



School name: Manor Park Primary School

Covid-19 Operational Risk Assessment

National Lockdown January 2021

Review date – 15th January 2021

Next review date – 22nd February 2021

Coventry School Partnership: Covid19 Operational Risk Assessment – National Lockdown January 2021 (Version 3)

1. Introduction:

Coventry's Partnership of schools have agreed a collaborative and consistent approach to secure the ongoing safety of pupils, staff and the community throughout the Pandemic.

In reviewing this guidance in the context of the National Lockdown announced on 4th January 2021, 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 clear that their 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”*. [Health and safety: responsibilities and duties for schools](#) Consequently, Health and Safety Legislation continues to take precedence.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations
- Reflects the principles set out in Coventry schools Covid-19 Re-set and Recovery Plan in March 2020, which have not changed
- Sets the context for reviewing a risk assessment to “break the chain of transmission” of the disease within the school context, taking into account the Government’s guidance issued on
- Provides an exemplar risk assessment that can be adopted and adapted to any educational setting
- Incorporates hyperlinks to sources of helpful information and resource

What is the risk? Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. Whilst it is reported that the impact of the virus has not changed since March 2020, increased social contacts and the new variant have combined to significantly increase transmission rates. Improved access to testing, including lateral flow tests has identified asymptomatic cases (no symptoms) within the community, that if not isolated early present a further transmission risk, which needs to be controlled as far as is practicably possible.

The National Lockdown aims to mitigate the risk of spiralling transmission rates (reduce the R) by minimising social contact across the Country, not in individual organisations. The Government’s rationale for schools remaining partially open (special schools and Alternative Provision are expected to remain fully open) is to provide face to face teaching to vulnerable children and the children of critical workers. For vulnerable children the decision is a balanced risk judgement based on safeguarding, mental health and academic progress. Research from the Lockdown in March 2020, identified that vulnerable children including those with SEND were disproportionately impacted by not being in school. Provision for the children of critical workers is intended to ensure that services can continue to operate, including education, health and social care. For details see: [Actions for schools during the coronavirus outbreak](#) and [Children of critical workers and vulnerable children who can access schools or educational settings](#) . It is noted that the children of critical workers guidance was revised on the 8th January 2021 to **“clarify that parents and carers who are critical workers should keep their children at home if they can”**.

This risk assessment therefore continues to focus on actions that are **reasonably practicable** to implement, that will reduce the risk of transmission of Covid19 within the school community

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 and proportional 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 and monitor compliance
- 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 and that they understand their personal responsibility for their safety and the safety of others.
- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.

2.1 Key message:

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

2.2 What leaders need to do:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees. It is a legal requirement that employers must consult with the health and safety **representative** selected by a recognised trade union or, if there isn't one, a representative chosen by staff
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

See: <https://www.hse.gov.uk/services/education/sensible-leadership/leadership-test.pdf>

3. Locally agreed Principles:

Coventry schools Covid-19 re-set and recovery Plan' May 2020 set out agreed principles to secure the wider reopening of schools. The following five principles remain relevant during the current lockdown period.

- The safety of everyone in school is paramount

- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system
- The absolute focus on encouraging all eligible vulnerable children to return to school will be maintained alongside provision for children of critical workers
- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- School organisational planning will minimise the number of pupils that each staff member has contact with

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. It is now evident that infection can be asymptomatic (no symptoms) thereby presenting a higher risk of unintentional transmission. Therefore, to minimise the risk of transmission, settings must put in place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

The hierarchy of controls: if properly implemented will substantially reduce the risk of transmission of infection.

These include:

Exclusion:-

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Covid19 tests for symptomatic household member/s to confirm or negate a diagnosis should be promoted.
- Clinically extremely vulnerable individuals will receive a letter from the NHS or a medical specialist and are **advised** to shield and not to work outside the home.
- Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in guidance). Clinically vulnerable staff can continue to attend school where it is not possible to work from home, but must maintain good prevention practice in the workplace and home settings.

Hygiene:-

- A stringent cleaning regime should be in place [COVID-19: cleaning in non-healthcare settings](#). At the highest level this could follow the advice set out in: [Covid-19-decontamination-in-non-healthcare-settings](#)
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.
- Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser

ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required

- Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
- Maximise natural ventilation and access to the external learning environment, whilst maintaining a comfortable working temperature within school see: [air conditioning and ventilation during the coronavirus outbreak](#)

Social Distancing:-

- Secure social distancing whenever practicably possible, through footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point and no ‘pinch points’ are experienced at ingress or egress
- Where it is possible to remain 2 metres apart, use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources
- Minimise social contact by forming small fixed groups of staff and children and avoiding movement between or blending of groups whenever possible
- Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE is provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school)

Lateral Flow Testing:-

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

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 has been developed for City-wide use, which is pre-populated with generic safe methods of working. If adopted, this will need to be adapted to each specific setting. In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- Securing provision for SEN – balancing the risk of allowing external visitors into school with the duty of best endeavours to provide
- 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
- Communicating with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school

- Delivering remote learning at an equivalent level to school attendance

6. Key resources and references:

Actions for schools during the coronavirus outbreak Children of critical workers and vulnerable children who can access schools or educational settings Mass asymptomatic testing: schools and colleges air conditioning and ventilation during the coronavirus outbreak School attendance: guidance for schools Disapplication notice: school attendance legislation changes COVID-19: cleaning of non-healthcare settings keeping children safe in education letters-to-clinically-extremely-vulnerable-people Covid-19-advice-for-pregnant-employee	COVID-19: cleaning in non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings staying at home and away from others (social distancing) Health and safety risk checklist for classrooms E-bug posters Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19): implementing social distancing in education and childcare settings
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Model COVID-19: Operational risk assessment for National Lockdown

Please note: This template first issued in March 2020, has been revised to reflect the risks during National Lockdown. The review of schools current risk assessment (September 2020, full return to school) should be undertaken in conjunction with the covering LA guidance which absorbs statutory requirements and any Government guidance available as at January 2021.

Control measures have been used to exemplify actions that could be taken to mitigate the risk, which you can use or modify as appropriate. Please add additional Activity (risks) as deemed necessary and delete any activity that does not apply to your school. The table is designed to enable you to re-order risks/priorities as you require.

Assessment conducted by:	SLT in conjunction with the LA	Job title:	Senior Leaders	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	15 th Jan 2021	Review interval:	Reviewed on government & LA guidance which in monitored daily	Date of next review:	22 nd Feb 2021

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)
1. Establishing a gradual and safe approach for pupils and staff to return to school:					
1.1 Establishing if the building is safe following an extended closure or significantly reduced use of building					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	LOW	<ul style="list-style-type: none"> ▪ Health and safety audit conducted by nominated staff and Governor ▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms ▪ Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering: <ul style="list-style-type: none"> ▪ Different areas of the school ▪ Procedures for when pupils and staff enter and leave school 	Yes	<ul style="list-style-type: none"> • Health and safety walk conducted by SLT and SSO • Health and Safety audit for classroom Appendix 1 – has been shared with staff 	LOW

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> ▪ Planned movement around the school during lesson, break and lunch times ▪ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 		<ul style="list-style-type: none"> • Two-way system in place around the whole school, which must be used by staff and children. • Playtimes and lunch breaks taken within class bubbles. • Children can be taken outside by their named adults in their own space and the children will not mix with other groups. • Staggered pick up and drop off times though a one way system with all children entering & leaving through their classroom doors • Pencils and pens will be provided for children in Y1-Y6. Children have their own plastic wallet with their own equipment on a shared desk • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be washed before and after use and where 	

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
				possible, children should be discouraged from sharing these <ul style="list-style-type: none"> • Fogger purchased and will be used on shared resources daily in outdoor areas and any shared equipment when left outside will be cleaned. 	
Statutory compliance has not been completed due to the availability of contractors during lockdown	LOW	<ul style="list-style-type: none"> ▪ All statutory compliance is up to date. ▪ Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	All systems have been thoroughly checked during lockdown and continue to be checked so school is fully operational - see daily/maintenance logs	LOW
1.2 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads may children’s safety at risk	LOW	If the DSL is not on site because of operational challenges, the following cover arrangements are in place: <ul style="list-style-type: none"> ▪ a trained DSL (or deputy) from the school will be available via phone or online video, e.g. working from home ▪ Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site. 	Yes	<ul style="list-style-type: none"> • See First Aid rota – Appendix 2 • DSL & FA are available in schools at all times & have been during lockdown • Staff have been trained in first aid protocols • CHAMPS manager always on site after school with another member of CHAMPS and are first aid trained 	LOW

				<ul style="list-style-type: none"> Member of SLT can be contacted by phone at any time during CHAMPS sessions. 	
2. Determining the number of pupils that can be accommodated within the school infrastructure					
2.1 Organisation of teaching spaces and communal areas					
<p>Classroom sizes will not allow adequate social distancing</p>	<p>LOW</p>	<ul style="list-style-type: none"> Classroom size capacity audit undertaken using social distancing measure of 2m – maximum number of people (children and adults) determined Timetables and staffing model determined to secure curriculum delivery for class-group size Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. Any surplus furniture including ‘spare’ chairs are removed if possible and area de-cluttered Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters Ensure class groups and staff stay together consistently and do not mix or blend with other groups 	<p>Yes</p>	<ul style="list-style-type: none"> LA training attended by headteacher and SBM on school site and classroom size. All areas have been measured and fulfil requirements All classrooms are well ventilated throughout the day to ensure fresh air is circulating at all times Desks have been positioned in classrooms to allow distance between children and will be maintained as much as practicably possible Outdoor spaces will be used by only one group at a time and children will be reminded about social distancing before they go out. They will be supervised by their main group adult. Children and adults will only be in contact with their class bubble and specified adults. Social distancing within these groups will be maintained as much as possible when in school <p>Signage around school site and on school gates. Photographed and shared with parents so they</p>	<p>LOW</p>

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				are aware and familiar with signage	
Bubble sizes are not supporting the principle of minimising the number of social contacts in school, because they are too big and overlap	LOW	<ul style="list-style-type: none"> ▪ Teaching groups ('bubbles') are as small as possible, and maximise the distance between pupils; between pupils and staff and between adults. All classrooms can safely able to accommodate circa 15 pupils ▪ Class bubbles will never be greater than 15 ▪ Arrangements to safely support pupils requiring individual support and intervention are in place supported by a pupil specific risk assessment ▪ Arrangements to maintain consistent groups of staff and pupils as far as is practicably possible are in place ▪ Securing consistency of groups in EYFS and reception/Year 1 recognises that because of their age or cognition, children cannot practice social distancing. Small consistent groups provide an additional protective measure. ▪ The timetable in structured and non-structured times strictly limits the interaction and the sharing of rooms and social spaces between groups as much as possible. ▪ Teachers and staff cannot operate across different groups ▪ No assemblies or communal events are to take place beyond the class bubbles 	Yes	Class teacher & LSA in class bubble, no other member of staff will permeate this class bubble unless both members of staff are off sick in this instance the SLT phase leader will cover the class	LOW
Large spaces that need to be used as classrooms	LOW	<ul style="list-style-type: none"> ▪ Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size. ▪ Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring ▪ Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> • Limited pupil numbers mean no large spaces are required for teaching groups 	LOW

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<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ▪ Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team 	<p>Yes</p>	<ul style="list-style-type: none"> • SLT to use Teams for meetings from their own offices • Staffroom & all communal areas are closed for staff breaks • Staff remain in own classroom at these times • Two members of staff in each class bubbles to allow staff comfort break which staggered to allow safe social distancing • Staff each their lunch in their own staff bubble • Staff to take PPA/NQT time in own classrooms at home via Teams with their other staff bubbles • Apprentices to remain in school for study time, working in private rooms 	<p>LOW</p>
<p>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</p>	<p>LOW</p>	<p>To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice):</p> <ul style="list-style-type: none"> ▪ opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space). ▪ Opening internal doors can also assist with creating a throughput of air ▪ Opening external doors may be considered (as long as they are not fire doors and only where safe to do so) ▪ Purchase of fleeces for vulnerable children ▪ Where possible furniture will be arranged to avoid direct drafts ▪ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces 	<p>Yes</p>	<p>Regular reminders to staff about classroom ventilation SSO team to conduct daily checks to ensure sufficient ventilation is in place in all areas SLT to check that there is sufficient ventilation in dining areas</p>	<p>LOW</p>

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2.2 Availability of staff and class sizes					
<p>The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ Any staff member who is identified as clinically extremely vulnerable has been advised to stay at home & not allowed in school for their own protection ▪ Staff members who are clinically vulnerable are working from home wherever possible for their protection & the protection of others in line with their VERA ▪ Any requests from clinically vulnerable staff to work from home has been granted ▪ Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic ▪ All staff are aware of the testing procedure and know that they are required to report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset. ▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. ▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required ▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. 	<p>Yes</p>	<ul style="list-style-type: none"> • Strict adherence to socially distancing with the same 2 members of staff working within their bubble to ensure safety at all times. • If both class staff members are absent through sickness or isolation, a member of SLT will cover the class, adhering to socially distancing and hygiene rules • Staff who are shielding due to being clinically extremely vulnerable are known to SLT they will not be allowed onto the school site. • All government health guidelines shared with the staff • Staff are aware of testing facility if they display symptoms • Lateral Flow Testing is available for all staff at any time they wish to have a test cover will be in place to ensure that this can happen • Staff have been made aware of this in CPD 6.1.21. Staff will be released when appropriate to have tests • Robust model of home learning and attendance • SLT always on site & available. 	<p>LOW</p>

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				<ul style="list-style-type: none"> All SLT are able to deputise and SLT capacity is extremely high Anyone displaying symptoms will be isolated and sent home immediately and sent for a test In the case of a positive result the rest of the group will be sent home & self-isolate for 10 days All VERAs have been updated with the relevant staff in January 2021 	
2.3 Testing and managing symptoms					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	LOW	<ul style="list-style-type: none"> Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff Staff share the outcome of the test with their employer 	Yes	<ul style="list-style-type: none"> Testing procedures have been shared with all staff clear protocols have been set all staff know what to do and are always expected to follow the government & LA guidance Staff regularly reminded of the testing procedures Lateral Flow Testing is available for all staff at any time they wish to have a test Staff have been made aware of this in CPD 6.1.21. Staff will be released when appropriate to have tests <p>Government guidance reviewed regularly and forwarded to staff</p>	LOW

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<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place ▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. ▪ A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed. 	<p>Yes</p>	<ul style="list-style-type: none"> • Government & LA guidance has been shared with all staff, pupils & stakeholders • Public health advice strictly adhered to • Website updated and parents received communication on new protocols and procedures. • Isolation room available. Isolation deep cleaned using the fogger under strict guidance of the Site Manager & using PPE • Use of disposable cloths or paper roll & disposable mop heads to clean all hard surfaces, floors, chairs, door handles & sanitary fittings. • All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touches areas, door handles, telephones, stairwells etc • Regular returns to LA 	<p>LOW</p>
<p>Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted ▪ All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening 	<p>Yes</p>	<ul style="list-style-type: none"> • Lateral Flow Testing is available for all staff at any time they wish to have a test Staff have been made aware of this in CPD 6.1.21. Staff will be released when appropriate to have tests 	<p>LOW</p>

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<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 	<p>Yes</p>	<ul style="list-style-type: none"> • Robust systems in place for any child displaying symptoms, this has been shared with parents & robust system of reporting to LA • Public health advice strictly adhered to • Weekly newsletter reminding staff, children, parents & stakeholders of the latest guidance & updates from the LA & government • All parents have SLT contact available to them 24/7, including weekends and holidays using the Covid email address 	<p>LOW</p>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process. 	<p>Yes</p>	<ul style="list-style-type: none"> • Robust staff absence levels in place all staff disband when they need to self-isolate from work • Robust systems in place for any child displaying symptoms, this has been shared with parents & robust system of reporting to LA • Public health advice is strictly adhered to • Weekly newsletter reminding staff and parents about procedures • Website has been updated with Covid section on home page 	<p>LOW</p>

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<p>Staff, pupils and parents are not aware or are not compliant with self-isolation requirements</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ 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 ▪ Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days if identified as a close contact of a positive Covid-19 case. This includes household members ▪ Reinforce the new requirement to self-isolate for travel reasons should that occur 	<p>Yes</p>	<ul style="list-style-type: none"> • Regular reminders to staff about compliance re. Covid symptoms 	<p>LOW</p>
<p>2.4 Ensuring that only vulnerable students and the children of critical workers (where they cannot be at home) attend school</p>					
<p>The demand for school places is too high to balance safety, staffing ratios and remote learning requirements</p>	<p>LOW</p>	<ul style="list-style-type: none"> • Only pupils that meet the vulnerable and critical worker criteria are permitted to attend school in law, therefore no pupil outside of this criteria will be allowed to attend school • An objective discussion with parents to provide information on the remote learning offer will enable them to make an informed choice when confirming if they want their child to attend school • A partnership discussion coupled with a vulnerable pupil specific risk assessment will be conducted if the school needs to reduce demand to secure safety • Clear criteria on what constitutes an entitlement to a critical worker place, enforcing the requirement for parents to keep children at home if they can, will be communicated. 	<p>Yes</p>	<p>Children are in a class bubble limited to a maximum of 15 All requests carefully checked & vetted</p>	<p>LOW</p>
<p>3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene</p>					
<p>3.1 Staff induction and CPD</p>					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>LOW</p>	<p>A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes:</p> <ul style="list-style-type: none"> ▪ Infection control ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding ▪ Risk management 	<p>Yes</p>	<ul style="list-style-type: none"> • Fire policy in line with previous policy regular practice • Updated behaviour policy to run alongside usual behaviour policy – Appendix 5 	<p>LOW</p>

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<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>		<ul style="list-style-type: none"> ▪ Induction programmes are in place for all new staff – either online or in-school – prior to them starting. ▪ The revised staff handbook is issued to all new staff prior to them starting. 	<p>Yes</p>		
<p>3.2 Communication strategy</p>					
<p>A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations ▪ Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning ▪ Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented ▪ Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement 	<p>Yes</p>	<p>Weekly SLT & phase meetings to deliver messages & reminders Phase leaders located around school and are visible & vigilant to non-compliance & these are addressed immediately</p>	<p>LOW</p>
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Local authority ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals 	<p>Yes</p>	<ul style="list-style-type: none"> • Headteacher in regular contact with other local network heads • Virtual governors’ meetings • Whole Education updates • Links with HR for regular updates from unions • Links with DV and School Nurse service • All parents receive information in the weekly newsletter • Strong induction programmes for all staff aware of the policies governors have been consulted 	<p>LOW</p>

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<p>There is a lack of clarity and understanding in maintaining social distancing and good hygiene</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting the 2-metre rule, good handwashing and ‘catch it bin it’ rules. ▪ Clear floor markings identify 2 metre spaces and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. ▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. 	<p>Yes</p>	<ul style="list-style-type: none"> • Clear two-way system around the school, teachers are teaching good hygiene on entry to the school, signage around the school & parents only allowed on-site at drop off & pick up times of the day & must wear a face mask, unless exempt, at all times • Signage on entry and exits • Social distancing signage at all entrances • Signage in all toilets to aid handwashing • Cleaning will happen twice a day in shared toilet areas. Once a day for all classrooms and areas used by one group only during the day. • Regular handwashing will be monitored and encouraged by staff in group and SLT in charge of year groups. • New lidded bins are in all rooms and are used for disposal of tissues – these are emptied at the end of each school day by the site team • Washing your hands with soap for at least 20 seconds is the best way to clean hands. 	<p>LOW</p>

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				Regular washing for 20 seconds and/or sanitising is the main way to clean any potential contamination from your hands and dry them using the hand dryers.	
Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19	LOW	<ul style="list-style-type: none"> ▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school’s website ▪ Parents understand in what circumstances they should not send their child to school whether it is Covid related or any other illness in line with school policy 	Yes	<ul style="list-style-type: none"> • We have created a page on our website dedicated to Covid19 advice, guidance and updates • Parents to email Covid email address where full guidance will be given • A handbook is available on our website 	LOW
4 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	LOW	<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and revised. ▪ One-way systems are in place where possible. ▪ Corridors are divided where feasible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available ▪ Pupils are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place 	Yes	<ul style="list-style-type: none"> • Minimal movement around the school for both staff & children • Where possible children to use external doors to access other areas of the school • Two-way system in place around the whole school, which must be used by staff and children. • Lunch breaks taken within class bubbles. Children can be taken outside in their bubbles by DRAs and the children will not mix with other groups. Supervised by DRAs and learning mentors at all times. • Bubbles must be maintained at all times. 	LOW

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				<ul style="list-style-type: none"> Children will eat lunches in their designated group spaces in the dining room. <p>DRAs to take children to and from dining room. They will always remain socially distanced from the children and will ensure that no groups of children mix.</p>	
4.1 Management of social distancing in the reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	LOW	<ul style="list-style-type: none"> No visitors are allowed on the premises without a pre-arranged appointment Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. Visitors are required to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk 	Yes	<ul style="list-style-type: none"> Staggered pick up and drop off times. Staggered start and end times Parents reminded about socially distancing whilst on-site Parents reminded to socially distance when picking up and collecting children in public areas outside of school. Staggered times should avoid this <p>Post to be left in reception by delivery driver & collected by a member of staff, no signing of documents required. Gloves to be worn when handling post</p>	LOW
4.2 Management of Aggress and Egress – arrival and departure					

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<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ Start and departure times are staggered to reduce pinch points and risk of breach. ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents ▪ Segregation of groups is considered wherever practicable ▪ Floor markings are visible where it is necessary to manage any queuing. 	<p>Yes</p>	<ul style="list-style-type: none"> • Staggered start & finish times • Encourage parents & children to walk to school where possible, park away from the school site • All children to walk/cycle where possible 	<p>MEDIUM</p>
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Start and finish times are staggered. ▪ The use of available entrances and exits is maximised. ▪ Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ▪ Weekly messages to parents stress the need for social distancing at arrival and departure times. 	<p>Yes</p>	<ul style="list-style-type: none"> • See above • Standing item on the newsletter 	<p>MEDIUM</p>
<p>4.3 Management of classrooms and teaching spaces</p>					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Class size limited to a maximum of 15 children 	<p>Yes</p>	<ul style="list-style-type: none"> • Key worker/vulnerable children will remain in their class bubble until advised otherwise and in the same room for the duration of this re-opening phase and until advised otherwise • All rooms & spaces are compliant with LA guidance • Removal of furniture, soft furnishing, cushions, and other equipment specified in the guidance 	<p>LOW</p>

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				<ul style="list-style-type: none"> Review on regular basis and making any adjustments where necessary & in line with government guidance 	
4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	LOW	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils and staff stay in classrooms or in designated external areas Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage Appropriate supervision levels are in place. 	Yes	See point 4	LOW
4.5 Management of social distancing at break times					
Pupils may not observe social distancing at break times	LOW	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	<ul style="list-style-type: none"> Staggered break times Outside areas are segregated for different bubbles Bubbles must be maintained at all times Staff remind children about social distancing and ensure compliance Signage displaying information is visible 	LOW
4.6 Management of social distancing at lunch times					
Pupils may not observe social distancing at lunch times	LOW	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands using the 20 second routine, before and after eating. 		<ul style="list-style-type: none"> Dining room in use for hot and cold lunches. 	

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		<ul style="list-style-type: none"> ▪ Dining area layouts have been configured to ensure social distancing and avoid mixing of bubbles. Seating and staffing arrangements are consistent ▪ Tables and chairs have been cordoned off where this is not possible. ▪ Floor markings are used to manage queues and enable social distancing. ▪ Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. ▪ Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). ▪ Eating areas are cleaned after lunch. 	Yes	<ul style="list-style-type: none"> • Children wash/sanitise hands before they go for their lunch, overseen by teachers, LSAs & SLT • Class bubbles have designated eating areas in the dining hall & seated within their own bubbles • Bubbles to be maintained at all times • Staggered lunch times • DRAs and learning mentors supervise class bubbles in designated areas on the playground & must be maintained at all times • Areas have been cordoned off and staff are aware of these areas • Once a bubble has left the dining room seating areas are cleaned down/sanitised for the next bubble <p>Floor markings in place throughout the school and school entrances to ensure social distancing</p>	LOW
4.7 Management of social distancing and hygiene in the toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	LOW	<ul style="list-style-type: none"> ▪ Queuing zones for toilets and hand washing have been established and are monitored. ▪ Floor markings are in place to enable social distancing. ▪ Pupils know that they can only use the toilet one at a time. ▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ▪ The toilets are cleaned frequently. ▪ Monitoring ensures a constant supply of soap and paper towels. ▪ Bins are emptied regularly. ▪ Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place 	Yes	<ul style="list-style-type: none"> • Handwashing before lunch & sanitise • Floor markings are in place and children are reminded of social distancing • We hold a small stock of soap and sanitiser and our local supplier will replenish as and when required • Hand sanitiser meets ABV 	MEDIUM

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				<ul style="list-style-type: none"> Lidded bins used in all classrooms for the disposal of tissues Lidded tissue bins in classrooms are emptied at lunchtime & at the end of the day & are double bagged & disposed of appropriately. All other bins are emptied at the end of the day by our cleaning team <p>Staff ensure handwashing takes place regularly throughout the day & supervise the younger children, signage is in place</p>	
4.8 Safety arrangements for the use of medical rooms					
<p>The configuration of medical rooms may compromise social distancing measures</p>	LOW	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff 		<ul style="list-style-type: none"> Isolation room available for any children or staff displaying Covid19 symptoms – room next to dining room Anyone displaying symptoms will be isolated and sent home immediately and sent for a test. Isolation room once is vacated the site team will do a deep clean & fogger the area at the end of the working day. Site team will adhere to the H&S guidance around the use of fogging equipment including the wearing of protective clothing and ensuring the room is adequately ventilated 	MEDIUM

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				<ul style="list-style-type: none"> • Appropriate PPE is available for staff if a child is displaying Covi19 symptoms • First Aid packs available in all corridors & First Aider on-site always <p>PPE available for all first aiders and children displaying symptoms</p>	
5. Securing and sustaining robust hygiene systems and procedures					
5.1 Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	LOW	<ul style="list-style-type: none"> ▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day ▪ Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space 	Yes	<ul style="list-style-type: none"> • Toilets to be cleaned twice daily – at lunchtime by the site team and end of day by the cleaning team • A fogger to ensure a deep clean has been purchased and will be used daily to clean equipment and outdoor play areas • Site team hours increased to take account of additional cleaning required throughout the day & available from 6.30am – 6.30pm daily • Classrooms to be fogged weekly • Sufficient supplies of soap & handwash are available & we have stocks available to be replenish when stocks run out • Cleaning materials are sourced locally, and we have a good relationship with supplier when stocks become depleted to be replenished quickly 	LOW

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				<ul style="list-style-type: none"> Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction 	
5.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	LOW	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> Sufficient supplies of soap & handwash are available & we have surplus stock, locally sourced so stock can be replenished quickly SSO team ensure sufficient stock levels remain sustainable 	LOW
Pupils forget to wash their hands regularly and frequently	LOW	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person 	Yes	<ul style="list-style-type: none"> Children are reminded at break & lunchtimes about the importance of washing their hands Signage in place Hand sanitising stations are at entry points to the school & to the dining rooms SLT and Learning Mentors are on duty at critical times to ensure compliance and handwashing routines Training for staff, posters in rooms & children taught by the teachers about personal hygiene 	LOW
5.3 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in	LOW	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Yes	<ul style="list-style-type: none"> Government guidance has been shared with staff & 	LOW

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<p>line with government guidelines</p>		<ul style="list-style-type: none"> ▪ Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. ▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing. 		<p>updated as and when necessary</p> <ul style="list-style-type: none"> • The importance of wearing PPE equipment has been shared • Staff to wear face coverings when in communal areas including entrance & exits points to the school & at teacher’s classroom doors • Staff administering care must wear PPE and have been trained in the delivery of this care & in their disposal • Staff are aware that PPE is required supervising a person displaying symptoms or administering first aid or intimate care • All staff have been provided with masks which must be worn when outside their classroom or office. Parents to wear masks on-site, children it is optional. • Children can choose to wear a mask, but they must provide it themselves • Routine handwashing practices are in place together with hand sanitiser available throughout the school • PPE available for all staff caring for a child with symptoms until they are collected 	
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				<ul style="list-style-type: none"> • PPE available for first aiders • First aiders are given the option to opt out of duties if they do not feel safe, SLT to pick this up if this should ever be the case • All Covid cases to be dealt with by SLT to limit risk to the staff 	
Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection		<ul style="list-style-type: none"> ▪ Face coverings should be worn safely by adults and when moving around the premises, specifically outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. ▪ This should cover entrance and egress of the premises see: safe working in education (face coverings should be put on before entering the building and not removed until leaving the building when outside of the classroom) ▪ Those with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate, may be exempted (clear pane face coverings may be appropriate in some instances) see: face coverings ▪ An emergency supply of face coverings for contingency purposes is available if required. ▪ All staff are aware of the process for managing face coverings in school which includes the hygienic fitting, removing, storage and disposal (sealable plastic bags between use). 		<ul style="list-style-type: none"> • All visitors are asked to wear a face covering • Masks are provided for staff 	
6. Curriculum organisation: the provision of an education offer for all through school attendance or remote learning					
6.1 Provision for Vulnerable pupils					
Clear identification processes are not in place to identify vulnerable children	LOW	<ul style="list-style-type: none"> ▪ An analysis of the school roll has been conducted to identify all pupils who meet the Government’s vulnerable pupil criteria ▪ Where there is a safeguarding concern pupil attendance is strongly encouraged and any concerns shared with the relevant social worker ▪ When a pupil is identified as vulnerable because of challenges in accessing remote learning, all reasonable actions will be taken (eg provision of a laptop) before determining school attendance is required 	Yes	<ul style="list-style-type: none"> • Vulnerable children have been identified by SLT & the Inclusion Team • Regular monitoring by SLT & DSL • Laptops available to those children identified as vulnerable by staff 	MEDIUM

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A clear understanding of the options available to teach children with SEND has not been communicated with parents, including those with an EHC Plan	LOW	<ul style="list-style-type: none"> ▪ Arrangements are in place for all pupils with an EHC Plan to attend school full-time unless parents choose not to accept the offer ▪ The provisions specified in the EHC Plan are delivered in accordance with statutory entitlement, but where this presents an additional transmission risk, creative alternative arrangements are considered where practicable ▪ External specialists including health professionals and peripatetic services are enabled to deliver necessary services directly in school if necessary 		<ul style="list-style-type: none"> • Individual activities to support work towards targets are sent home to parents for those working from home • Weekly phone calls from inclusion team 	MEDIUM
6.1 Provision for the children of critical (key) workers					
Pupils whose parents are critical (key) workers and it is evident that they cannot remain at home are not offered a school place and the parent is unable to work	LOW	<ul style="list-style-type: none"> ▪ Arrangements are in place to identify critical workers who are not able to keep their children at home and deliver their role and a placement is made available 	Yes	<ul style="list-style-type: none"> • Requests are vetted in line guidance 	LOW
6.1 Provision of remote learning					
Arrangements for remote learning are insecure or unsustainable and do not meet the statutory requirements of the temporary continuity direction	LOW	<ul style="list-style-type: none"> ▪ Insert school arrangements and mitigation: To secure the statutory duty to provide remote education for state-funded, school-age children whose attendance would be contrary to government guidance or law around coronavirus (COVID-19). The following arrangements are in place and are subject to constant monitoring and review: ▪ the remote learning offer is equivalent to the core teaching pupils would receive in school (delete as appropriate):- <ul style="list-style-type: none"> ▪ Key Stage 1: 3 hours a day on average across the cohort, with less for younger children 	Yes	<ul style="list-style-type: none"> • Remote learning in place for all children who are based at home • Weekly calls to are made to parents by class teacher • More regular calls made to our vulnerable children or where known access to remote 	LOW

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		<ul style="list-style-type: none"> ▪ Key Stage 2: 4 hours a day ▪ Systems are in place for checking, daily, whether pupils are engaging with their work ▪ A named senior leader with overarching responsibility for the quality and delivery of remote education is in ▪ Information for pupils, parents and carers about the remote education provision is published on the school website (required action by 25 January 2021 – an optional template is available for this purpose) 		<p>leaning in not in line with guidance</p>	
Pupils are unable to access the online offer	LOW	<ul style="list-style-type: none"> ▪ Set out arrangements to overcome digital poverty ▪ Set out arrangements to support parents ▪ Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home ▪ Set out the arrangements for disengagement 	Yes	<ul style="list-style-type: none"> • Laptops from the DFE have been allocated & distributed • Sign posting to those children who do not qualify for a laptop to a company who will provide refurbished equipment • Paper based learning is available on request • Data is provided by the school to those requiring it 	LOW
7.1 Mental health concerns – pupils					
7. Enhancing mental health support for pupils and staff					
7.1 Mental health concerns – pupils					
Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	LOW	<ul style="list-style-type: none"> ▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Resources/websites to support the mental health of pupils are provided. 	Yes	<ul style="list-style-type: none"> • Small groups of children & families supported by our learning mentor team virtually but class teacher and LSA to monitor wellbeing in own classes • Learning mentors to make daily phone calls to vulnerable families and support with issues relating to barriers to learning. 	LOW

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				<ul style="list-style-type: none"> Daily contact with all staff from SLT Regular assemblies take place to discuss wellbeing & mental health Professional bodies are available if additional support is required Website updated regularly	
7.2 Mental health concerns – staff					
<p>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</p>	LOW	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> Line managers remain in regular contact with their staff & ensure any issues are dealt with as they arise All staff have access to professional bodies e.g. OH, Relate, counselling if required and available upon request or referral SLT available for staff should they ever need it Regular phase meetings take place to ensure staff wellbeing is addressed and any issues which need referring on are done so through SLT or HR 	LOW
<p>Working from home can adversely affect mental health</p>	LOW	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 		<ul style="list-style-type: none"> Regular Team meetings with teams of staff Regular Team meetings for catch ups with staff working from home High quality learning will be taking place daily via SeeSaw & Teams 	LOW

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7.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	LOW	<ul style="list-style-type: none"> ▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council’s critical incident team ▪ Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> • A professional body is available if required • Counselling service Relate is available on request 	LOW
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.	LOW	<ul style="list-style-type: none"> ▪ The governing body continues to meet regularly via online platforms. ▪ The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ▪ The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. ▪ Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ▪ Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> • Regular communication continues between the headteacher & the chair of governors via Teams • Governing Body meetings continue to take place via Teams to ensure statutory requirements together with any other business needs are addressed and met • All risk assessments & revised policies are subject to governor approval prior to circulation • Regular updates between governors & the headteacher continue & the website is updated accordingly • Minutes from previous meetings are reviewed and all members have the opportunity to approve these • Virtual meetings are being held through Teams rather than f2f • Policies communicated & shared with school, stakeholders & governors 	LOW

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<p>Governors are not fully informed or involved in making key decisions</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Online meetings are held regularly with governors. ▪ Governing bodies are involved in key decisions on reopening. ▪ Governors are briefed regularly on the latest government guidance and its implications for the school. 	<p>Yes</p>	<ul style="list-style-type: none"> • Regular communication continues between the headteacher & the chair of governors • All risk assessments & revised policies are subject to governor approval prior to circulation • Regular updates between governors & the headteacher continue & the website is updated accordingly • Policies communicated & shared with school, stakeholders & governors 	<p>LOW</p>
<p>8.2 Policy review</p>					
<p>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</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions ▪ All staff are aware of the revised policy. 	<p>Yes</p>	<ul style="list-style-type: none"> • A review of the Child Protection Policy has been undertaken • All relevant policies & have been constantly reviewed * revised in light of the Covid 19 pandemic – updated Jan 2021 • These are shared & communicated with all stakeholders 	<p>LOW</p>
<p>9. Other operational issues</p>					
<p>9.1 Review of fire procedures</p>					
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>LOW</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff* • Possible absence of fire marshals 	<p>Yes</p>	<ul style="list-style-type: none"> • Fire Procedures have been reviewed & still applicable in line with 	<p>LOW</p>

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		<ul style="list-style-type: none"> • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 		<p>reduced number of children & staff</p> <ul style="list-style-type: none"> • Regular fire drills take place in line with our usual practice 	
Fire evacuation drills - unable to apply social distancing effectively	LOW	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	See above	LOW
Fire marshals absent due to self-isolation	LOW	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	See above	LOW
9.2 Free school meals					
Pupils eligible for free school meals do not receive them	LOW	<ul style="list-style-type: none"> ▪ A member of the school’s administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes	<ul style="list-style-type: none"> • All eligible children to receive at school meal when in school, if working remotely a payment of £3.00 per day will be made • Voucher scheme in place from the 18th Jan to those children not attending school & who are eligible for FSM • Guidance from the government will be followed during the half-term 	LOW

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9.3 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>LOW</p>	<ul style="list-style-type: none"> ▪ Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. ▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ▪ Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ▪ Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ▪ Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ▪ In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Yes</p>	<ul style="list-style-type: none"> • Essential maintenance work & statutory work to be conducted under the direction of the site team adhering to the ‘ Covid 19 Safety Advice for Visitors & Volunteers.’ • Face covering to be worn when in corridors/communal areas • Signing in & out system in place which has a Track & Trace facility • Any emergency work will be undertaken under the direction of the site team or a member of SLT to ensure compliance is in place and social distancing measures are adhered to 	<p>LOW</p>
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					
<p>Pregnant members of staff are potentially exposed to covid-19.</p>	<p>LOW</p>	<p>Vera assessment undertaken and conversations had with member of staff to assess risk and make any necessary adjustments within the workplace or work from home if possible.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Pregnant members of staff are identified, adjustments made to ensure health and well-being are protected • Staff to work from home where possible 	<p>LOW</p>

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<p>Staff to work from home where possible</p>		<p>Office staff will be socially distanced. Social distancing is being maintained throughout the day, office door to remain closed during school opening, staff to use own phones & not encourage others to use their equipment.</p> <p>Parents/carers not to send in cash for school activities, CHAMPS, nursery, dinners etc</p> <p>Perspex screens installed to ensure the 2 members of office staff are completely separate within the office space and protected.</p> <p>Office door to be closed at all times and contact with the office to be made via email or phone</p> <p>Sliding glass windows to be kept closed and intercom system to be put in place</p> <p>Windows to be open for ventilation</p> <p>Only 1 visitor at a time to be allowed into vestibule area</p> <p>Parents to be encouraged to make contact with office via email or phone wherever possible</p> <p>No forgotten items to be passed to the office to reduce contact points unless absolute essential ie medication</p> <p>No cash to be accepted, all payments to be made through SIMS Pay</p> <p>All registers to be completed on SIMS, no paper sheets to be submitted</p> <p>All photocopying to be kept to absolute minimum to limit risk of transmission</p> <p>Staff well-being</p> <p>Lateral Flow Test available for all staff</p>	<p>Yes</p>	<p>Signage to be placed on doors</p> <ul style="list-style-type: none"> • Staff awareness of own space & the need to maintain social distancing • Only 2 members of staff in the front office at any given time. • 2 members of staff will be deployed in other offices around the school to ensure social distancing and safe operation. • Ventilation and air circulation at all times throughout the day. • Staff to wear face covering in communal areas or where you can't safely socially distance • No cash is received into the office all payments for school activities/CHAMPS etc. to be made via SIMSPay • The office has been fitted with protective screens and a telephone system to communicate with parents when they call to reception. • Handbook on website for parents • Signs to be placed on external doors reminding visitors about social distancing, sanitising hands & only one family in the foyer at any one time • Protective screens & face covering to be in communal areas worn • When dealing with visitors face coverings • No staff or parents allowed entry into the office 	
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			<ul style="list-style-type: none"> • Items left behind by the child at home will not be permitted into the school including their packed lunch, alternative arrangements will be made for a school meal to be provided if this is the case. All other personal belongings to be sent in the following day if required. • Office to remain as one bubble no contact with other colleagues • Provision in place if staff have to self-isolate and work from home • Staff well-being is addressed Secret Buddy Scheme, Year group structure SLTY & MLT checking up on staff, compassionate to needs for staff to self-isolate for staff or family to self-isolate, weekly staff briefing with updates & SLT available 24/7 for staff for discussion or advise. • Reduction in staff workload due to reorganisation of the curriculum • Staff feel secure to robust RA & safety measures • PPE equipment, sanitiser, masks provided for all staff • All equipment offers protection required • Positive feedback from governors to staff • Lateral Flow Tests are not wholly reliant, staff to be aware if symptoms develop and must self-isolate 	
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Apprentice study time to be done at school	LOW	Apprentices study time at school.		<ul style="list-style-type: none"> Tutors are welcome on-site for meetings & assessments when necessary but must always maintain social distancing & wear PPE or to have tutorials/meetings via zoom – postponed National Tutoring Programme until further notice 	LOW