

Whitley Abbey Primary School

Covid-19: Operational Risk Assessment.

Reviewed to secure full-reopening from 8th March 2021



Coventry School Partnership: Covid19 Operational Risk Assessment – Re-opening of Primary Schools

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 2nd July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22nd February 2021: [Schools Coronavirus Operational Guidance February 2021 full re-opening](#) [Guidance-for-full-opening-special-schools-and-other-specialist-settings](#)

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

In preparing and reviewing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within

the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that are advisory (for consideration) if it is reasonably practicable to do so.

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

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations as at March 2021
- Reflects the relevant principles set out in Coventry schools Covid-19 Re-set and Recovery Plan
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within school
- Provides an exemplar risk assessment (revised) that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures), which all staff should read, understand and sign
- Incorporates hyperlinks to sources of helpful information and resource

What is the risk? Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening schools, is the potential transmission of Covid19 between members of the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to all pupils and staff, recognising that the virus is in general circulation and the risk is significantly lower than in the Spring/early Summer of 2020

Who is responsible? The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

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

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

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.

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:

Coventry schools Covid-19 re-set and recovery Plan' revised July 2020

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system
- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- Best endeavours will be deployed to minimise the number of contacts staff and pupils have within school and ensure consistency in the groups pupils are placed within and staff teach/support
- School organisational planning will minimise the number of pupils that each staff member has contact with

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. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

The balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)

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

These include:

Exclusion:-

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Covid19 tests for symptomatic household member/s must confirm the outcome of the Covid-19 test if taken as soon as the results are known.
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\)](#) guidance should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA) and reasonable adjustments made if necessary, which may include additional protections within the school environment or if possible working from home supporting the delivery of the curriculum for children unable to attend school as a consequence of self-isolation or local lockdown

Hygiene:-

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

Social Distancing:-

- Secure social distancing and/or minimise the range of contacts an individual pupil and member of staff have whenever practicably possible, through group designation, footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point ensuring no 'pinch points' are experienced at ingress or egress
- Where it is possible to remain 2 metres apart, continue to use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas. Primary age children and those with cognitive functioning that makes social distancing difficult, can socialise with children within their designated group (bubble)
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources. Desks/tables where practicably possible should be forward facing – pupils should Avoid facing each other by sitting side by side.
- Minimise social contact by forming fixed groups of staff and children and avoiding movement between or blending of groups whenever possible. This may be a whole class group or if that is not possible e.g. secondary a whole year group. It is accepted that staff may have to deliver to more than one group, which is permissible, but contacts should be minimised and social distancing adhered to when possible.

- Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE has been provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school)

Lateral Flow Testing:-

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

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 reviewed to reflect the changes in risk and necessary controls from September 2020 when all pupils return to school on a full-time basis, the Lockdown of January 2021 and the full reopening from 8th MARCH 2021. In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- Securing provision for SEN – from September 2020 the provisions in a child’s Education, Health and Care Plan must be delivered. This means that peripatetic support teachers and health therapists will be able to work within schools, by adhering to the schools visitors policy thereby balancing the risk of allowing external visitors into school with the duty of best endeavours to provide (school may adopt the LAs model policy for visiting professionals).
- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL and response to local lockdown
- Maintaining communications with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Developing a recovery curriculum
- Developing a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of group isolation, whole school isolation or local lockdown.

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

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

Prevention:

You **must** always:-

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.

- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

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

Response to any infection

You **must** always:

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

7. Resources and references:

Schools Coronavirus Operational Guidance February 2021 full re-opening Guidance-for-full-opening-special-schools-and-other-specialist-settings Actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment Mass asymptomatic testing: schools and colleges Air conditioning and ventilation during the coronavirus outbreak COVID-19: cleaning of non-healthcare settings keeping children safe in education letters-to-clinically-extremely-vulnerable-people Covid-19-advice-for-pregnant-employee COVID-19: cleaning in non-healthcare settings	Coronavirus (COVID-19): implementing protective measures in education and childcare settings Free-school-meals-guidance Face-coverings-in-education Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges What-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak Health and safety risk checklist for classrooms E-bug posters
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Model COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	Jules Hall	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	4 th March, 2021	Review interval:	(Date of next review:	Continuous review

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					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.		<ul style="list-style-type: none"> Health and safety audit conducted by nominated staff and Governor Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering: <ul style="list-style-type: none"> Different areas of the school Procedures for when pupils and staff enter and leave school Planned movement around the school during lesson, break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Y	Staggered, entry, exit times for families. Families offered the following drop off/pick up slots 8.40/3.10, 8.50/3.20 9.00/3.30, . Friday finish times 2.10 – 2.30 Separate entrance and exit to school site and one way system to continue. Mappin gout of the exterior spaces to provide separate play spaces for each year group bubble. All aspects of the curriculum delivered within, class bubble or designated/planned outdoor space. Any shared resources e.g. painting equipment to be thoroughly washed after use. Bubble size from September by Year group (2 classes and the staff from both classes). • H&S Audit carried out Sept 2018 by LA H&S Ad	L

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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)
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	<ul style="list-style-type: none"> Contractors to visit site out of school hours where possible. Risk assessments to be provided where this is not possible. Non-essential works to be postponed. Hertel visiting site monthly as normal to carry out relevant water checks. SSO continuing with regular flushing activity in areas where facilities not being used for any period of time. 	L
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		<ul style="list-style-type: none"> If the DSL is not on site because of operational challenges, the following cover arrangements are in place: 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. 		Three DSLs in the school will liaise whenever one of them is going to be offsite, to ensure there is always one DSL onsite.	L
2. Securing safe teaching spaces to accommodate all pupils returning to school					
2.1 Organisation of teaching spaces and communal areas					
Classroom sizes will not allow adequate social distancing		<ul style="list-style-type: none"> Class sizes revert to 30 in recognition of Government advice that children are not at significant risk Timetables and staffing model determined to secure curriculum delivery for class/group size Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. Any surplus furniture including 'spare' chairs are removed if possible and area de-cluttered Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters 	Y	<p>Maximising of Opportunities for outdoor learning/PE sessions</p> <p>Classrooms re-organised to allow for the whole class to be taught together – all facing forwards in rows. With the exception of early years and Y1 who will work in groups to support their learning needs</p>	L

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		<ul style="list-style-type: none"> ▪ Ensure class groups and staff stay together consistently and do not mix or blend with other groups 		<p>Bubbles for Y1 to Y6 consists of the whole year group and the staff in that year group. EYFS bubbles are just by single class and the staff in those classes.</p> <p>PPA is delivered as follows: 1 lesson by sports coach – class TA to bring class to school field once children are changed. 1 lesson by the two TA from each year, a supply teacher or member of SLT depending on the needs of the class. with support for planning and resourcing from class teacher, phase leader, HLTA , SLT. Additional ppa time for all staff on a Friday afternoon 2.30 – 3.30 if needed.</p> <p>Markings on corridors to ensure social distancing but system to be put in place where staff make sure corridors and stair wells are clear before entering. External doors to continue to be used with children walking around the outside of the building with staff.</p>	
<p>Large spaces that need to be used as classrooms</p>		<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. 	<p>Y</p>	<p>Assemblies will continue via Zoom and Teams. and PE lessons will all be held outside and inside in the main hall only during inclement weather. The sports coach can only take PE lessons outside. The hall must be well ventilated, equipment wiped down and the sports coach to adhere to social distancing and where a mask or face shield. Lunches will be taken as follows, Year 1 and reception in the main hall, Years 2, 3 and 4 collecting their lunch from the hall and eating in their classrooms. Year 5 and 6 lunches, in the main hall and blue hall. All packed lunches will be eaten in classrooms.</p>	<p>L</p>

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<p>Staff rooms and offices do not allow for observation of social distancing guidelines</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 ▪ Staff using a communal area do so in their designated groups only using one of their own classrooms or one of the mini-staffrooms in school following the staff rota. 	<p>Y</p>	<p>One-way system in staffroom. Staff to bring their own flask, fridge and microwave not in use. Staff from year group bubbles take lunch breaks together in classroom, or one of allocated staff room areas. Staff room chairs and table area marked off for social distancing to allow for workstations.</p>	<p>L</p>
<p>School kitchens may not be able to serve whole school return</p>		<ul style="list-style-type: none"> ▪ Government advice confirms that school kitchens can continue to operate, the kitchen will comply with guidance for food businesses on coronavirus (COVID-19) 		<p>Reception and Year 1 have lunch in the main hall with their bubbles. Year 5 and 6 in the blue hall and main hall in their bubbles. Year 2 – 4 collect their lunch and take it to their classrooms.</p>	
<p>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</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) ▪ Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see School uniform ▪ Where possible furniture will be arranged to avoid direct drafts ▪ mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) ▪ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces 			<p>L</p>

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		<ul style="list-style-type: none"> ▪ Carbon Monoxide detectors can be used as a monitor for measuring the quality of air in a room 			
Physical activity in school		<ul style="list-style-type: none"> ▪ Pupils to be kept in consistent groups ▪ Sports equipment to be thoroughly cleaned in between each use by a different group ▪ Avoid contact sports ▪ Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene ▪ External facilities are used in accordance with Government guidance ▪ guidance on the phased return of sport and recreation and Sport England Include activities such as active miles and active travel to promote social distancing exercise 		<p>Pupils taught weekly PE lesson by sports coach outside, children are brought out to sports coach by Year group staff. All children to come to school in outdoor PE kit on PE days. Additional short PE afternoon lesson (15 minutes) taught by year group staff either in classroom our outside will include daily mile, use of trim trail, warm up games, yoga, active8 etc Children to wash hands before any PE sessions and all equipment to be cleaned afterwards using soapy and water. During bad weather PE can be taught in the main hall by the class teacher, but not by the sports coach. The Hall must be well ventilated, social distancing adhered to between staff and pupils and protective face covering worn by staff.</p>	
2.2 Availability of staff and class sizes					
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		<ul style="list-style-type: none"> ▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ Staff who are identified as potentially at increased risk from coronavirus) because they have particular characteristics that comparatively increase their risk as set out in COVID-19: review of disparities in risks and outcomes report should be identified and be given the opportunity to undertake a vulnerable employee risk assessment (VERA). The school will use its reasonable endeavours to accommodate the risk ▪ 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 	Y	<p>Staff to inform HT after 7am or previous night if unable to work on any day- liaise with SBMre fit to work notes.</p> <p>Clinically vulnerable staff are all available for work in September but changes to the situation will be monitored carefully</p> <p>Clinically vulnerable staff support in online learning and remote support. VERA risk assessments have been carried out with all staff and individual measures have been put in place where</p>	L

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		<ul style="list-style-type: none"> ▪ All staff are aware of the testing procedure and 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, providing this does not displace provision for children with SEND ▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity 		<p>necessary. .All SLT involved in strategy, including Governing Board. DHT and AHT (SC and BN) able to deputise should the need arise. Clear signage on all entrances to remind parents and staff not to come onto site if they have these symptoms.</p> <p>Regular procedure now to be followed for informing SLT if staff are ill: to ring HT or DHT between 7 am – <u>7.30 am</u>. Must be a phone call, no texts or emails.</p> <p>All staff have now been informed they can return to work after beginning of August.</p> <p>Additional social distancing measures put in place to ensure that SLT can continue to operate, include meeting at a distance of 2m+, use of face coverings and adhering to the System of Controls.</p>	
2.3 Testing and managing symptoms					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>		<ul style="list-style-type: none"> ▪ Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff ▪ Staff share the outcome of the test with their employer ▪ The school, staff and parents engage with the Test and Trace processes 	Y	<p><u>Staff and parents must keep school up to date on their test status and must adhere to social isolation following a positive test</u></p>	L

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<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>		<ul style="list-style-type: none"> ▪ Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. Any household members within school will be sent home to self-isolate for 14 days or until the test result is known and is negative ▪ Engage with the NHS Test and Trace process ▪ Contain any outbreak by following local public health protection advice contact: Public Health England health protection team ▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place ▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. ▪ A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed. 	<p>Y</p>	<p>Any staff or pupils with symptoms are to be tested and to stay at home until a negative test result is obtained or if positive to self isolate for 10 days. An Isolation room is set up in the Rainbow room on the first floor, which will not have any other use. PPE should be worn by the adult supporting the child and a mask should be worn by the child whilst awaiting collection, Parents to collect immediately.</p> <p>Staff and parents must keep school up to date on their test status and must adhere to social isolation following a positive test</p> <p>HT to report results of positive tests to the local authority.</p> <p>Cleaning to follow government guidelines, and sure be extra stringent following possible contamination. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> ▪ Any staff absence relating to COVID19 Self Isolation has been logged for future reference 	<p>L</p>
<p>Use of NHS Covid 19 Track and Trace app</p>		<p>All staff, parents and governors advised to download and use the NHS Covid19 Track and Trace app.</p> <p>In the event of a positive contact or result to follow government guidance immediately.</p>		<p>Mobile device policy addendum created to ensure correct procedure is in place for change of mobile phone use in school.</p> <p>Safeguarding of children remains a priority, phones only kept with staff for the purposes of Track and Trace. No mobile phone use in school except for staff only areas.</p> <p>Staff briefing on the Track and Trace app 29.9.2020</p>	

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<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>		<ul style="list-style-type: none"> ▪ The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted ▪ All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening ▪ The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage ▪ The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff ▪ Staff understand that they must report a positive LFT result to their manager, immediately self-isolate, book a PCR (primary schools) and report the result 			<p>M</p>
<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>		<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 	<p>Y</p>	<p>Easy, engaging format to be sought to share guidance with parents. Whole school induction video to be created to share with whole school community to prepare parents and children for a return to site. Staff induction to be disseminated through microsoft Teams. HT/AHT/DHT to share with Teams, Phase leaders to cascade to other staff. BM to share with Office Team, cleaners and SSO – clear lines of communication to be maintained throughout. Home school agreement to be reviewed and shared with all parents for September.</p> <ul style="list-style-type: none"> ▪ Regular updates on symptoms sent to parents and staff and staff advised of self isolation should they display any of the symptoms <p>Risk assessment shared on sharepoint throughout. Staff induction on,2.9.2020 induction of children on their first day back after the summer term holiday as part of the two week recovery curriculum Check list for parents sharedby</p>	<p>M</p>

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				email along with revised home school agreement. Coventry LA Parents information shared and school pictorial guide shared – September 2020	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. 	Y	<p>Easy, engaging format to be sought to share guidance with parents – home school agreement and check list.</p> <p>Staff induction to be disseminated on teacher day in September, mix of teams and real meeting HT/AHT/DHT to share with Teams, Phase leaders to cascade to other staff. SBM to share with Office Team, cleaners and SSO – clear lines of communication to be maintained throughout.</p> <p>Home school agreement in place, to be reviewed for September and shared with all stake holders.</p> <p>Links to guidance shared on website, social media and in email. New area of the website created for September return</p>	M
Staff, pupils and parents are not aware or are not compliant with self-isolation requirements		<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 			M
3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene					
3.1 Staff induction and CPD					

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<p>Staff are not trained in new procedures, leading to risks to health</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>Y</p>	<p><u>Revised fire safety procedures are created and shared with staff with a Teams Meeting for clarity where needed on 2.9.2020</u> SLT Induction 2.9.2020 disseminated to the whole team in socially distanced classrooms on the afternoon of 2.9.2020 Staff training on use of Track and Trace app 29.9.2020. Government and LA updates shared with staff continuously</p>	<p>L</p>
<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>Y</p>	<p>HT to update staff handbook for September and <u>arrange individual inductions where needed.</u> <u>Addendum to Mobile Device Policy and Safeguarding policy 28.9.2020.</u></p>	<p>L</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>		<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>M</p>
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</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>Y</p>	<p>Regular updates on social media , school website and by email, documents to be shared: Home school agreement Parent’s checklist Action plan for September opening Risk assessments Covid19 area of school website created Updates in school newsletters</p>	<p>M</p>

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<p>There is a lack of clarity and understanding in maintaining social distancing and good hygiene</p>		<ul style="list-style-type: none"> ▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and ‘catch it bin it’ rules. ▪ Clear floor markings identify 2 metre spaces (may be reduced to 1 metre+) and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. ▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. 	<p>Y</p>	<p>Clear signage is in place throughout the school and good hygiene and social distancing is taught in all classes with regular daily reminders.</p> <p>Corridors – only one class in corridor at a time, children always supervised.</p> <p>New staggered drop off and pick up times to cope with increased numbers.</p> <p>SLT visible on site throughout the day.</p> <p>Only 2 staff allowed in the foyer at one time, masks to be worn to enter the building and when walking through shared areas, hands to be washed on arrival at school.</p>	<p>L</p>
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>		<ul style="list-style-type: none"> ▪ As part of the overall communications strategy parents are kept up to date with information, guidance and the school’s expectations on a weekly basis using a range of communication tools. ▪ A COVID-19 section on the school website is created and updated. ▪ Parent and pupil handbooks/information leaflets are created. 	<p>Y</p>	<p>Social Media – BN, FM</p> <p>Email – office team</p> <p>BN to add information to website as and when needed parents directed from FB/Twitter to website to read documents/updates</p> <p>Covid 19 section of school website created.</p> <p>September – LA advice to Parents added.</p> <p>Link to government Track and Trace information.</p>	<p>M</p>
<p>Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19</p>		<ul style="list-style-type: none"> ▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school’s website. ▪ Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason 	<p>Y</p>	<p>Office team</p> <p>FB/Twitter and Website updated as and when needed</p> <p>Home school agreement updated for September.</p> <p>Use of social media to remind parents of symptoms and what to do if their child or any</p>	<p>M</p>

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				<p>member of their household display symptoms. MT to put together a standard message that can be sent out weekly as a reminder. Also email to staff members to re mind them of what they need to do should they display symptoms.</p> <p>Regular updates throughout September, including Pictoral guide.</p> <p>Signage regularly reviewed.</p>	
4 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and revised. ▪ One-way systems are in place where possible. ▪ Corridors are divided where feasible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available ▪ Pupils are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place 	Y	<p>JK (SSO) and whole team</p> <p>Clear floor/wall markings where social distancing is necessary. Only one 'bubble' in a corridor area at a time.</p> <p>Posters reminding children of safety measures.</p> <p>Outdoor play spaces are clearly demarcated and timetabled for year groups for break times and lunch times. Additional floor marking in reception /year 1 corridor.</p> <p>Parent waiting areas for each year group clearly demarcated.</p> <p>Minimal movement around school internally, external classroom door used wherever possible.</p>	L
4.1 Management of social distancing in the reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> ▪ No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours, it should ▪ A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit 	Y	<ul style="list-style-type: none"> ▪ Deliveries not able to be prebooked so these will be accepted with relevant social distancing rules being followed by staff. No other visitors to site will be arranged unless absolutely necessary. 	L

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		<ul style="list-style-type: none"> ▪ 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 		<ul style="list-style-type: none"> ▪ Signing in book to be placed <u>outside of</u> the main office for visitors to sign in so no direct contact required by office staff. Badge holders to be placed next to sign in book ▪ Signage to be put up on hatch at office for visitors re social distancing ▪ Visitors to wash hands on arrival and visitors to be accompanied into the building. <u>Visitors must wear a mask inside the school building.</u> ▪ <u>Staff will also wear a mask in communal areas around school.</u> ▪ <u>Only two people in the reception area of school at a time.</u> ▪ <u>Staff to wash hands before signing sign-in book.</u> 	
4.2 Management of Aggress and Egress – arrival and departure					
<p>The start and end of the school day create risks of breaching social distancing guidelines</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 if this is possible without reducing the overall teaching time for pupils ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents 	Y	<p>Entrance through main gate and exit through Ash Path gate to maintain one way system. Staggered, entry, exit times for families. Families offered the following drop off/pick up slots 8.30/3.00, 8.40/3.10, 8.50/3.20, 9.00/3.30 Friday pick up slots 2.00 – 2.30 pm Separate entrance and exit to school site and one way system to continue. Clear signage for parents.</p>	L

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		<ul style="list-style-type: none"> ▪ Segregation of groups is considered wherever practicable ▪ Floor markings are visible where it is necessary to manage any queuing. 		September – Parents now requested to wear face covering following directive from LA. Reminders by SLT on the gate on entry.	
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> ▪ Start and finish times are staggered. ▪ The use of available entrances and exits is maximised. ▪ Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ▪ Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y	<p>Reminders sent on social media alongside weekly reminder to parents re symptoms etc</p> <p>Staggered entry/exit times parents to select a family drop off/pick up time.</p> <p>Clear signage .</p> <p>updateWebsite/Facebook/Twitter</p> <p>New signage re loitering - September</p>	L
Pupils use public transport and thereby increase risk of infection and transmission		<ul style="list-style-type: none"> ▪ Public transport is defined as transport used by the general public. If children use a public bus to come to school they will have to wear a face covering if they are over the age of 11. ▪ Staff using public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container – staff are advised to carry a spare face covering. ▪ School transport commissioned by the LA (excluding the use of public buses via a bus pass) are not available to the general public and therefore risk is reduced by the controls deployed by the LA and provider risk assessments ▪ Parents and children will be discouraged for using public transport if there is another practical mode of getting to school including, walking, cycling (if safe) or family car. ▪ Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most 		Any families and staff using public transport will be asked if they have used face covering and the procedure for removing facemasks will be explained.	
4.3 Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination as far as is reasonably practicable					

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<p>Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum</p>		<ul style="list-style-type: none"> ▪ Group pupils together to reduce as far as possible the number of contacts between children and staff, to a size that balances the requirement to deliver a broad and balanced curriculum. The maximum group size is one year group. The ideal group size is one class group ▪ Maintain as far as possible the consistency of group members. ▪ Avoid contact between groups as far as possible ▪ Staff to maintain distance from pupils and other staff as much as possible ▪ Children should only be placed in larger groups if they are able to observe social distancing otherwise, they must be placed in a class group. ▪ limit interaction, sharing of rooms and social spaces between groups as much as possible. ▪ younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. ▪ where possible children may spend the majority of their time in their class groups, but will be allowed to mix into wider groups for specialist teaching, wraparound care and transport, ▪ All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer. ▪ If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ▪ Face to face contact will be avoided if possible and the time spent in close contact (within 1 metre of anyone) will be minimised ▪ The provision for a child with complex needs who require close contact care can be delivered as normal 		<p>Year group bubbles are only for outside play times where they share a play space. Class bubbles are maintained indoors and for all outdoor learning including PE. Group members of each year group consist of teaching staff from the year group and the children in the year group. No staff will mix with more than two bubbles if at all possible with the exception of our sports coach who will only teach outside maintaining social distancing. Other members of staff; SLT, Pastoral Care Team may need to work with small numbers of children from different bubbles to support behaviour and emotional needs. Social distancing to be maintained at all times, all staff have visors and ppe to protect themselves when closer working is needed. EYFS are in class bubbles, not year group bubbles.</p>	
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>		<ul style="list-style-type: none"> ▪ Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance ▪ Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class. ▪ All furniture not in use has been removed from classrooms and teaching spaces into safe storage ▪ Arrangements are reviewed regularly. 	<p>Y</p>	<p>From Y1 to Y6 all children facing forwards in rows. Bubbles of whole year group (2 classes) but only single classes in eyfs.</p> <p>EYFS bubbles of one class with freer movement – with staff distancing, regular hand washing and clearing.</p> <p>Y1 now working in groups to facilitate effective learning: Regular hand washing, staff use of face coverings and social distancing where possible and increased cleaning of surfaces and shared resources now in place.</p>	<p>L</p>

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4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors		<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and amended. ▪ One-way systems are in operation where feasible. ▪ Corridors are divided where feasible. ▪ Circulation routes are clearly marked with appropriate signage. ▪ Any pinch points/bottle necks are identified and managed accordingly. ▪ The movement of pupils around school is minimised as much as possible. ▪ Where possible, pupils and staff stay in classrooms or in designated external areas ▪ Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage ▪ Appropriate supervision levels are in place. 	Y	<p>Bubbles do not enter a corridor when there is another group already present.</p> <ul style="list-style-type: none"> • Toilet breaks are planned and children are supervised in going to the toilet and washing their hands afterwards. <p>Most classes have an external door which will be used instead of moving within the building.</p> <p>Upstairs groups in the new build to use the stairs and then exit the building and move around the outside, always with adult supervision</p> <p>Additional portable hand sanitiser to be used to avoid queueing for dispensers. And also to be used outside when equipment is being used.</p>	L
4.5 Management of social distancing at break times					
Pupils may not observe social distancing at break times		<ul style="list-style-type: none"> ▪ Break times are staggered if possible ▪ External areas are designated for different groups. ▪ Pupils are reminded about social distancing as break times begin. ▪ Social distancing signage is in place around the school and in key areas. ▪ Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y	<ul style="list-style-type: none"> • Office to produce signs, laminate and put up around school • Staggered break and lunchtimes with their own year group, in clearly demarcated areas, outside area is split into 7 clearly demarcated areas with different activities in each on a rota. Additional outdoor supervision and organisation of activities. Shorter lunch break for children – reduced to 45 minutes. • Only one year group in each external area. <p>External areas mapped out with playground dividers.</p>	M
4.6 Management of social distancing at lunch times					

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<p>Pupils may not observe social distancing at lunch times</p>		<ul style="list-style-type: none"> ▪ Pupils are reminded about social distancing as lunch times begin. ▪ Pupils wash their hands using the 20 second routine, before and after eating. ▪ Dining area layouts have been configured to ensure social distancing (secondary) where practicable and avoid mixing of bubbles. Seating and staffing arrangements are consistent ▪ Floor markings are used to manage queues and enable social distancing. ▪ Additional arrangements are in place, such as staggering lunch times, , pupils eating in other appropriate spaces. ▪ Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). ▪ Eating areas are cleaned in-between group usage and after lunch has ended ▪ Staggered lunchtimes are considered to reduce congestion providing this does not impact on the delivery of teaching time 	<p>Y</p>	<p>Year group bubbles have their own play space during play times, there is no mixing of the groups. Children within groups are reminded of social distancing frequently but it is recognised that this is difficult to adhere to with young children.</p> <ul style="list-style-type: none"> • Packed lunches can be brought to school in lunch boxes. • Kitchen is open for hot dinners but children are to eat in classrooms. They will collect their own lunch from the hall.(modification may be necessary for reception children) • Reception and Year 1 to eat in the hall. Year 5 and 6 lunches brought upstairs on a trolley in the lift. 	<p>M</p>
<p>4.7 Management of social distancing and hygiene in the toilets</p>					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>		<ul style="list-style-type: none"> ▪ Queuing zones for toilets and hand washing have been established and are monitored. These do not have to be segregated for different groups, but should not be used by members of different groups at the same time ▪ Floor markings are in place to enable social distancing. ▪ Pupils know that they can only use the toilet one at a time. ▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ▪ The toilets are cleaned frequently. ▪ Monitoring ensures a constant supply of soap and paper towels. ▪ Bins are emptied regularly. ▪ Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place 	<p>Y</p>	<p>Library toilets – Year 2 classrooms KS2 toilets – Year 5 and 6 classrooms Tower toilet – adults only.</p> <p>Social distancing measures in place – signage and floor markings</p> <p>All children to wash hands regularly under adult supervision – on arrival at school, before and after break, before and after lunch and before leaving to go home. Corridor marking in place. Hand washing markers in place. Each bubble to have their own designated toilet.</p>	<p>L</p>
<p>4.8 Safety arrangements for the use of medical rooms</p>					

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<p>The configuration of medical rooms may compromise social distancing measures</p>		<ul style="list-style-type: none"> ▪ Social distancing provisions are in place for medical rooms behind a closed door if possible ▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. It is advised that household bleach is used after the room is vacated. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff ▪ Any member of staff providing assistance to someone with symptoms and any pupils who have been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell 	<p>Y</p>	<ul style="list-style-type: none"> ▪ PPE masks to be worn by both the suspected Covid-19 case and member of staff supervising in the medical room. (JB) <p>One isolation rooms is in place – The Rainbow Room - check in sheet to be kept on wall of staff who have used the room and who has deep cleaned the room.</p> <p>A deep clean to be done of isolation rooms after use and of the infected bubble. All cleaning materials to be double bagged and disposed of with the regular refuse.</p> <p>Parents of children in the bubble to be informed.. Cleaners to do additional hours during school week to ensure cleaning guidelines followed</p> <ul style="list-style-type: none"> ▪ Cleaners and SSO to clean toilets at mid-day. ▪ Each teaching space has its own cleaning/ppe/thermometer pack – Temperatures will be taken where necessary and parents will agree to keep children at home if they display symptoms. Staff will also stay at home if they display symptoms and both will have a test done. 	<p>L</p>
<p>5. Securing and sustaining robust hygiene systems and procedures</p>					
<p>5.1 Cleaning</p>					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>		<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 	<p>Y</p>	<p>cleaners start earlier on a Friday afternoon for thorough cleaning Cleaners to do additional hours during school week to ensure cleaning guidelines followed and at mid-day</p>	<p>L</p>

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		<ul style="list-style-type: none"> ▪ Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space and this reflects increased demand in September when all pupils and staff return 		<p>Each bubble also has their own cleaning kit for cleaning of surfaces throughout the day. Children are encouraged to clean their own equipment using a wipe.</p> <p><u>Nursery is cleaned between morning and afternoon sessions and at the end of the day.</u></p>	
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		<ul style="list-style-type: none"> ▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered ▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<p>SSO to monitor regularly stock levels while school is open to ensure stock does not run out. Adequate supplies are in stock prior to school reopening. Call off order in place with supplier. SSO to take into account longer delivery times due to COVID19 and ensure orders in good time as deliveries taking longer than normal</p>	L
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> ▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person 	Y	<p>All children to wash hands regularly under adult supervision – on arrival at school, before and after break, before and after lunch and before leaving to go home.</p> <p>Each bubble to have an assigned sink for hand washing where there is no classroom sink available (y5 to be cleaned after used by bubble adult, Toilets to be clearly labelled with which groups can use e.g. Year 5 and 6 on the outside Each bubble to be assigned one toilet they can use –labelled on the inside door (one for girls, one for boys). More bottles of hand sanitiser to be purchased so that they can be used indoors and outdoors.</p>	L
Equipment and resources		<ul style="list-style-type: none"> ▪ Individual and very frequently used equipment such as pencils and pens should not be shared ▪ Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly ▪ Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics) 		<p>Children have their own equipment and they are taught how to clean it daily. Shared resources are cleaned thoroughly by the class who has last used them.</p>	

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		<ul style="list-style-type: none"> Outdoor play equipment will be cleaned more frequently Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted 		<p>Large container purchased so that outdoor equipment can be washed in soapy water between bubbles or after use.</p> <p>Reading books and library books will be quarantined for 72 hours after use. Children will be encourage only to touch books once they have made a choice, Choosing books will be supervised by class teaching staff.</p> <p>Children can now bring lunchboxes, bags and coats to school, water bottles need to be brought and will go home daily for washing. Any children who don't have a water will be allocated one which will be washed daily in school.</p>	
5.3 Personal Protective Equipment (PPE)					
Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Public Health England advise that face coverings should not be worn in schools and that routine temperature checks should not be taken as they are both intrusive and ineffective Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Face coverings are not ordinarily required in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport 	Y	<p>First aiders to watch this video from the WHO https://www.youtube.com/watch?v=M4olt47pr_o on correct way to wear masks (JB)</p> <p>PPE kit available for each bubble for first aid and for the isolation rooms</p> <p>Children and staff to be trained in the correct procedure for removing face coverings.</p> <p>Temperature checks only done when the need arises.</p> <p>Staff reminders at induction in September.</p>	L
Failure to fit, wear, store and dispose face coverings safely		<ul style="list-style-type: none"> Face coverings should be worn safely by adults and pupils (year 7 and above) when moving around the premises, specifically outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. 			

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<p>contributes to the transmission of infection</p>		<ul style="list-style-type: none"> ▪ This should cover entrance and egress of the premises see: safe working in education. (face coverings should be put on before entering the building and not removed until leaving the building when outside of the classroom) ▪ Those with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate, may be exempted (clear pane face coverings may be appropriate in some instances) see: face coverings ▪ An emergency supply of face coverings for contingency purposes is available if required. ▪ All staff are aware of the process for managing face coverings in school which includes the hygienic fitting, removing, storage and disposal (sealable plastic bags between use). ▪ Unless exempt, pupils in year 7 and above should wear face coverings when moving within the school building including corridors and communal areas ▪ Face coverings should be worn in classrooms if social distancing cannot be maintained or it would negatively impact on the pupils ability to take part in exercise or strenuous activity, for example in PE lessons. ▪ Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. ▪ Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. 			
<p>6. Curriculum organisation</p>					
<p>Children may need to re-socialise and familiarise with new routines</p>		<ul style="list-style-type: none"> ▪ Consideration should be given on planning what to teach, and how, The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. 	y	<p>SLT and pastoral care team. Regular induction into new arrangements for children. Curriculum is adapted with an emphasis on wellbeing, mental health, play, outdoor learning and basic skills. Recovery curriculum is planned for the first two weeks in September.</p>	L
<p>Children may have fallen behind in their learning during the school closure and achievement gaps will have widened</p>		<ul style="list-style-type: none"> ▪ Gaps in learning are assessed and addressed in teachers’ planning. ▪ Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality ▪ Plans for intervention are in place for those pupils who have fallen behind in their learning. 	y	<p>First Class@Number programme to be used with Y1 children in maths. RWI introduced across the school. - SEN children to have work tailored to their needs SLT to work together to plan targeted interventions for September return</p>	M

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<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>		<ul style="list-style-type: none"> ▪ A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. ▪ 	<p>y</p>	<p>Pastoral Care Team, SLT Virtual tours of the school to be put on FB/website so children are familiar with the new look of the school eg social distance, 1-way routes, working in bubbles etc. Transition plans in place for Year 6 and for Reception and Nursery children</p>	<p>L</p>
<p>Resuming full support for pupils with SEND (SEND Support and EHC Plans</p>		<ul style="list-style-type: none"> ▪ All children with SEND will return full-time to school in September 2020 and receive their full entitlement to support ▪ Small children and children with complex needs will continue to be helped to wash their hands properly ▪ Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the Las vulnerable children risk assessment template ▪ External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and social distancing 		<p>Vulnerable children risk assessment is carried out for identified children. Specific rooms to be used by external specialists –Abbey oaks room. Cleaned between visitors. Hand washing is done on arrival and appropriate social distancing maintained.</p>	
<p>Risk of infection from singing, chanting, playing wind or brass instruments and shouting</p>		<ul style="list-style-type: none"> ▪ Music lessons will be held outside when practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing, positioning children back-to-back or side -by-side (not face to face) ▪ Instruments will not be shared ▪ Delay music groups/choirs for the first half term/full term to be reviewed at Christmas 		<p>Singing will only be done outside. Singing in zoom assemblies will be replaced by <u>dancing or mindfulness activities.</u></p>	
<p>6.1 Provision of remote learning for self-isolation</p>					
<p>Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating</p>		<p>To secure the statutory duty to provide remote education for state-funded, school-age children whose attendance would be contrary to government guidance or law around coronavirus (COVID-19). The following arrangements are in place and are subject to constant monitoring and review:</p> <ul style="list-style-type: none"> ▪ 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 		<ul style="list-style-type: none"> ▪ Children will be provided with an initial work park with lesson materials shared via google classroom. Children will have access to all school learning platforms also. 	

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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 identified 			
Pupils are unable to access the online offer		<ul style="list-style-type: none"> ▪ Families are offered laptops, routers and sim cards ▪ Parents are offered support with arrangement using a variety of formats, paper, online and by telephone. ▪ Weekly phone calls are made by class teams and pastoral care to encourage engagement. 			
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		<ul style="list-style-type: none"> ▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/ /pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Resources/websites to support the mental health of pupils are provided. 	Y	<p>Pastoral care team have Mental Health first aid training</p> <p>Pastoral team can offer school tours for very anxious children before their return date</p> <p>DSL to keep in contact with school</p> <p>EHAC, MASH, Social Care & Encompass</p> <p>Continued use of Cpoms</p> <p>To be aware both children and staff could have been living in volatile homes over lockdown.</p> <p>Could lead to a surge in disclosures.</p> <p>Pastoral staff to continue regular contact with vulnerable families that have chosen not to attend school and encourage them to now attend.</p> <p>Book the school nurse Teams talk on managing anxiety.</p> <p>Thrive practitioner in place.</p> <p>Recovery curriculum planned for September, gradually being replaced by regular curriculum. Needs of the children being constantly assessed.</p> <p>Regular staff updates on children’s mental health.</p>	M
7.2 Mental health concerns – staff					

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<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>		<ul style="list-style-type: none"> ▪ Staff are encouraged to focus on their wellbeing. ▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ▪ Staff briefings and training have included content on wellbeing. ▪ Staff briefings/training on wellbeing are provided. ▪ Staff have been signposted to useful websites and resources. 	Y	<p>SLT, phase leaders</p> <ul style="list-style-type: none"> • Regular emails about staff wellbeing. • Staff training includes wellbeing content for September and teacher training day. <p>Website and social media links for wellbeing. NAHT materials for staff wellbeing.</p>	L
<p>7.3 Bereavement support</p>					
<p>Pupils and staff are grieving because of loss of friends or family</p>		<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. 			
<p>8 Governance and policy</p>					
<p>8.1 The role of Governors</p>					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>		<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. 		<p>Governors have met every month using teamsfor updates but the regular meeting schedule will be in place for September as normal.</p> <p>Governors meetings as normal from September with Covid agenda item and any updates.</p> <p>Any urgent updates shared with Chair immediately e.g.</p> <p>Addendum to Mobile Device policy re Track and Trace</p>	
<p>Governors are not fully informed or involved in making key decisions</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. 	Y	<p>Regular online governors meetings to update on progress.</p>	L
<p>8.2 Policy review</p>					

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<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>		<ul style="list-style-type: none"> ▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ▪ Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions ▪ A review of the child protection policy to reflect the move to remote education for most pupils has been undertaken. ▪ This is reflected as a coronavirus (COVID-19) addendum that summarises related changes ▪ All staff are aware of the revised policy. 	Y	<p>Covid 19 Code of Conduct and updated Safeguarding policies have been implemented and shared with staff and Governors</p> <p>Updated home school agreement.</p> <p>Addendum to behaviour policy</p> <p>Addendum to Mobile Device Policy</p> <p>Addendum to Safeguarding Policy.</p>	L
<p>Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning</p>		<ul style="list-style-type: none"> ▪ A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level ▪ High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups ▪ Remote education is integrated into the school’s curriculum planning ▪ Printed resources are available for those that cannot access the internet physically or cognitively ▪ The curriculum is planned to ensure that knowledge and skills are built incrementally and clear explanations of content are delivered by a teacher in school though high quality curriculum resources and/or videos with face to face virtual contact as appropriate – ideally daily 		<p>Children will continue to have weekly homework using virtual platforms to keep their skills sharp. A weekly lesson is taught in class by the teacher to encourage all children to engage with the platforms and to sort out any issues.</p> <p>Staff training on how to use videos in a less intrusive way, without being seen e.g. being heard.</p> <p>Printed work packs will continue to be available when needed.</p> <p>Daily lessons are planned with clear explanations by class teachers.</p> <p>A Remote Learning Policy is in place and clear procedures to practice remote learning in case of Lock down.</p>	L
<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>		<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. 	Y	<p>Revised fire plan and responsibilities shared with all staff and discussed on induction day 1.9.2020</p>	L

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		<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 			
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	Shared during staff induction	L
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	Review of fire plan for September	L
9.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. These will be organised outside of school hours wherever reasonably practicable An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> Works will only be booked in where absolutely necessary and statutory works will be carried out following relevant guidance Wherever possible works will be carried out outside of normal school hours and during school holidays 	L
10. Additional site-specific issues and risks					
Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Children who routinely attend more than one setting (e.g. dual registered, KEYS)	H	<ul style="list-style-type: none"> The school, working with the setting will ensure that all risk are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum 		NA	

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intervention programme or alternative provision)					