel (OEAP). providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p>
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Blue Coat CE School COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	Vicki Shelley Ben Tranter	Job title:	Headteacher Site Manager	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	5 <sup>th</sup> January 2022	Review interval:	Under continuous review – an infection outbreak will trigger additional mitigations	Date of next review:	January 2022 and continuous review thereafter*

\* Government guidance confirms a review of necessary controls for schools will take place on 26<sup>th</sup> January 2022

Risk matrix

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

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
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1. Sustaining necessary controls to ensure the general safety of the building

1.1 Establishing if the building is safe following winter closure

Statutory compliance has not been completed		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>School has been open throughout the winter and all testing regimes (fire, school bells, door swipes, flushing) have been maintained</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All compliance up to date through site manager and site team.</li> </ul>	
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.		<ul style="list-style-type: none"> <li>Health and safety audit conducted by nominated staff and Governor</li> <li>Classroom audits undertaken using the HSE <a href="#">Health and safety risk checklist for classrooms</a></li> <li>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"> <li>Different areas of the school</li> <li>Procedures for when pupils and staff enter and leave school</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>School Health &amp; Safety Union Reps, external Consultant and IET Operations Manager consulted</li> <li>Classrooms inspected before opening by HT and Site Manager</li> <li>Risk assessment completed by Headteacher</li> <li>Training on first day back to update staff re risk assessment and full copy emailed to staff after consultation with Unions JCC</li> <li>Staggered end of the day retained with orderly bus queues and boarding</li> </ul>	

1.2 First Aid/Designated Safeguarding Leads

The lack of availability of designated First Aiders and Designated		<ul style="list-style-type: none"> <li>There are sufficient number of first aiders on the premises</li> <li>There are sufficient number of first aid boxes available on site with contents being checked regularly.</li> <li>If the DSL is not on site because of operational challenges, the following cover arrangements are in place:</li> </ul>	Yes Yes Yes	<ul style="list-style-type: none"> <li>Several staff first aid trained in addition to a full time first-aider.</li> <li>Dedicated First Aider on site for COVID-19 symptoms.</li> <li>PPE stock in school and renewed as required.</li> <li>Theatre dressing room/toilet has been allocated as an isolation room for pupils who develop suspected COVID-19 symptoms.</li> </ul>	
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<b>Safeguarding Leads are at risk.</b>		<ul style="list-style-type: none"> <li>▪ a trained DSL (or deputy) from the school will be available via phone or online video, e.g. working from home</li> <li>• access to a trained DSL from an IET school, will be available via phone or online video</li> <li>• Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Additional members of SLT completed online training at Level 3 via the LA July 2020.</li> <li>• Several senior staff are able to perform the duty of DSL and now trained to Level 3 including KAR, VSH, KRO, NPH, JDA, ATO, LTU</li> <li>• First aiders will be given the following advice:             <ul style="list-style-type: none"> <li>○ Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.</li> <li>○ Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999</li> <li>○ If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim’s mouth and nose and attempt compression-only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.</li> <li>○ Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection.</li> <li>○ Personal protective equipment (PPE) (e.g. FFP3 or N95 face mask, disposable gloves, eye protection) should be worn</li> <li>○ After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.</li> </ul> </li> <li>• Lidded bins will be provided for the disposal of first aid waste, these will be signed appropriately and emptied at the end of the day.</li> </ul>	
<b>Safeguarding risks occurring by not accounting for children who should be in school</b>		<ul style="list-style-type: none"> <li>• Clear communication with parents around expectations of children returning to school in September.</li> <li>• Standard first day calling and attendance procedures in place where concerns arise.</li> </ul>	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Register training included in the Staff Guidance Booklet issued to all staff prior to opening. Registers to be taken on SIMs promptly at the start of lessons</li> <li>• Students expected in school who do not arrive will be followed up through first day calling protocol and standard procedures applied.</li> <li>• Support for attendance concerns provided by LA Attendance officer.</li> </ul>	

**2. Organisation of the school environment**

**2.1 Organisation of teaching spaces and communal areas**

<b>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</b>		<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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>):</p> <ul style="list-style-type: none"> <li>▪ 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</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• All classroom doors wedged open</li> <li>• Internal doors where appropriate in line with advice from H&amp;S advisor</li> <li>• Amendment to the uniform policy regarding additional plain sweatshirt which can be worn if cold.</li> </ul>	
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		<p>classes, during break and lunch, when a room is unused) to purge the air in the space).</p> <ul style="list-style-type: none"> <li>▪ Opening internal doors can also assist with creating a throughput of air</li> <li>▪ Opening external doors may be considered (where safe to do so)</li> <li>▪ Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see <a href="#">School uniform policy</a></li> <li>▪ Where possible furniture will be arranged to avoid direct drafts</li> <li>▪ 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)</li> <li>▪ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</li> <li>▪ Carbon Monoxide detectors can be used as a monitor for measuring the quality of air in a room</li> <li>▪ 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</li> </ul>	<p>Yes Yes  Yes Yes  Yes</p>		
2.2 Availability of staff and class sizes					
<p><b>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</b></p>		<ul style="list-style-type: none"> <li>▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ All staff are aware of the testing procedure and know that they are required to report their illness and follow required testing procedures.</li> <li>▪ 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.</li> <li>▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required</li> <li>▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity</li> <li>▪ Contingency plans are in place to respond to a range of staffing scenarios that can be enacted at short notice</li> </ul>	<p>Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes</p>	<ul style="list-style-type: none"> <li>• Staffing records are maintained and up to date and KEO completing daily/weekly return to the Dfe – all staff made aware by emails from LHE</li> <li>• All BAME staff have completed an individual risk assessment with a member of SLT</li> <li>• VERAS completed by members of SLT/HR</li> <li>• Staff regularly updated with regard to what symptoms to look out for through daily update – LHE to continue to record and monitor any testing</li> <li>• Pastoral team/Safeguarding email address on website, bulletins and shared with staff – see Addendum to COVID-19 Safeguarding Policy</li> <li>• Pastoral staff to liaise with outside agencies in relation to all pupils and their safeguarding needs.</li> </ul>	

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2.3 Testing and managing symptoms					
<p><b>Staff and pupils do not conform to Government guidance on testing for schools, which stimulates the risk of infection transmission leading to an outbreak</b></p>		<ul style="list-style-type: none"> <li>▪ Arrangements are in place to enable all pupils to receive an on-site lateral flow test before resuming attendance at the beginning of the spring 2022 term.</li> <li>▪ Pupils will be encouraged and supported to continue to test twice weekly at home. The position will be reviewed in accordance with national guidance</li> <li>▪ A small asymptomatic testing site (ATS) will be retained to enable testing to pupils who are unable to test themselves at home.</li> <li>▪ LFTs will be issued to staff and pupils to enable twice weekly testing when required</li> <li>▪ 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.</li> <li>▪ LFTs will be issued to staff to enable twice weekly testing when required.</li> <li>▪ Pupils will be encouraged to test on a regular basis, to mitigate the risk of a doubly vaccinated close contact, not required to isolate from transmitting the virus within school</li> <li>▪ The rationale for testing will be shared and reinforced with parents and the wider school community.</li> <li>▪ A log of all pupils in the school who have tested positive for COVID-19 including dates for onset of symptoms (if relevant) and test dates will be maintained, subject to the school being informed. This will be used to review transmission rates, support the identification of an outbreak and to provide any necessary information to the NHS Test and Trace service if it is required</li> <li>▪ Parents will be informed of a positive LFD test in school as appropriate and be asked to consider that the pupil takes a PCR test. – cross referencing the criteria with the school outbreak plan</li> <li>▪ A pupil with a positive LFT test will be required to self-isolate with immediate effect for a minimum of 7 days following the onset of symptoms or date of test if asymptomatic. Evidence of a day 6 and a day 7 negative LFD test will be required before healthy pupils can return to school.</li> <li>▪ All pupils travelling to England must adhere to travel legislation</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Vast majority of Test Centre staff have experience from previous on-site testing</li> <li>• Refresher training in place prior to opening for all staff</li> <li>• Parents informed by letter of staggered return and expectation to test on-site and then test at home</li> <li>• Regular reminders via email and website</li> </ul>	
<p><b>Close contacts promote transmission infection across the school community</b></p>		<ul style="list-style-type: none"> <li>▪ In response to all Covid-19 positive case, the school will:                             <ul style="list-style-type: none"> <li>• identify all close contacts of the infected pupil/staff member during their infected period in school, this will include class, break, lunch-times, after school activities and transport</li> <li>• Notify parents/carers that the pupil may have been in close contact and issue a template letter</li> <li>• Notify staff and visitors that they may have been a close contact</li> <li>• Recommend close contacts take daily LFD tests for a minimum of 7 days</li> <li>• Consider asking the parents of the infected pupil to keep all siblings at home until a negative PCR test has been completed alongside daily LFD testing.</li> </ul> </li> <li>▪ Require identified close contacts who are not exempt from isolation to self-isolate for 10 days</li> <li>▪ Information on a child or staff member’s close contact details will be provided to NHS Test and Trace on request, subject to the school</li> </ul>		<ul style="list-style-type: none"> <li>• All staff GDPR trained</li> <li>• KRO, JCU and LHE are the central team handling COVID queries with oversight by VSH to minimise risk of GDPR breaches</li> </ul>	

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		<p>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.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>			
<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>		<ul style="list-style-type: none"> <li>Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test.</li> <li>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: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> <li>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</li> <li>Consideration will be given to the range of wider symptoms of COVID-19: which are: headache, sore throat, fatigue, muscle aches, blocked/runny nose, shortness of breath, cold like symptoms diarrhoea and vomiting, in determining if there is an outbreak of infection at the point outbreak plan triggers are met.</li> <li>Engage with the NHS Test and Trace process</li> <li>Contain any outbreak by following local public health protection advice contact: <a href="#">Public Health England health protection team</a></li> <li>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.</li> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning.</li> <li>A record of any COVID-19 cases are recorded in school to assist outbreak management. Cases are reported to the LA through the</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>Parents informed via letters and as part of full student return in January. Information published on the school website and promoted to parents.</li> <li>First Day calling to follow up alongside pastoral team for any non-attenders</li> <li>SIMS in place to track attendance and recorded by JCU</li> <li>PPE is available and the Theatre dressing room/toilet has been designated for suspected COVID-19 isolation. Suitable lidded disposal bins are in place and all procedures have been explained to staff and will be in the staff guidance issued. The room to be deep cleaned if a case is suspected</li> <li>Any incidents of confirmed Coronavirus to be reported to the LA in line with guidance issued by Coventry LA.</li> <li>Non-contact thermometers are available should a child feel ill to check their temperature</li> </ul>	

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		Covid-inbox to support local area intelligence on virus spread and potential outbreaks.			
<b>Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school</b>		<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ 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</li> <li>▪ The school actively promotes the use of LFD tests to be routinely undertaken at least twice weekly at home, 3-4 days apart.</li> <li>▪ The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage</li> <li>▪ The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff</li> <li>▪ Staff understand that they must report a positive LFT result to their manager &amp; immediately self-isolate</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Communications with all stakeholders regularly through email, letters and website, bulletin, newsletter.</li> <li>• CPD video on how to take a test in the test centre available to all stakeholders</li> <li>• Consent requested and is currently at 90%</li> <li>• Test Centre staff have provided training to staff in the school regarding test processing</li> <li>• Tests will be recorded via a Microsoft form for students and staff</li> </ul>	
<b>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</b>		<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding</li> <li>▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Share symptoms on COVID-19 section of the school website</li> <li>• Parents to be informed on actions to take and how this will be implemented in school.</li> <li>• Staff to be informed through daily briefing and in guidance issued</li> <li>• On day of return to school pupils and parents will be informed by SLT in the morning session</li> <li>• Expectations outlined on the first day back to students by SLT.</li> <li>• If a member of staff displays symptoms, they will report to the SLT member on site via reception or radio and leave the site as soon as possible.</li> <li>• A child displaying symptoms will be isolated within school as soon as possible in the Theatre dressing room. Parents/carers will be contacted and asked to collect their child as a matter of urgency. First Aider on the rota to supervise wearing PPE</li> <li>• Additional room to be allocated if more than one pupil displays symptoms.</li> </ul>	
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>		<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ This guidance has been explained to staff and pupils as part of the induction process.</li> <li>▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners</li> </ul>	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Parents regularly informed with a specific area on the website, updated through weekly bulletins and communications</li> <li>• Staff informed daily and through guidance</li> <li>• If there is a confirmed case of COVID-19 all those in close contact will be advised to take daily LFT tests for 7 days as per government guidelines. The LA and PHE will be informed.</li> <li>• If there appear to be multiple examples of individuals displaying symptoms/confirmed cases we contact PHE and LA for a rapid risk assessment and follow their advice in line with our Outbreak Management Plan</li> </ul>	
<b>Staff, pupils and parents are not aware or are not compliant with self-isolation requirements</b>		<ul style="list-style-type: none"> <li>▪ Consistent and repetitive reinforcement of the need for pupils and staff to stay home if they are unwell, reminding them that early onset symptoms can be complex</li> <li>▪ Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 7 clear days if test positive</li> </ul>		<ul style="list-style-type: none"> <li>• Contact home and with the local PCSO where self-isolation has not been complied with.</li> <li>• Students informed by tutor PowerPoint</li> <li>• Parents informed by letter.</li> </ul>	

		<ul style="list-style-type: none"> <li>Reinforce the new requirement to self-isolate for travel reasons should that occur</li> </ul>			
<b>3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene</b>					
<b>3.1 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>		<p>A virtual induction, CPD programme and staff handbook is delivered to all staff prior to reopening, which includes:</p> <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul>	TBC	<ul style="list-style-type: none"> <li>Plans shared with staff via Microsoft teams sessions, feedback through dept meetings and share paperwork via email prior to September opening, summarised in guidance notes to include:                             <ul style="list-style-type: none"> <li>Infection control Posters around school, ventilation priority, and lidded bins all in place in year areas of use.</li> <li>Fire Safety and evacuation – current procedures are valid see updated guidance</li> <li>Behaviour Management Behaviour rules explained to students when they return, enforcing no hands on policy. Specific risk assessment and agreements in place for identified children. Addendum to the policy to ensure any child putting others at risk of infection through their behaviour is asked to alter their behaviour or face appropriate sanctions</li> <li>Safeguarding – updated policy available</li> <li>Risk Management - Risk concerns to be reported to SLT so that this can be rectified or reviewed. Risk assessment to be shared with staff when agreed by governors and union reps.</li> </ul> </li> </ul>	
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>		<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Yes Yes	<ul style="list-style-type: none"> <li>When new staff start school, they will receive the updated staff handbook, and an induction meeting as part of the programme in place organised by CTA.</li> <li>NQTs who started on the 1<sup>st</sup> July have been inducted fully and a programme is in place.</li> <li>All staff emailed updated Staff Handbook Sept 1<sup>st</sup></li> <li>All training pre-recorded on the SharePoint portal for future use</li> </ul>	
<b>3.2 Communication strategy</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>		<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Professional associations including Trade Unions</li> <li>Other partners including peripatetic staff and health professionals</li> <li>Trust Heads and leaders to work together to ensure consistency and compliance with all guidance</li> <li>All documentation to be shared electronically as soon as it is ready</li> <li>Trust schools to seek input from staff to ensure all risk is minimised</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>All staff receive regular updates with virtual staff meetings via Teams to outline guidance and virtual training; regular COVID update emailed to staff with changes required e.g. to systems, procedures or risk assessment</li> <li>Pupils and parents contacted via School Comms, class charts bulletins, text and updates to website</li> <li>Governors to ratify the risk assessment remotely</li> <li>LA informed of any changes not expected</li> <li>Communication with the unions via JCC</li> <li>Communications with other professionals via designated SLT staff in school</li> <li>All documentation shared with IET</li> <li>All staff to report any operational concerns to the SLT on site as soon as possible and in writing via email to the Headteacher the same day</li> </ul>	
<b>A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school</b>		<ul style="list-style-type: none"> <li>Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations</li> <li>Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning</li> </ul>	Yes Yes	<ul style="list-style-type: none"> <li>Training with staff and circulation of the summary of the RA</li> <li>Tutor time used to remind students of expectations</li> <li>Whole staff briefing</li> <li>Staff encouraged to challenge one another</li> <li>Regular reminders to all stakeholders of controls in place</li> <li>Learning from positive cases shared with staff group and stakeholders</li> </ul>	

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transmission outbreaks		<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement</li> </ul>	<p>Yes</p> <p>Yes</p>		
There is a lack of clarity and understanding in maintaining social distancing and good hygiene		<ul style="list-style-type: none"> <li>▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting good handwashing and 'catch it bin it' rules.</li> <li>▪ Clear floor markings are in place to support social distancing where practicable.-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 are clearly laid out and signposted.</li> <li>▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Students will be advised to use face masks on public/school transport</li> <li>• All staff will model compliance and challenge non-compliance recording this on Class Chats for students</li> <li>• Pastoral staff will actively monitor non-compliance, issue sanctions including written warnings to parents/students with a graduated response up to and including fixed term exclusion in line with Dfe guidelines</li> <li>• Staff have been instructed wherever possible to travel to work alone using their own transport, on foot or by bicycle if possible, as an alternative to public transport</li> <li>• If staff have no option but to share transport, they have been instructed to:             <ul style="list-style-type: none"> <li>○ Share journeys with the same individuals and with the minimum number of people at any one time</li> <li>○ Ensure good ventilation (i.e. keeping the windows open) and facing away from each other</li> <li>○ Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> <li>○ Wear masks whilst travelling</li> </ul> </li> <li>• Class room doors to remain wedged open and doors display signage supporting fire procedures</li> <li>• One way system in Welby Building – enter through the Quad and exit through the Sports Hall side.</li> <li>• 1m+ marking outside areas outside Hall, Theatre, Bardsley, Gates.</li> </ul>	
Parents and carers are not fully informed of the health and safety requirements for the school		<ul style="list-style-type: none"> <li>▪ As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>▪ The COVID-19 section on the school website is reviewed and updated.</li> <li>▪ Parent and pupil handbooks/information leaflets are reviewed and updated, including photographs on actual implemented measures on the school site.</li> <li>▪ 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</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Inform parents via website, text and e mail</li> <li>• VSH to update JCU/CBA regarding COVID Section of the website</li> <li>• Letter sent to parents of all pupils on site with clear guidance and expectations</li> <li>•</li> </ul>	

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<p><b>Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19</b></p>		<ul style="list-style-type: none"> <li>▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school’s website.</li> <li>▪ 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 7 days from symptom onset has elapsed</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Key messages in line with government guidance are reinforced if and when necessary on a weekly basis via email, text, Twitter, Teams, Bulletins and the website.</li> <li>• Parents reminded that pupils must not be sent into school if they, another member of their household or someone they have been in contact with have symptoms or diagnosis of COVID-19</li> </ul>	
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**4 Planning movement around the school**

**4.1 Management of social distancing in the reception area**

<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>		<ul style="list-style-type: none"> <li>▪ No visitors are allowed on the premises without a pre-arranged appointment (If a visit can be arranged out of school hours, it should</li> <li>▪ A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures</li> <li>▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit</li> <li>▪ Several meetings will still be held electronically or offsite.</li> <li>▪ Meeting rooms will be well ventilated / windows opened to allow fresh air circulation and if possible, meetings will be held in open areas.</li> <li>▪ Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>▪ Non-essential deliveries and visitors to school are minimised.</li> <li>▪ Arrangements are in place for segregation of visitors.</li> <li>▪ 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</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Staff and children and parents advised of all changes</li> <li>• Parents are not allowed on site unless invited</li> <li>• Parents who wish to speak to office staff will need to arrange an appointment and then to remain behind the 2 m marked area and wear a mask in the meeting.</li> <li>• Hand sanitiser stations set up at the Theatre, Reception, Hall, Bardsley, Sixth Form and teaching rooms (Contain signage, gloves, tissues, sanitiser, lidded bin, table)</li> <li>• Posters will be displayed reminding any visitors to keep their distance.</li> <li>• Any visitors on site for maintenance etc must be prior appointment and sign that they have read and accepted the rules and leave contact details for track and trace</li> <li>• Deliveries to school kept outside of school time and all drivers reminded of need to socially distance</li> <li>• IT office door has been converted to a stable door operation to enforce social distancing and protect staff within confined space</li> <li>• Spare masks held in reception for visitors who arrive without one.</li> </ul>	
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**4.2 Management of Aggress and Egress – arrival and departure**

<p><b>The start and end of the school day create risks of breaching social distancing guidelines</b></p>		<ul style="list-style-type: none"> <li>▪ Staff, visitors and contractors are asked to enter the school via the main entrance at reception, use an alcohol gel on arrival, and sign in using the electronic system, their own pen/or by the receptionist.</li> <li>▪ Staff should only park vehicles in the bays provided.</li> <li>▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place</li> <li>▪ 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 students.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Signage and floor markings will be implemented and behaviour expectations given to students for when using the student bike rack area.</li> <li>• Students should only use bike racks provided for storage of bikes/scooters</li> <li>• Parents will be informed of their start and end times of the day and asked to strictly observe them.</li> <li>• Latecomers will have to enter school via main reception and if after the gates have been locked will need to buzz in to request the gate to be opened. Parents will not be allowed on site.</li> <li>• Staggered start and finish times for each year group</li> <li>• Front gate and bottom playground used to enter/exit the site</li> </ul>	
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		<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ 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</li> <li>▪ Segregation of groups is considered wherever practicable</li> <li>▪ Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• SLT to man the front gate with floor markings and the turning circle and footpaths regarding social distancing</li> <li>• Parents of each group will be given clear instructions to drop students off away from the school gates to avoid congestion and not in the turning circle</li> <li>• Parents will not be allowed on site without an appointment</li> <li>• Social distancing will be marked out, year group queues for buses, staggered finish times and one-way system</li> </ul>	
<b>Pupils and parents congregate at exits and entrances</b>		<ul style="list-style-type: none"> <li>▪ Finish times are staggered.</li> <li>▪ The use of available entrances and exits is maximised.</li> <li>▪ Weekly messages to parents stress the need for students to not congregate outside the front of school</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Staggered finish times by approx. 5 minutes</li> <li>• Staff to dismiss students to exit point in 5 minute intervals</li> <li>• Children to exit school and not congregate in the front car park or outside the school gates</li> <li>• Parents will not be allowed on site except for collection of poorly child.</li> <li>• Students waiting for buses will do so in Year group areas.</li> <li>• P16 students are permitted to enter and exit the school site during the day. P16 student are to only attend site for lesson periods only and must sanitise on entry and exit of school site.</li> </ul>	
<b>Pupils use public transport and thereby increase risk of infection and transmission</b>		<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ All passengers and crew are required from 4<sup>th</sup> January 2022 to wear face-coverings on both public transport and dedicated transport to school or college. The normal exemptions apply in circumstances where people are not able to wear face coverings</li> <li>▪ 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</li> </ul>	<p><b>Yes</b></p>	<ul style="list-style-type: none"> <li>• Students lined up in Year groups supervised by SLT at the end of the day for the buses.</li> <li>• Students loaded onto available buses in Year group order – KS3 downstairs and KS4/5 upstairs</li> <li>• 8 new Cycle racks installed as part of attempt to increase usage.</li> </ul>	

<b>4.3 Management of social distancing and hygiene in the toilets</b>					
<b>Poorly ventilated toilet areas become overcrowded and create an area of high transmission risk</b>		<ul style="list-style-type: none"> <li>▪ Pupils are encouraged to access the toilet during break/lunch</li> <li>▪ The toilets are cleaned frequently.</li> <li>▪ Monitoring ensures a constant supply of soap and paper towels.</li> <li>▪ Bins are emptied regularly.</li> <li>▪ Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• All relevant signage to be put in place. Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands.</li> <li>• All windows open throughout the day and some overnight</li> <li>• Toilets assigned to the individual year groups dependent upon building/zone.</li> <li>• Member of cleaning staff to clean thoroughly at lunch/break and the end of the day</li> </ul>	

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		<ul style="list-style-type: none"> <li>Alternative toilet facilities have been made available in the Theatre dressing room for staff and pupils with suspected symptoms and facilities are cleaned and disinfected before use by anyone else</li> </ul>	<p>Yes Yes Yes Yes  Yes</p>	<ul style="list-style-type: none"> <li>The cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush has been enhanced; cleaning contractor to be given a suitable cleaner e.g. Milton diluted and prepared for them to use with one per set of toilets, and cleaning cloths, preferably disposable, i.e. j-cloths</li> <li>Suitable and sufficient lidded rubbish bins for hand towels will be provided with regular removal and disposal.</li> <li>Hand washing available in the toilets and hand sanitizers in every teaching room, staff to ensure area kept clear throughout the day and site to ensure they are cleaned at the end of the day by cleaning staff</li> <li>Site staff to monitor usage and supply of cleaning and sanitising products</li> <li>Bins emptied at end of day; new lidded bins bought. Toilets thoroughly cleaned.</li> </ul>	
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**4.4 Safety arrangements for the use of medical rooms**

<b>The configuration of medical rooms may compromise social distancing measures</b>		<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms behind a closed door if possible</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>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.</li> <li>Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff</li> <li>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.</li> </ul>	<p>Yes Yes  Yes  Yes</p>	<ul style="list-style-type: none"> <li>The Theatre dressing room will be designated as the COVID-19 medical room with all suitable PPE and H&amp;S measures in place.</li> <li>In the event of its use area to be fully cleaned and all used PPE equipment to be disposed of in the correct manner</li> <li>Additional guidance written and issued to designated First Aider</li> <li>Standard first aid to remain on the Bardsley corridor and administered by first aider</li> </ul>	
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**5. Securing and sustaining robust hygiene systems and procedures**

**5.1 Cleaning**

<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>		<ul style="list-style-type: none"> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Cleaning off site is achieved through two part process, with Toucan Eco. (an ECAS (electrochemically activated solution) which is proven to have an effective kill rate against norovirus and poliovirus with log reductions of 5 (99.999%) and 6 (99.9999%) respectively; both harder-to-kill viruses than the coronavirus.</li> <li>Common contact surfaces are regularly cleaned in reception, office, workshops, access control and other communal areas, particularly during peak flow times                         <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Handrails on staircases and corridors</li> <li>Lift and hoist controls</li> </ul> </li> </ul>	<p>Yes Yes  Yes</p>	<ul style="list-style-type: none"> <li>Whole of school has had a thorough clean prior to September opening and the cleaning staff have been retained throughout this period cleaning the site daily.</li> <li>Cleaning products and cloths acquired for every area</li> <li>Sanitiser stations – in place in reception</li> <li>Enhanced cleaning of practical areas will be completed by onsite cleaners during the day and support staff technicians allocated in departments.</li> <li>All staff/classrooms will be allocated hand sanitiser</li> <li>Additional daytime cleaning staff retained</li> </ul>	
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		<ul style="list-style-type: none"> <li>· Machinery and equipment controls</li> <li>· All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices</li> <li>· Telephone equipment</li> <li>· Keyboards, photocopiers and other office equipment</li> <li>· Rubbish collection and storage points will be increased and emptied regularly (90 min intervals) and at the end of each day</li> <li>· Water fountains and water dispensers cleaned every 60 minutes and signage displayed encouraging use of fountains for bottle filling only, not drinking.</li> <li>· There will be frequent contact with cleaning providers regarding provisions onsite.</li> </ul> <ul style="list-style-type: none"> <li>▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day</li> <li>▪ Sufficient supplies of soap/hand wash, 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 students and staff return.</li> </ul>			
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5.2 Hygiene and handwashing					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>		<ul style="list-style-type: none"> <li>▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered</li> <li>▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>▪ Staff will be allowed to take regular breaks to wash hands</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• All items ordered and or arrived. Plentiful supply of sanitiser, hand towels and soap.</li> <li>• Hand sanitiser (minimum 60% alcohol based) to be available in classrooms/all large venues/ computer room classes</li> <li>• Staff and pupils who experience sore skin will be advised to seek medical advice and moisturise</li> <li>• Hand sanitiser (minimum 60% alcohol based) will be located where hand washing facilities are not immediately available</li> <li>• Suitable and sufficient lidded rubbish bins for hand towels will be provided with regular removal and disposal.</li> </ul>	
<b>Pupils forget to wash their hands regularly and frequently</b>		<ul style="list-style-type: none"> <li>▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>▪ Posters, banners and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>▪ 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</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Staff guidance document and daily briefings to staff</li> <li>• Regular staff reminders to wash hands and to ensure frequent washing in their group sessions.</li> <li>• 1<sup>st</sup> day return for children training</li> <li>• Numerous signage around school.</li> <li>•</li> </ul>	

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<p><b>Equipment and resources</b></p>		<ul style="list-style-type: none"> <li>▪ Individual and very frequently used equipment such as pencils and pens should not be shared</li> <li>▪ Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly</li> <li>▪ All support staff technicians in key areas; Technology, Music, PE, Art, IT, Science, Food Technology have been issued with adequate cleaning materials and PPE to support enhanced cleaning regime.</li> <li>▪ 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)</li> <li>▪ Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile ‘phones when permitted</li> <li>▪</li> </ul>		<ul style="list-style-type: none"> <li>• Staff will carry their own stationary e.g. board pens to each room and wipe the projector remote on use.</li> <li>• Visualisers will be used in place of textbooks where possible and desirable by staff.</li> </ul>	
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**5.3 Personal Protective Equipment (PPE)**

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

<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>		<ul style="list-style-type: none"> <li>▪ Government guidance on wearing PPE is understood communicated and sufficient PPE has been procured.</li> <li>▪ PPE is only needed and will be provided where children whose care routinely involves the use of PPE due to their intimate care needs or where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they are collected to go home. In this case, a face mask must be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child is necessary, then gloves, apron and face mask must be worn by the supervising adult. If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn.</li> <li>▪ 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).</li> <li>▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• PPE has been bought by the school and will be compulsory in the first aid Theatre dressing room area</li> <li>• Equipment bought; disposable masks; washable masks; aprons; gloves; face shields; anti-bacterial wipes and sanitizers, lidded bins, sanitizer – all items on order and/or arrived. – PPE to be in quarantine room and in allocated areas</li> <li>• Signage on use of PPE displayed in relevant areas</li> <li>• Medical grade PPE (masks) issued to all CV staff</li> </ul>	
<p><b>Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection</b></p>		<ul style="list-style-type: none"> <li>▪ Face coverings should be worn on school buses/transport</li> <li>▪ Face coverings should be worn in communal areas and classrooms</li> <li>• The use of clear pane face coverings may be appropriate in some instances (see: <u>face coverings</u>) 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</li> <li>▪ <b>Face visors or shields should not be worn as an alternative to face coverings.</b> They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol</li> </ul>		<ul style="list-style-type: none"> <li>• Expectations made clear to students and staff via pre-recorded training</li> <li>• Communicated to parents via email and website</li> </ul>	

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		<p>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> <ul style="list-style-type: none"> <li>▪ <b>Staff and pupils are trained in the safe donning and disposal of face covering as follows:</b></li> </ul> <p>When wearing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>▪ avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>▪ change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>▪ avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> <li>▪ When removing a face covering, staff, visitors and pupils should:             <ul style="list-style-type: none"> <li>▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>▪ only handle the straps, ties or clips</li> <li>▪ not give it to someone else to use</li> <li>▪ if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>▪ once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</li> <li>▪ if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul> </li> </ul>			
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6. Curriculum organisation					
<p><b>Children may have fallen behind in their learning during the school closure and achievement gaps will have widened</b></p>		<ul style="list-style-type: none"> <li>▪ Gaps in learning are assessed and addressed in teachers' planning.</li> <li>▪ Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality</li> <li>▪ Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	<p>TBC Yes  TBC</p>	<ul style="list-style-type: none"> <li>• Recovery curriculum and high quality wave 1 teaching will address gaps in learning</li> <li>• Data collection during Lockdown has identified those children who have not completed sufficient work</li> <li>• Pastoral interventions in place</li> <li>• Laptops scheme utilised to improve access from home</li> <li>• Learning platform purchased – GCSE Pod to support learners</li> <li>• Remote learning woven into the new recovery curriculum to maximise usage in the event of a future lockdown. Home learning information will continue as usual for all age groups</li> <li>• Focus on literacy on return to school; support to be put in place to support the disadvantaged and most vulnerable.</li> </ul>	

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<p><b>Ensuring full support for pupils with SEND (SEND Support and EHC Plans)</b></p>		<ul style="list-style-type: none"> <li>▪ Small children and children with complex needs will continue to be helped to wash their hands properly</li> <li>▪ 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</li> <li>▪ 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</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• New SEND protocol in place has been shared with staff and parents</li> <li>• LSAs redeployed as key workers – see protocol</li> </ul>	
<p><b>Pupils and or staff are exposed to infection whilst on a school visit</b></p>		<ul style="list-style-type: none"> <li>▪ A full and thorough risk assessment 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 <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a> and the Outdoor Education Advisory Panel (OEAP) <a href="https://oeapng.info/">https://oeapng.info/</a> will be taken into account</li> </ul>		<ul style="list-style-type: none"> <li>• CTA as EV coordinator will ensure appropriate assessments are in place</li> <li>• School visits to be minimised in Spring 2022</li> </ul>	
<p><b>Safe practice is not replicated in wraparound provision and extra-curricular activity</b></p>		<ul style="list-style-type: none"> <li>▪ 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 (<a href="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">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</a>).</li> </ul>		<ul style="list-style-type: none"> <li>• School staff aware of requirements due to school expectations</li> <li>• BBE and CBA to liaise with external bookings as appropriate</li> </ul>	
<p><b>Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating</b></p>		<p>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:</p> <ul style="list-style-type: none"> <li>▪ the remote learning offer is equivalent to the core teaching pupils would receive in school                             <ul style="list-style-type: none"> <li>▪ Key Stages 3 and 4: 5 hours a day</li> </ul> </li> <li>▪ Systems are in place for checking, daily, whether pupils are engaging with their work</li> <li>▪ A named senior leader with overarching responsibility for the quality and delivery of remote education is identified</li> </ul>	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Remote learning protocol in place, shared with all stakeholders and available on the website</li> <li>• All work set on Assignments in MS Teams for those SI</li> <li>• Named SLT person responsible CTA</li> <li>• Staff reminders of expectations via briefings and regular bulletins</li> </ul>	
<p><b>Pupils are unable to access the online offer</b></p>		<ul style="list-style-type: none"> <li>▪ Set out arrangements to overcome digital poverty</li> <li>▪ Set out arrangements to support parents</li> <li>▪ Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home</li> <li>▪ Set out the arrangements for disengagement</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Laptops distributed as per criteria</li> <li>• Physical work delivered where required as a last resort</li> </ul>	

7. Enhancing mental health support for pupils and staff					
<b>7.1 Mental health concerns – pupils</b>					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>A lot of wellbeing info on school website, regularly updated</li> <li>Helplines advertised on school website</li> <li>Pastoral team in regular phone contact with vulnerable families.</li> <li>Dedicated email address for pupils/ parents to contact school re safeguarding and pastoral</li> <li>NPH and LTU are in regular contact with EHCP children and also LAC alongside the Pastoral team</li> <li>Trailblazers project in place and led by NPH/LPE</li> <li>Well-being survey of all staff and students completed prior to wider March reopening and staff surveyed in summer 2021</li> </ul>	
		<ul style="list-style-type: none"> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> </ul>	Yes		
		<ul style="list-style-type: none"> <li>Wellbeing/mental health is discussed regularly in PSHE/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> </ul>	Yes		
		<ul style="list-style-type: none"> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Yes		
<b>7.2 Mental health concerns – staff</b>					
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		<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>SLT have been in regular contact with staff throughout the pandemic, some staff have been supported and all staff have had access to support if required.</li> <li>Welfare phone calls being undertaken by JSM/LHE/VSH</li> <li>Trust have purchased the Sodexo staff package</li> <li>All staff have access to Lou Peet (Chaplain's personal number which is regularly shared).</li> <li>Trust Well-Being Ambassadors appointed</li> </ul>	
		<ul style="list-style-type: none"> <li>Staff health survey to be completed regarding availability to work to support consistency across the Trust</li> </ul>	Yes		
		<ul style="list-style-type: none"> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> </ul>	Yes		
		<ul style="list-style-type: none"> <li>Staff briefings and training have included content on wellbeing.</li> </ul>	Yes		
		<ul style="list-style-type: none"> <li>Staff briefings/training on wellbeing are provided.</li> </ul>	Yes		
		<ul style="list-style-type: none"> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Yes		
		<ul style="list-style-type: none"> <li>All staff have access to an anonymous service that provides free advice, guidance and counselling to all employees 24/7</li> </ul>	Yes		
<b>7.3 Bereavement support</b>					
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The IET Trust have purchased a staff welfare scheme – launched June 2020</li> <li>Lou Peet provides 1:1 support for staff</li> <li>Occupational Health Counsellors available for support if staff wish to access service</li> <li>Counselling available via Sodexo</li> <li>Support will be requested as necessary and signposted to further support as per usual.</li> <li>Pastoral sessions in the first few weeks of reopening to include support for bereavement if required</li> <li>School counsellor appointed</li> </ul>	
		<ul style="list-style-type: none"> <li>Support is requested from other organisations when necessary.</li> </ul>	Yes		

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.		<ul style="list-style-type: none"> <li>▪ The governing body continues to meet regularly.</li> <li>▪ The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>▪ The Head teacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19.</li> <li>▪ Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>▪ 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.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Regular updates have been given to governors with a specific COVID-19 related focus</li> <li>• Governing Body PPS Meeting in May with a bespoke report produced which was also shared with the LGB</li> <li>• Regular phone contact between VSH and the Chair of governors &amp; CEO</li> <li>• Clerk sets agendas, arranges meetings and circulate minutes</li> <li>• Completed Risk assessment to be sent in advance and ratified by Governors/Directors</li> <li>• Clerk has been informing governors of updates via the weekly bulletins to students, staff and parents</li> </ul>	
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> <li>▪ Meetings are held regularly with governors.</li> <li>▪ Governing bodies are involved in key decisions</li> <li>▪ Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>		
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		<ul style="list-style-type: none"> <li>▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>▪ 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</li> <li>▪ Staff, pupils, parents and governors have been briefed accordingly.</li> <li>▪ Governors have approved revisions</li> <li>▪ A review of the child protection policy to reflect the move to remote education where necessary has been undertaken.</li> <li>▪ This is reflected as a coronavirus (COVID-19) addendum that summarises related changes</li> <li>▪ All staff are aware of the revised policy.</li> </ul>	<p>Yes</p>	<p>Addendums to be written for each policy</p> <ul style="list-style-type: none"> <li>• Safeguarding – COVID 19 policy completed and signed off by governing body,</li> <li>• COVID-19 school risk assessment – VSH/BTR</li> <li>• VERA And BAME risks assessments – JSM and SLT</li> <li>• Behaviour Addendum – CMI</li> <li>• Attendance Addendum – CMI</li> <li>• Student expectations powerpoint – VSH/CMI</li> <li>• Reception guidelines/receipt of deliveries etc – BTR</li> <li>• Lone Working Policy for site – BTR</li> <li>• First Aid and Medicines Addendum – BTR</li> <li>• Fire Evacuation Policy Addendum – BTR</li> <li>• SEND risk assessments – NPH</li> <li>• Equality Impact Assessment – JSM</li> <li>• Cleaning rotas – BTR</li> <li>• Public transport guidance – VSH</li> <li>• Premises reopening checklist – BTR</li> </ul> <p>Addendums to be included as and when and to follow before Sept opening</p>	
Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning		<ul style="list-style-type: none"> <li>▪ A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level</li> <li>▪ High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups</li> <li>▪ Remote education is integrated into the school’s curriculum planning</li> <li>▪ Printed resources are available for those that cannot access the internet physically or cognitively</li> </ul>	<p>YES</p>	<ul style="list-style-type: none"> <li>• Recovery curriculum planned by September 2021</li> <li>• Laptops scheme utilised to improve access from home</li> <li>• Learning platform purchased – GCSE Pod to support learners and Seneca available in addition to current platforms – students to be taught how to use them effectively</li> <li>• Remote learning woven into the new recovery curriculum to maximise usage in the event of a future lockdown. Home learning information will continue as usual for all age groups.</li> </ul>	



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		<ul style="list-style-type: none"> <li>▪ 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</li> </ul>		<ul style="list-style-type: none"> <li>• Focus on literacy on return to school; support to be put in place to support the disadvantaged and most vulnerable.</li> <li>• Extensive curriculum planning has been undertaken</li> <li>• All staff are able to use Microsoft Teams for sessions if so desired.</li> </ul>	
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**9 Safeguarding Vulnerable Pupils**

<b>Pupils off site' may come to harm</b>		<ul style="list-style-type: none"> <li>▪ Robust systems are in place to keep in contact with vulnerable pupils (both within the national definition or as a consequence of school-based concerns) who are self-isolating or are not attending school for whatever reason. This includes those who have a social worker and those who are not currently open to statutory services, but the school believes that they may face challenging circumstances at home.</li> <li>▪ When a vulnerable pupil is asked to self-isolate, the school will:             <ul style="list-style-type: none"> <li>▪ notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head</li> <li>▪ agree with the social worker the best way to maintain contact and offer support</li> <li>▪ procedures in place include a system to check if a vulnerable pupil is able to access remote education support and to support them to access it (as far as possible)</li> <li>▪ regularly check if they are accessing remote education</li> <li>▪ keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Oversight by KAR and the safeguarding team</li> <li>• Logs kept on CPOMS</li> </ul>	
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**10. Other operational issues**

10.1 Driving for work purposes

<b>Driving for work purposes</b>		<ul style="list-style-type: none"> <li>• When travelling for work, staff are instructed to travel alone.</li> <li>• If staff have no option but to share a vehicle, then they have been instructed to:             <ul style="list-style-type: none"> <li>○ Share with the same individuals and with the minimum number of people at any one time</li> <li>○ Wherever possible maintain a distance of two metres in the school minibus by removal/segregation of unwanted seats</li> </ul> </li> </ul>	Yes	Yes	Yes	
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		<ul style="list-style-type: none"> <li>○ Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey</li> <li>○ Wash their hands for 20 seconds using soap and water or alcohol hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</li> <li>▪ Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</li> </ul>			
<p><b>Contractors on-site whilst school is in operation may pose a risk to infection control</b></p>		<ul style="list-style-type: none"> <li>▪ Contractors are expected to comply with the requirement to wear face coverings whilst on school site</li> <li>▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of</li> </ul>	<p>Yes</p>	<p>Site Manager BTR has put in place procedures to address all risks</p>	

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		COVID-19 (including contractor risk assessments and method statements, and contractor induction).			
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**10. Additional site-specific issues and risks**

**Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them**

Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme or alternative provision)		The school, working with the setting will ensure that all risks are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum	YES	CMI/RBH to coordinate and SHA to monitor attendance.	