



[Company name]

# Covid-19: Operational Risk Assessment.

Reviewed to reflect The Government's Movement to Step 4 of the Roadmap - September 2021

## **Coventry School Partnership: Covid19 Operational Risk Assessment – Re-opening of Primary 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](#)

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

In preparing and reviewing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that are advisory (for consideration) if it is reasonably practicable to do so.

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

It is made clear by the Government that Departmental advice "does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations". Consequently, Health and Safety Legislation continues to take precedence in law.

### **This risk assessment guidance:**

- Sets out the current context and statutory health and safety obligations as at 17<sup>th</sup> August 2021, to take effect on 6<sup>th</sup> September 2021
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within school
- Provides an exemplar risk assessment (revised) that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures), which all staff should read, understand and sign
- Incorporates hyperlinks to current sources of helpful information and resource

**What is the risk?** Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk, is the potential transmission of Covid19 between members of the school community and consequently the wider community balanced with the risk of disrupting the education of pupils and the inherent loss of learning and the potential impact their emotional mental health, life outcomes and wider impact on families.

The Government is clear that the context of the pandemic has changed as a direct consequence of Covid-19 vaccine take-up, thereby reducing the impact on the NHS and loss of life. This risk assessment

therefore reflects the fact that whilst the virus remains in general circulation the risk of harm, particularly to children and adults who have been vaccinated, is significantly lower now than in the Spring/early Summer of 2020.

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

“To do this, the Government will:

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

“

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

**Who is responsible?** The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For 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 16 and over, the strongest mitigation is two doses of an authorised Covid-19 vaccination.

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

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

### These include:

#### Exclusion:-

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, do not attend childcare settings, schools or colleges, and those that have been in contact with a positive case self-isolate for 10 days if they are over 18 and not had both vaccinations more than 14 clear days prior to contact with the case.
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA) and reasonable adjustments made if necessary, which may include additional protections within the school environment or if possible working from home supporting the delivery of the

curriculum for children unable to attend school as a consequence of self-isolation or outbreak disruption. [Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](#)

#### **Hygiene:-**

- A stringent cleaning regime should be in place [COVID-19: cleaning in non-healthcare settings](#). At the highest level this could follow the advice set out in: [Covid-19-decontamination-in-non-healthcare-settings](#)
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.
- Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
- Maximising natural ventilation and access to the external learning environment remain strong control methods

#### **Social Distancing:-**

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

#### **Lateral Flow Testing:-**

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

### **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 and movement to Step 4 of the journey, which enables significant relaxation of necessary mitigations.

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

- The promotion of testing and vaccination ( (required)
- The continuation of stringent hand and respiratory hygiene (required)

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

In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL in response to infection spread and self-isolation requirements
- Maintaining communications with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Ongoing implementation of the recovery curriculum
- Maintaining a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of self-isolation, as instructed by Track and Trace or remote learning as a temporary measure directed by Public health in the event of an outbreak.

## 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, where available.

### **Response to any infection**

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

## 7. Resources and references:

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| <p><a href="#">Covid-19-response-summer-2021-roadmap</a></p> <p><a href="#">Health-and-safety-advice-responsibilities-and-duties-for-schools</a></p> <p><a href="#">Actions-for-schools: Covid19 -operational-guidance 17th August 21</a></p> <p><a href="#">Air conditioning and ventilation during the coronavirus outbreak</a></p> <p><a href="#">COVID-19: cleaning of non-healthcare settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <p><a href="#">Keeping-children-safe-in-education--2021</a></p> <p><a href="#">Safe-working-in-education-childcare-and-childrens-social-care</a></p> <p><a href="#">Self-isolation-and-treatment/when-to-self-isolate-and-what-to-do</a></p> <p><a href="#">Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="#">Travel and quarantine for pupils</a></p> | <p><a href="#">Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries</a></p> <p><a href="#">Covid-19-home-test-kits-for-schools-and-fe-providers</a></p> <p><a href="#">Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></p> <p><a href="#">Covid-19 vaccination-drop-in-clinics/</a></p> <p><a href="#">Covid-19-vaccination sites</a></p> <p><a href="#">Advice-for-pregnant-employees</a></p> <p><a href="#">Free-school-meals-guidance</a></p> <p><a href="#">Health and safety risk checklist for classrooms</a></p> <p><a href="#">E-bug posters</a></p> <p><a href="#">HSE working-safely/talking-to-your-workers</a></p> <p><a href="#">Get-help-with-remote-education.education.gov.uk</a></p> <p><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></p> |
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## Model COVID-19: Operational risk assessment for school reopening

|                          |                                |                  |  |                             |  |
|--------------------------|--------------------------------|------------------|--|-----------------------------|--|
| Assessment conducted by: | Jill O'Connor<br>Sarah Leigh   | Job title:       | Headteacher<br>Chair of Governors  | Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers               |
| Date of assessment:      | 3 <sup>rd</sup> September 2021 | Review interval: | Under continuous review -, an infection outbreak will trigger additional mitigations | Date of next review:        | 1 <sup>st</sup> October 2021 and continuous review thereafter* |

\* Government guidance confirms a review of necessary controls for schools will take place on 30<sup>th</sup> September 2021

| Risk rating<br>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. Sustaining necessary controls to ensure the general safety of the building                      |                                     |   |                    |  |                              |
| <b>1.1 Establishing if the building remains following summer closure:</b>                          |                                     |   |                    |  |                              |
| Health and safety risk assessments have not been reviewed. The health and safety audit is overdue. | L                                   | <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> <li>▪</li> </ul> </li> </ul> | Yes                | Health and safety walk conducted by SLT and SSO <ul style="list-style-type: none"> <li>• Health and Safety audit for classroom Appendix 1 – has been shared with staff</li> <li>• Different entry &amp; exit for Nursery, reception Upper phase &amp; Lower phase</li> <li>• No parents allowed on site for upper phase</li> </ul> | LOW                          |



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| <p><b>Statutory compliance has not been completed</b></p>   |  | <ul style="list-style-type: none"> <li>▪ All statutory compliance is up to date.</li> <li>▪ Where water systems have not been maintained chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>   | <p><b>Yes</b></p> | <p>All systems have been thoroughly checked during lockdown and continue to be checked no school is fully operational - see daily/maintenance logs</p>   | <p><b>LOW</b></p> |
| <p><b>1.2 First Aid/Designated Safeguarding Leads</b></p>   |  |  |                   |  |                   |
| <p><b>The lack of availability of designated First Aiders and Designated Safeguarding Leads may put children's safety at risk</b></p> |  | <p>If the DSL is not on site because of operational challenges, the following cover arrangements are in place:</p> <ul style="list-style-type: none"> <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 a partner 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>        | <ul style="list-style-type: none"> <li>• DSL &amp; FA are available in schools at all times &amp; have been during lockdown</li> <li>• Staff have been trained in first aid protocols during phased opening</li> <li>• CHAMPS manager always on site after school and is first aid trained.</li> </ul> <p>Senior leaders briefing with information and protocols for if DSL is unavailable</p>       | <p><b>LOW</b></p> |
| <p><b>2. Maximising Good ventilation in all occupied spaces</b></p>   |  |  |                   |  |                   |
| <p><b>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</b></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 <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 classes, during break and lunch, when a room is unused) to purge the air in the space).</li> <li>▪ Opening internal doors can also assist with creating a throughput of air</li> <li>▪ Opening external doors may be considered (as long as they are not fire doors and only 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</a></li> </ul> | <p>Yes</p>        | <ul style="list-style-type: none"> <li>• All staff briefed on need for ventilation in rooms – 3<sup>rd</sup> Sept 2021</li> <li>• Windows and external classroom doors to be opened to allow good ventilation</li> <li>• Children to use outdoor spaces for break times and PE activities where possible</li> <li>• Children to be provided with additional clothing for warmth if needed</li> </ul> | <p><b>LOW</b></p> |

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|   |  | <ul style="list-style-type: none"> <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>   |  |   |  |
| <b>2.2 Availability of staff and class sizes</b>  |  |  |  |   |  |
| <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> <li>▪ 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.</li> <li>▪ VERAs have been completed for all vulnerable staff &amp; regularly reviewed with staff</li> <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> </ul> |  | <ul style="list-style-type: none"> <li>• All government health guidelines shared with the staff.</li> <li>• Staff are aware of testing facility if they display symptoms</li> <li>• LFT at home kits available to all staff. Advice is to test twice weekly but this is not mandatory.</li> <li>• SLT member always on site &amp; available. All SLT are able to deputise and SLT capacity is extremely high.</li> <li>• Anyone displaying symptoms will be isolated and sent home immediately and sent for a test.</li> <li>• In the case of a positive result government guidelines will be followed</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> |  | <p><b>Asymptomatic testing</b></p> <p><b>Primary settings:</b></p> <ul style="list-style-type: none"> <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>▪ Known close contacts will be recommended to book a PCR test.</li> <li>▪ Parents will be informed of a positive PCR 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>▪ additional PCR test recommended 4-7 days after that notification, alongside continuing with regular LFT tests. Further actions may also be recommended by the LA</li> <li>▪ All pupils travelling to England must adhere to travel legislation</li> <li>▪ Those aged 5 to 17 must take a COVID-19 travel test on or before day 2.</li> </ul> | <p>Yes</p> | <ul style="list-style-type: none"> <li>• LFTs available in school for staff</li> <li>• Communication to parents includes information about the importance of regular LFTs</li> <li>• Records of all positive cases is kept &amp; reported to relevant bodies</li> <li>• In the event of a positive case government guidelines followed to inform relevant people &amp; advise as appropriate</li> <li>• Where pupils have travelled abroad clarification of a day 2 Covid test being carried out is required on re-entry to the school with any positive results reported to school</li> </ul> | <p>Medium</p> |
| <p><b>Test and trace are unable to identify close contacts of a positive case in school</b></p>   |  | <ul style="list-style-type: none"> <li>▪ Information on a child or staff member’s close contact details will be provided on request, subject to the school validating the authenticity of the contact and ensuring that there is no inadvertent risk of a data breach, or safeguarding risk by providing sensitive and personal information to a third party - Settings must not provide any personal information if asked to by parents and/or contacts that would be a breach of GDPR or data protection legislation. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace in response to a local outbreak, In this scenario settings may share proportionate and relevant information as requested by NHS Track and Trace without consent. Settings may also be contacted by PHE/Local Authority teams to confirm information about a positive case.</li> </ul>   | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Relevant details will be shared with NHS if required</li> <li>• No information, which could identify individuals, will be shared with other third parties unless consent to do so is in place</li> </ul>  | <p>Medium</p> |

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|   |  |   |            |   |               |
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| <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 <b>coronavirus (COVID-19) symptoms</b> or have tested positive in the last 10 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test.</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:<br/><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 less common symptoms of COVID-19: which are: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, in determining if there is an outbreak of infection at the point outbreak plan triggers are met.</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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> 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 Covid-inbox to support local area intelligence on virus spread and potential outbreaks.</li> </ul> | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Government &amp; LA guidance has been shared with all staff, pupils &amp; stakeholders (3.9.21)</li> <li>• Public health advice strictly adhered to</li> <li>• Website updated and parents received communication on new protocols and procedures.</li> <li>• Regular returns to LA and DfE</li> <li>• Covid email set up for reporting to SLT all suspected and confirmed cases and test results</li> </ul> | <p>Medium</p> |
| <p><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></p> |  | <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</li> </ul>  | <p>Yes</p> | <ul style="list-style-type: none"> <li>• LFT kits available to all staff and are reminded regularly that they are available if wanted</li> </ul>  | <p>Medium</p> |

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|   |  | <p>positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening</p> <ul style="list-style-type: none"> <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, immediately self-isolate, book a PCR (primary schools) and report the result</li> </ul>          |     | <ul style="list-style-type: none"> <li>• Testing twice weekly for staff that take up the offer of LFT kits at home</li> <li>• Staff to report positive LFT to NHS &amp; SBM</li> <li>• School to update relevant bodies only after a positive has been confirmed by a positive PCR test</li> <li>• Guidance is understood and followed</li> </ul>   |     |
| <p><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></p> |  | <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> <li>▪ We have a designated Covid email address which is now being used by parents to communicate to us</li> </ul> | Yes | <ul style="list-style-type: none"> <li>• Robust systems in place for any child displaying symptoms, this has been shared with parents</li> <li>• Public health advice strictly adhered to</li> <li>• Weekly newsletter reminding staff, children, parents &amp; stakeholders of the latest guidance &amp; updates from the LA &amp; government</li> <li>• All parents have SLT contact available to them 24/7, including weekends and holidays using the Covid email address</li> </ul> | Low |
| <p><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></p>                           |  | <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> </ul>  | Yes | <ul style="list-style-type: none"> <li>• Robust staff absence levels in place. All staff disband when they need to self-isolate from work</li> <li>• Robust systems in place for any child displaying symptoms, this has been shared with parents &amp; robust system of reporting to LA when a positive PCR is recorded</li> </ul>   | Low |

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|   |  |   |     | <ul style="list-style-type: none"> <li>Public health advice is strictly adhered to</li> <li>Weekly newsletter reminding staff and parents about procedures</li> <li>Website has been updated with Covid section on home page.</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 10 clear days if test positive.</li> <li>Reinforce the new requirement to self-isolate for travel reasons should that occur</li> </ul>   | Yes | <ul style="list-style-type: none"> <li>Staff briefed regularly on requirements</li> <li>Weekly updates for parents on website and in newsletter</li> <li>Letter sent to parents if children are required to self-isolate with the guidelines attached</li> </ul>              | LOW |
| <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 and CPD programme 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>   | Yes | <ul style="list-style-type: none"> <li>Regular fire drills held in line with policy</li> <li>Updated RA &amp; procedures shared with staff</li> </ul>   | Low |
| <b>3.2 Communication strategy</b>   |  |   |     |   |     |
| <b>A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks</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> <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> </ul> <p>Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement</p> | Yes | <ul style="list-style-type: none"> <li>Phase leaders to monitor compliance across school during school hours</li> <li>SLT &amp; support staff on gate to ensure compliance by parents when dropping off/collecting children</li> <li>SLT to follow-up any breaches</li> </ul> | Low |

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| <p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p> |  | <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> </ul> </li> </ul>  | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Headteacher in regular contact with other local network heads</li> <li>• Whole Education updates</li> <li>• Governors meetings</li> <li>• Links with HR for regular updates from unions</li> <li>• Links with DV and School Nurse service</li> <li>• All parents receive information in the weekly newsletter.</li> <li>• Strong induction programmes for all staff aware of the policies governors have been consulted</li> </ul>           | <p>Low</p> |
| <p><b>There is a lack of clarity and understanding in maintaining-good hygiene</b></p>   |  | <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</li> <li>▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.</li> </ul>   | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Teachers are teaching good hygiene on entry to the school, signage around the school</li> </ul>  | <p>Low</p> |
| <p><b>Parents and carers are not fully informed of the health and safety requirements of the school</b></p>                                  |  | <ul style="list-style-type: none"> <li>▪ As part of the overall communications strategy parents are kept up to date with information, guidance and the school’s expectations on a weekly basis using a range of communication tools.</li> <li>▪ A The COVID-19 section on the school website is reviewed and updated.</li> <li>▪ Parent and pupil handbooks/information leaflets are reviewed and updated.</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> | <ul style="list-style-type: none"> <li>• Staff allowed time off to receive vaccination or testing when necessary</li> <li>• Parents only allowed on-site at drop off &amp; pick up times of the day &amp; will be encouraged to wear a face mask, unless exempt</li> <li>• Signage in all toilets to aid handwashing</li> <li>• Cleaning will happen twice a day in shared toilet areas<br/>Once a day for all classrooms and areas used by one group only during the day.</li> </ul> | <p>Low</p> |

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|  |  |  |     | <ul style="list-style-type: none"> <li>Regular handwashing will be monitored and encouraged by staff in group and SLT in charge of year groups.</li> <li>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</li> <li>Washing your hands with soap for at least 20 seconds is the best way to clean hands. 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.</li> </ul>  |        |
| <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 they should not send their child to school if they are ill, for whatever reason</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 10 days from symptom onset has elapsed</li> </ul> | Yes | <ul style="list-style-type: none"> <li>This information is communicated via the website, weekly newsletter &amp; daily bulletins</li> <li>Staff are regularly updated with new guidance</li> <li>Anyone displaying symptoms will be isolated and sent home immediately and sent for a test.</li> <li>PPE available for any staff member in contact with child displaying symptoms until they are collected from school</li> <li>Where a child has been sent home due to displaying symptoms they will not be allowed back on-site until a negative PCR has been seen or 10 days isolation has been completed</li> </ul> | Medium |
| <p><b>4.1 Management of social distancing in the reception area</b></p>  |  |  |     |   |        |



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| <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>▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor</li> <li>▪ Non-essential deliveries and visitors to school are minimised.</li> <li>▪ Arrangements are in place for segregation of visitors.</li> <li>▪ 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</li> </ul> | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Parents will be encouraged to wear a face covering when dropping off &amp; collecting children</li> <li>• All visitors, by appointment only, will be required to wear a face mask in public areas unless exempt</li> </ul>  | <p>Low</p>    |
| <p><b>4.2 Management of Aggress and Egress – arrival and departure</b></p>  |  |  |            |  |               |
| <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>▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage 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> </ul>   | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Children to cycle or walk where possible</li> <li>• External gates will be opened early to reduce congestion on the areas outside the school</li> <li>• Clear information sent to parents about drop off &amp; pick up procedures</li> </ul>  | <p>Medium</p> |
| <p>Pupils and parents congregate at exits and entrances,-creating a potential chain of transmission</p>                               |  | <ul style="list-style-type: none"> <li>▪ The use of available entrances and exits is maximised.</li> <li>▪ Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>   | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Standing item on the newsletter</li> <li>• Children to cycle or walk where possible</li> <li>• External gates will be opened early to reduce congestion on the areas outside the school</li> <li>• Clear information sent to parents about drop off &amp; pick up procedures</li> </ul> | <p>Medium</p> |
| <p><b>4.3 Management of social distancing and hygiene in the toilets</b></p>  |  |  |            |  |               |

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| <p><b>Poorly ventilated toilet areas become overcrowded and create an area of high transmission risk</b></p> |  | <ul style="list-style-type: none"> <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> | <ul style="list-style-type: none"> <li>• Handwashing before lunch &amp; sanitise</li> <li>• Floor markings are in place</li> <li>• Stock of sanitiser &amp; soap held on site and replenished on a regular basis throughout the day</li> <li>• Lidded bins used in all classrooms for the disposal of tissues</li> <li>• Lidded tissue bins in classrooms are emptied at lunchtime &amp; at the end of the day &amp; are double bagged &amp; disposed of appropriately. All other bins are emptied at the end of the day by our cleaning team</li> <li>• Staff ensure handwashing takes place regularly throughout the day &amp; supervise the younger children, signage is in place</li> </ul> | <p>Low</p> |
| <p>4.4 Safety arrangements for the use of medical rooms</p>  |  |  |            |   |            |
| <p><b>The configuration of medical rooms may compromise social distancing measures</b></p>                   |  | <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> |            | <ul style="list-style-type: none"> <li>• Isolation room available for any children or staff displaying Covid19 symptoms – room next to dining room</li> <li>• Anyone displaying symptoms will be isolated and sent home immediately and sent for a test.</li> <li>• Isolation room once is vacated the site team will do a deep clean &amp; fogger the area at the end of the working day.</li> <li>• Site team will adhere to the H&amp;S guidance around the use of fogging equipment including the wearing of</li> </ul>   |            |

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|  |  |   |     | <ul style="list-style-type: none"> <li>protective clothing and ensuring the room is adequately ventilated</li> <li>• Appropriate PPE is available for staff if a child is displaying Covid19 symptoms</li> <li>• First Aid packs available in all corridors &amp; First Aider on-site always</li> <li>• PPE available for all first aiders and children displaying symptoms</li> </ul>  |     |
| 5. Securing and sustaining robust hygiene systems and procedures   |  |   |     |   |     |
| 5.1 Cleaning   |  |   |     |   |     |
| <p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p> |  | <ul style="list-style-type: none"> <li>▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <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/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space.</li> </ul> | Yes | <ul style="list-style-type: none"> <li>• Toilets to be cleaned twice daily – at lunchtime by the site team and end of day by the cleaning team</li> <li>• A fogger to ensure a deep clean will be used when needed and where appropriate</li> <li>• Site team hours increased to take account of additional cleaning required throughout the day &amp; available from 6.30am – 6.00pm daily</li> <li>• Sufficient supplies of soap &amp; handwash are available &amp; we have stocks available to be replenish when stocks run out</li> <li>• Cleaning materials are sourced locally, and we have a good relationship with supplier when stocks become depleted to be replenished quickly</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard</li> </ul> | Low |

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|  |  |  |     | surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.  |     |
| <b>5.2 Hygiene and handwashing</b>   |  |  |     |   |     |
| <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> </ul>  | Yes | <ul style="list-style-type: none"> <li>• Sufficient supplies of soap &amp; handwash are available &amp; we have surplus stock, locally sourced so stock can be replenished quickly</li> <li>• SSO team ensure sufficient stock levels remain sustainable</li> </ul>   | Low |
| <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 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>• Children are reminded at break &amp; lunchtimes about the importance of washing their hands</li> <li>• Signage in place</li> <li>• Hand sanitising stations are at entry points to the school &amp; to the dining rooms</li> <li>• SLT, MLT &amp; Learning Mentors are on duty at critical times to ensure compliance and handwashing routines</li> <li>• Training for staff, posters in rooms &amp; children taught by the teachers about personal hygiene</li> </ul> | Low |
| <b>Equipment and resources</b>   |  | <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>▪ Outdoor play equipment will be cleaned more frequently</li> </ul>   |     | <ul style="list-style-type: none"> <li>• Equipment used by different year groups will be deep-cleaned and fogged as and when necessary</li> </ul>   |     |
| <b>5.3 Personal Protective Equipment (PPE)</b>   |  |  |     |   |     |

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| <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 for general task use as identified in a task focused risk assessment or in the event of an outbreak requiring temporary enhanced controls</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> <li>▪ Face coverings are not ordinarily required in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport</li> <li>▪ Clinically vulnerable staff and /or pupils may personally elect to use PPE as an additional control for their own safety and emotional well-being. This will be supported if it is agreed through the VERA process.</li> </ul> |  | <ul style="list-style-type: none"> <li>• Government guidance has been shared with staff &amp; updated as and when necessary</li> <li>• The importance of wearing PPE equipment has been shared</li> <li>• Staff to wear face coverings at entrance &amp; exits points to the school</li> <li>• Staff administering care must wear PPE and have been trained in the delivery of this care &amp; in their disposal</li> <li>• Staff are aware that PPE is required supervising a person displaying symptoms or administering first aid or intimate care</li> <li>• Children can choose to wear a mask, but they must provide it themselves and must not be worn in classrooms</li> <li>• Routine handwashing practices are in place together with hand sanitiser available throughout the school</li> <li>• PPE available for all staff caring for a child with symptoms until they are collected</li> <li>• PPE available for first aiders</li> <li>• 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</li> </ul> | <p>Medium</p> |
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|   |  |   |     | <ul style="list-style-type: none"> <li>All Covid cases to be dealt with by SLT to limit risk to the staff</li> </ul>  |     |
| <b>Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection</b>         |  | <ul style="list-style-type: none"> <li>The use of clear pane face coverings may be appropriate in some instances (see: <a href="#">face coverings</a>) 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>An emergency supply of face coverings for contingency purposes is available if required.-</li> </ul> | Yes | <ul style="list-style-type: none"> <li>Supply of face covering kept in school office for staff/visitors that require one</li> <li>All visitors checked for face covering before entering the building</li> <li>Guidance on face coverings delivered to staff 3<sup>rd</sup> Sept 2021</li> <li>Supply of visors available from the office up request</li> </ul>   | Low |
| <b>6. Curriculum organisation</b>   |  |   |     |   |     |
| <b>Children may need to re-socialise and familiarise with new routines</b>  |  | <ul style="list-style-type: none"> <li>Consideration should be given on planning what to teach, and how, The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading.</li> </ul>  | Yes | <ul style="list-style-type: none"> <li>All children to receive PHSE lessons.</li> <li>Adults will be available to speak to children if needed.</li> </ul>   | Low |
| <b>Children may have fallen behind in their learning during the school closure and achievement gaps will have widened</b> |  | <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>  | Yes | <ul style="list-style-type: none"> <li>Signed up to NTP to address any gaps in learning in English &amp; Maths</li> <li>Our staff have signed up to the NTP and are therefore better placed to address gaps as the children are known to them</li> <li>School assessment procedures identify gaps &amp; address them</li> <li>Booster/Intervention groups in place to address any gaps in learning</li> </ul> | Low |

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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 LA’s vulnerable children risk assessment template</li> <li>▪ External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the school’s 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>• Learning Mentors &amp; Inclusion team are responsible for ensuring that RAs are in place and appropriate support is provided for our vulnerable &amp; SEND children</li> <li>• Staff in school are aware of the children &amp; what support needs to be provided</li> <li>• External specialists are employed to support when and where necessary &amp; on an on-going basis, where further needs are identified</li> <li>• Our inclusion team has been increased to ensure additional support is available</li> </ul> | <p>Low</p> |
| <p><b>6.1 Extra-curricular activity including school visits</b></p>                                 |  |  |            |   |            |
| <p>Pupils and or staff are exposed to infection whilst on a school visit</p>                        |  | <p>A full and thorough risk assessments in relation to all educational visits will be undertaken to ensure that any public health advice, such as hygiene and ventilation requirements, is taken into account and mitigated where possible. Guidance <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</p>  | <p>Yes</p> | <ul style="list-style-type: none"> <li>• RAs in place for all external visits inc. Covid19 risks</li> </ul>   | <p>Low</p> |
| <p><b>Safe practice is not replicated in wraparound provision and extra-curricular activity</b></p> |  | <p>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>).</p> | <p>Yes</p> | <ul style="list-style-type: none"> <li>• RAs in place for all wrap around &amp; extra curriculum activities inc. Covid19 risks</li> </ul>   | <p>Low</p> |
| <p><b>6.1 Provision of remote learning for self-isolation</b></p>                                   |  |  |            |   |            |

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| <p><b>Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating</b></p> |  | <ul style="list-style-type: none"> <li>▪ Insert school arrangements and mitigation:<br/>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:</li> <li>▪ the remote learning offer is equivalent to the core teaching pupils would receive in school (delete as appropriate):-             <ul style="list-style-type: none"> <li>▪ Key Stage 1: 3 hours a day on average across the cohort, with less for younger children</li> <li>▪ Key Stage 2: 4 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> |            | <ul style="list-style-type: none"> <li>• Remote learning policy adopted in Jan 2021 includes plans for full lockdown, single child self-isolating</li> <li>• All government guidelines have been followed in the policy in regards to time each day and curriculum offered</li> <li>• Any child working remotely will be contacted on a daily basis to offer support &amp; guidance</li> <li>• Vulnerable children contacted daily by inclusion team if working remotely</li> <li>• Deputy Head named as remote learning lead with overarching responsibility</li> <li>• Phase leaders monitor learning within their year groups</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>Where remote learning is taking place:</p> <ul style="list-style-type: none"> <li>• Laptops available and sent to all families who needed support</li> <li>• Designated email address for parents to use for technical support</li> <li>• Governor support twice weekly to support families with technical issues</li> <li>• Daily phone calls from inclusion team/class teacher</li> </ul>  |            |
| <p><b>7. Enhancing mental health support for pupils and staff</b></p>  |  |   |            |   |            |
| <p><b>7.1 Mental health concerns – pupils</b></p>  |  |   |            |   |            |
| <p><b>Pupils' mental health has been adversely affected during the period that the</b></p>                                 |  | <ul style="list-style-type: none"> <li>▪ There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> </ul>  | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Small groups of children &amp; families supported by our learning mentor team</li> </ul>   | <p>Low</p> |



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| <p><b>school has been closed and by the COVID-19 crisis in general</b></p>   |  | <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> <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> <li>▪ Resources/websites to support the mental health of pupils are provided.</li> </ul>                         |            | <ul style="list-style-type: none"> <li>• Daily contact with all staff from SLT</li> <li>• Regular virtual assemblies take place to discuss wellbeing &amp; mental health</li> <li>• Professional bodies are available if additional support is required</li> <li>• Website updated regularly</li> </ul>   |            |
| <p><b>7.2 Mental health concerns – staff</b></p>   |  |  |            |   |            |
| <p><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</b></p> |  | <ul style="list-style-type: none"> <li>▪ Staff are encouraged to focus on their wellbeing.</li> <li>▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>▪ Staff briefings and training have included content on wellbeing.</li> <li>▪ Staff briefings/training on wellbeing are provided.</li> <li>▪ Staff have been signposted to useful websites and resources.</li> </ul> | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Line managers remain in regular contact with their staff &amp; ensure any issues are dealt with as they arise</li> <li>• All staff have access to professional bodies e.g. OH, Relate, counselling if required and available upon request or referral</li> <li>• SLT available for staff should they ever need it</li> <li>• Regular team meetings take place to ensure staff wellbeing is addressed and any issues which need referring on are done so through SLT or HR</li> </ul> | <p>Low</p> |

| 8 Governance and policy   |  |  |  |   |  |
|---|--|--|--|---|--|
| 8.1 The role of Governors   |  |  |  |   |  |
| <p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p> |  | <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 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.</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> |  | <ul style="list-style-type: none"> <li>• Regular communication continues between the headteacher &amp; the chair of governors</li> <li>• Governing Body meetings continue to take place to ensure statutory requirements together with any other business needs are addressed and met</li> <li>• All risk assessments &amp; revised policies are subject to governor approval prior to circulation</li> <li>• Regular updates between governors &amp; the headteacher continue &amp; the website is updated accordingly</li> <li>• Minutes from previous meetings are reviewed and all members have the opportunity to approve these</li> <li>• Policies communicated &amp; shared with school, stakeholders &amp; governors</li> </ul> |  |
| <p><b>Governors are not fully informed or involved in making key decisions</b></p>  |  | <ul style="list-style-type: none"> <li>▪ Meetings are held regularly with governors.</li> <li>▪ Governing bodies are involved in key decisions on reopening.</li> <li>▪ Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Regular communication continues between the headteacher &amp; the chair of governors</li> <li>• All risk assessments &amp; revised policies are subject to governor approval prior to circulation</li> <li>• Regular updates between governors &amp; the headteacher</li> </ul>  |  |

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|   |  |  |     | <ul style="list-style-type: none"> <li>continue &amp; the website is updated accordingly</li> <li>• Policies communicated &amp; shared with school, stakeholders &amp; governors</li> </ul>   |     |
| 8.2 Policy review   |  |  |     |   |     |
| <p><b>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</b></p> |  | <ul style="list-style-type: none"> <li>▪ All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school.</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>  | Yes | <ul style="list-style-type: none"> <li>• All relevant policies are being reviewed in light of the Covid 19 pandemic</li> <li>• All risk assessments &amp; revised policies are subject to governor approval prior to circulation</li> <li>• Policies communicated &amp; shared with school, stakeholders &amp; governors</li> <li>• Revised policies sent out to all staff and approved by governors</li> </ul>   | Low |
| <p><b>Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning</b></p>   |  | <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> <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>• Remote learning policy adopted in Jan 2021 includes plans for full lockdown, single child self-isolating</li> <li>• All government guidelines have been followed in the policy in regards to time each day and curriculum offered</li> <li>• Printed resources available upon request</li> <li>• Any child working remotely will be contacted on a daily basis to offer support &amp; guidance</li> <li>• Vulnerable children contacted daily by inclusion team if working remotely</li> </ul> |     |

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|   |  |   |  | <ul style="list-style-type: none"> <li>Deputy Head named as remote learning lead with overarching responsibility</li> <li>Phase leaders monitor learning within their year groups</li> </ul> |  |
| 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 |  |   |  |  |  |
| Assemblies done remotely  |  | All assemblies to take place virtually within the classroom   |  |  |  |
| Staff meetings remotely   |  | Whole school CPD will be remote<br>Meetings with smaller groups of staff can take place face 2 face but will be in a well ventilated room & social distance measures will be adhered to |  |  |  |
| Ventilation in all areas in school  |  | All areas of the school will be well ventilated throughout the day & areas that cannot be ventilated will not be used by more than one person   |  |  |  |
| Face coverings advisable for all parents when on-site   |  | Parents are encouraged to wear a face covering whilst on-site   |  |  |  |