



Howes Primary School

Covid-19: Operational Risk Assessment

National Lockdown January 2021

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

1. Introduction:

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

In reviewing this guidance in the context of the National Lockdown announced on 4th January 2021, the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made clear that their advice *"does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations"*. [Health and safety: responsibilities and duties for schools](#) Consequently, Health and Safety Legislation continues to take precedence.

This risk assessment guidance:

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

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

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

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

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

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

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

2. Overview of Actions required for safe methods of working:

- Put in place sensible and proportional approaches to minimise the risk of Covid19 transmission to staff, pupils and visitors whilst in school.
- Communicate the risks and required safe methods of working to all building users and monitor compliance
- Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed and that they understand their personal responsibility for their safety and the safety of others.
- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.

2.1 Key message:

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

2.2 What leaders need to do:

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

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

3. Locally agreed Principles:

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

- The safety of everyone in school is paramount

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

4. What we know:

The World Health Organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. It is now evident that infection can be asymptomatic (no symptoms) thereby presenting a higher risk of unintentional transmission. Therefore, to minimise the risk of transmission, settings must put in place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

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

These include:

Exclusion:-

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

Hygiene:-

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

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

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

Social Distancing:-

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

Lateral Flow Testing:-

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

5. Summary:

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment has been developed for City-wide use, which is pre-populated with generic safe methods of working. If adopted, this will need to be adapted to each specific setting. In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- Securing provision for SEN – balancing the risk of allowing external visitors into school with the duty of best endeavours to provide
- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL
- Communicating with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school

- Delivering remote learning at an equivalent level to school attendance

6. Key resources and references:

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

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

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

Assessment conducted by:	Sioux Cooke	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of updated assessment:	4.1.2021	Review interval:	As needed	Date of next review:	February 2021 and continuous review thereafter

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence			Residual risk rating (H/M/L)		
Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			
				High (very likely)	Medium (possible)	Low (remote)	
				For September 2020	October 2020 update	January 2021 update	
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 review							
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	L	<ul style="list-style-type: none"> Health and safety audit conducted by nominated staff and Governor 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: 	Yes	H&S walk around and assessment completed on 26.5.2020 by HT, DHT, SSO and Chair of Governors. HT/DHT/SSO and Chair to complete another H&S walk around school prior	Ongoing review by Senior Leaders and the SSO. Any updates are shared with staff weekly through the Friday Briefing.	Ongoing review by Senior Leaders and the SSO. Any updates are shared with staff weekly through the Friday Briefing.	Remains Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
		<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. 		<p>to full opening in September 2020.</p> <p>Following the Government guidance to ensure that procedures are legally compliant.</p> <p>Checks made against Union guidance in preparation for phased reopening. These will be reviewed again in preparation for full opening in September 2020.</p> <p>Staggered entry and exit planned for family groups across the school.</p> <p>Staggered break times and lunchtimes planned across the school.</p> <p>Staff handbook to be reviewed, updated and reissued to support all staff.</p>	<p>Health and Safety walk around with the Health and Safety Adviser.</p> <p>Staggered entry and exit maintained.</p> <p>Staggered break and lunchtimes reviewed- see sections below for further details.</p>	<p>Health and Safety walk around with the Health and Safety Adviser planned for the Spring term.</p> <p>Staggered entry and exit maintained.</p> <p>Staggered break and lunchtimes reviewed- see sections below for further details.</p>	
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> ▪ All statutory compliance is up to date. ▪ Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	<p>SSO has ensured all compliance is up to date throughout lockdown- see records.</p> <p>These records will be maintained regularly and discussed with the H&S Adviser during meetings.</p>	<p>Statutory compliance is being maintained- see SSO records.</p> <p>Last checked by Health and Safety Adviser on 6.10.2020</p>	<p>Statutory compliance is being maintained- see SSO records.</p> <p>Last checked by Health and Safety Adviser on 6.10.2020. Next date 11.1.2021.</p>	Remains Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
1.2 First Aid/Designated Safeguarding Leads							
<p>The lack of availability of designated First Aiders for adults and children and Designated Safeguarding Leads may children’s safety at risk</p>	L	<p>If the DSL is not on site because of operational challenges, the following cover arrangements are in place:</p> <ul style="list-style-type: none"> ▪ a trained DSL (or deputy) from the school will be available via phone or online video, e.g., working from home. ▪ access to a trained DSL from a partner school, will be available via phone or online video. ▪ Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site. 	Yes	<p>All first aid trained staff have been given access to the LA online training modules.</p> <p>All lunchtime staff have a first aid qualification.</p> <p>All staff working in Early Years have a first aid qualification.</p> <p>Two members of staff within the Early Years team have the paediatric first aid qualification.</p> <p>All staff working with Years 1 to 6 are first aid trained.</p> <p>HIU have at least two members of staff trained in first aid.</p> <p>Two members of staff have the full first aid qualification (3 day training).</p> <p>A minimum of one DSL will be onsite at all times (the school has three).</p>	<p>Two staff have updated their Paediatric first aid training. (September 2020) There are now three staff paediatric first aid trained staff in school.</p> <p>A member of staff has completed the full three day training. (October 2020) There are now three fully qualified First Aiders in school.</p> <p>32 members of staff have up to date first aid at work certificates.</p> <p>The DSL’s continue to ensure that there is a minimum of 1 on site at any time.</p>	<p>One further member of staff has been paediatric first aid trained.</p> <p>A further member of staff is booked onto the three day training for the Spring term.</p> <p>28 members of staff have up to date first aid at work certificates.</p> <p>The DSL’s continue to ensure that there is a minimum of 1 on site at any time.</p>	Remains Low

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				For September 2020	October 2020 update	January 2021 update	
2. Securing safe teaching spaces to accommodate all pupils returning to school							
2.1 Organisation of teaching spaces and communal areas							
				For September 2020	October 2020 update	January 2021 update	
Classroom sizes will not allow adequate social distancing	L	<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 Ensure class groups and staff stay together consistently and do not mix or blend with other groups 	Yes	<p>HT/DHT/SSO and Chair to complete another walk around school prior to full opening in September 2020.</p> <p>Signage up around school and in all classrooms and corridors etc.</p> <p>Staff to work in the year groups that they have been assigned to. Some staff may have to work across classes due to the nature of their work, for example Learning Mentors providing emotional support for children and or staff.</p>	<p>Some staff continue to work across year groups as needed to fulfil their role, i.e. PPA teacher, Sports Coach etc. These staff are fully aware of the need to maintain a 2-metre distance with adults and children.</p> <p>Signs still in place across the school.</p>	<p>PPA staffing has been reviewed to allow the PPA teachers to only work in two classes each.</p> <p>Signs still in place across the school.</p>	Remains Low
Bubble sizes are not supporting the principle of minimising the number of social contacts in school, because they are too big and overlap	L	<ul style="list-style-type: none"> Teaching groups ('bubbles') are as small as possible, and maximise the distance between pupils; between pupils and staff and between adults. A full-size mainstream classroom this is likely to safely accommodate circa 15 pupils Arrangements to safely support pupils requiring individual support and intervention are in place supported by a pupil specific risk assessment Arrangements to maintain consistent groups of staff and pupils as far as is practicably possible are in place Securing consistency of groups in EYFS and reception/Year 1 recognises that because of their age or cognition, children cannot practice social distancing. Small consistent groups provide an additional protective measure. The timetable in structured and non-structured times strictly limits the interaction and the 	Yes	N/A	N/A	<p>Group sizes are no more than 15 on site in a bubble at any time.</p> <p>Individual risk assessments being reviewed by the Inclusion Leader and Teacher in charge of HIU.</p> <p>A clear timetable has been created to enable the children to complete learning in school and also to make the most of using the outdoor space.</p> <p>Staffing rotas have been created to try to cut down</p>	Remains low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
		sharing of rooms and social spaces between groups as much as possible. <ul style="list-style-type: none"> Teachers and staff can operate across different groups if necessary, to secure capacity and deliver a broad curriculum, but must observe social distancing to reduce the risk of transmission between bubbles if possible Gatherings e.g. assemblies must not involve more than one bubble 				on cross contamination between groups. The Sports Engagement Manager is working across both bubbles. These lessons are based outside to make use of the space. Assemblies are taking place via Zoom to include all children working in school and those working remotely.	
Large spaces that need to be used as classrooms	L	<ul style="list-style-type: none"> Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size. Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring Design layout and arrangements in place to enable social distancing. 	Yes	Currently the hall is not needed as an additional classroom. Assemblies will not take place.	The hall is being used by After School Clubs if needed. Assemblies led from classrooms.	Hall not in use as a classroom. Assemblies continue from classroom via MSTeams or Zoom.	Remains Low
Staff rooms and offices do not allow for observation of social distancing guidelines	L	<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 	Yes	Staggered release time for staff over lunchtime and playtime will ensure that staff do not congregate together. The staffroom will have an entrance and exit door with signage. The staffroom furniture will be arranged to allow for social distancing and to allow staff to rest and eat in an environment that they feel they can do so safely. Wipes are available within the staffroom and staff will	Staggered times to be adapted for after half term to ensure that staff try not mix within bubbles. Staff in: Oak: 10:15-10:30 Ash: 10:15-10:30 Beech: 10:30-10:45 Cedar: 10:30-10:45 Maple: 10:45-11 Willow: 10:45-11 HIU: Staff to support the children within their bubble at playtime. Staffroom signage to be clearly displayed to show	Two staffrooms created to limit the number of staff using each room at any one time.	Remains Low

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				For September 2020	October 2020 update	January 2021 update	
				<p>be expected to wipe doors, handles, the microwave etc having used them.</p> <p>Staff are also expected to wipe the photocopier after use.</p> <p>Offices allow 2m distancing.</p>	<p>staggered playtimes and lunchtimes for staff and the 2-metre distancing rule.</p>		
<p>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</p>	L	<p>To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice):</p> <ul style="list-style-type: none"> ▪ opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space). ▪ Opening internal doors can also assist with creating a through flow 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 	Yes	<p>Windows open in all classrooms, offices and communal areas such as the staffroom at all times.</p> <p>Doors propped open to enable air flow throughout the school and to reduce touchpoints.</p>	<p>Heating turned on earlier in the year to try to ensure that the temperature is better for working comfortably.</p> <p>Staff asked to rotate the children’s seats after half term so that children who have been closest to windows and doors before half term are moved to within the body of the classroom after half term. (Cleaning over the holiday to enable this to be done safely).</p> <p>Warm clothing Grant to support buying fleeces for Pupil Premium children to wear in school.</p> <p>Parental reminders in newsletters about ensuring children have sufficient layers in school.</p>	<p>All remains in place. Smaller groups working in school enable the children not to be seated in a draft.</p>	Remains Low

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				For September 2020	October 2020 update	January 2021 update	
		they are within a single room and supplemented by an outdoor air supply) <ul style="list-style-type: none"> Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces 					
School kitchens may not be able to serve whole school return	L	<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) 	Yes	Deli bags/ hot food will be available to the children for at least the first month (possibly up to October half term). School to review menus with the new catering provider at the end of September.	Hot food will continue to be available to the children. Some children are eating in the hall to cut down on food waste on the classroom floor. Some children are eating in the hall. Staggered times for each group and separate tables and chairs.	All year groups eating in classrooms.	Remains Low
Physical activity in school	L	<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 	Yes	PE and Sport Leaders to identify key equipment to be used by year groups for half a term. Equipment to be kept within the year group and not shared across year groups until after half term. Equipment to be cleaned thoroughly after use. Equipment to be cleaned thoroughly before half term and stored over half term before being assigned to another year group.	PE Team to ensure safe storage and reallocation of equipment to classes ready for the new half term.	Staff training planned on the use of the outdoors for learning. Reminders to staff that all PE must be outside.	Remains Low
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		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Any staff member who is identified as clinically extremely vulnerable are strongly advised by the 	Yes	All staff regularly check in with the HT. Deployment has been planned and staff will work within these year groups.	Staff are able to contact the Head or Deputy as needed to discuss any issues. Safeguarding procedures are fully embedded. All staff	The remote learning plan is in place. VERA's are regularly reviewed for all staff following advice from the	Remains Low

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				For September 2020	October 2020 update	January 2021 update	
schemes and safeguard children not in school		<p>NHS to stay at home and cannot be allowed in school for their own protection</p> <ul style="list-style-type: none"> ▪ Staff members who are clinically vulnerable can work in school if it is not possible to work from home but must adhere to Covid-19 safety measures for their protection and the protection of others as set out in their VERA ▪ Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic ▪ All staff are aware of the testing procedure and know that they are required to report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset. ▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. ▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required ▪ If classes in school cannot be delivered because is staffing capacity is depleted a blended model of home learning and attendance at school will be utilised temporarily, until staffing levels improve. Any temporary change in provision for vulnerable or critical worker children will be risk assessed against safeguarding criteria in consultation with partners, with a clear plan of return. ▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity 		<p>Some staff may need to work across groups to support SEN children or with pastoral needs, such as TA's Learning Mentors, the Inclusion and EAL Leaders, PPA staff and SLT.</p> <p>Leaders are following advice with regard to staff in high risk groupings and will complete VERA's for staff in high risk groups.</p> <p>Staff know that testing is available and report any changes to the HT at least weekly, immediately if symptoms are identified.</p> <p>Both in school and home learning has been in place since before lockdown. Home learning will be available for children who are self-isolating or where a medical (not related to Covid-19) need prevents them from attending school (if they are well enough).</p> <p>Staff who are self-isolating or need to continue to work remotely will continue to support the school by fulfilling their role.</p> <p>The HT and DHT share responsibilities. The LA would support where needed.</p>	<p>attended refresher training in September 2020.</p> <p>VERA's have been completed for all staff (appendix A) and where appropriate Appendix B. These will be reviewed each month or if there are any Government/LA updates.</p> <p>Remote Learning has been in place for children needing to self-isolate for the Autumn term.</p> <p>A remote learning plan has been consulted with staff and Governors and is ready for 22nd October. This will be shared with parents in the week beginning 19th October.</p>	<p>Government and Local Authority.</p> <p>Additional measures put in place within VERA's for staff who are classed as CEV.</p> <p>CV staff to provide a Doctors note if they are unable to work on site.</p> <p>Staffing rota created to enable all staff to work with reduced numbers of staff on site and to allow natural isolation periods between the weeks that they are asked to work on site.</p> <p>Remote working available to all staff based upon the rota.</p>	

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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)
				For September 2020	October 2020 update	January 2021 update	
2.3 Testing and managing symptoms							
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff Staff share the outcome of the test with their employer 	Yes	<p>This has not yet been needed, but we would follow protocols and staff are aware of the need to report to their employer.</p> <p>Details of testing have been included in both the staff and parent information books. These handbooks will be reviewed and reissued ready for September 2020.</p>	<p>School has followed all protocols in supporting families and staff members where a test is needed.</p> <p>Advice has been sought from the Local Authority Covid-19 team where needed.</p> <p>Handbooks were issues to families, staff and Governors. Any family new to the school is also given the parent handbook. Updates are given to parents within the school newsletter.</p>	<p>Continuing updates for all stakeholders.</p> <p>Tests continue to be made available to families and staff where they have been unable to access in any other way.</p>	Remains Low
Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school	L	<ul style="list-style-type: none"> The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff Staff understand that they must report a positive LFT result to their manager, immediately self-isolate, book a PCR and report the result 	Yes	N/A	N/A	<p>Lateral Flow testing to be made available to all staff.</p> <p>UPDATE: 28.1.2021 Lateral Flow Tests are available to staff. Staff have been provided with a letter for information, a consent form to opt in or out, a privacy notice, information about completing the tests and links to online tutorials. Kits distributed 28th/29th January.</p>	Remains Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	L	<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. 	Yes	<p>Clear communication in place between Leaders and staff and parents to ensure that all know protocols should symptoms be displayed.</p> <p>Attendance taken daily. Absence followed up on the first day.</p> <p>Any child displaying symptoms at school will be removed to the HT's office and parents contacted. Staff will be sent home immediately. All incidents will be reported.</p> <p>If the child is symptomatic and needs to go to the toilet then the toilet directly outside HIU will be used. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The Headteachers office will be cleaned immediately after any case of illness/suspected symptoms.</p> <p>Deep cleaning will be implemented where needed- the school has been deep cleaned during lockdown.</p>	<p>School has followed all protocols should a child or member of staff display any symptoms whilst on site.</p> <p>Where parents have sought advice from the school, Government and Local Authority guidance has been followed alongside PHE.</p> <p>The self isolation room has been moved to The Nest which is currently not in use and the Covid-19 toilet has been moved to just outside this room.</p> <p>The room has access to an external door without needing to take a child/member of staff with symptoms through school. The room has a phone line through to the main office and also externally in case of an emergency.</p> <p>Staff have PPE and first aid available should the room need to be used.</p> <p>Deep cleaning has been completed by the SSO where needed within school. Staff have been vigilant in reporting this to the SSO.</p>	<p>Protocols maintained and regularly shared with stakeholders.</p> <p>Risk assessments completed with support of the LA where positive cases have been identified within school and guidance followed on self-isolation and working at home.</p> <p>Face coverings worn by all staff in communal areas.</p> <p>Parents wearing face coverings on site (where not exempt).</p>	Remains Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
<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>	L	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 	Yes	<p>School communications are clear. Parent handbook has identified the school procedures should there be a suspected case. This will be updated and reissued for September 2020.</p> <p>Staff will explain measures to the children and regularly remind them of the need to socially distance and stay safe.</p> <p>HT regularly updates staff on changes and keeps Governors informed.</p> <p>Signage in schools indicate procedures if a case is suspected.</p> <p>School to follow Coventry City Council Accident and Incident Reporting on COVID 19 under RIDDOR 2013 (See document)</p>	<p>The self isolation room has been moved to The Nest which is currently not in use and the Covid-19 toilet has been moved to just outside this room.</p> <p>The room has access to an external door without needing to take a child/member of staff with symptoms through school. The room has a phone line through to the main office and also externally in case of an emergency.</p> <p>Staff have PPE and first aid available should the room need to be used.</p> <p>Deep cleaning has been completed by the SSO where needed within school. Staff have been vigilant in reporting this to the SSO.</p>	All procedures maintained.	Remains Low
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	L	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. 	Yes	<p>Communications have ensured that parents are aware of protocols. Regular updates will be provided via the website and newsletters.</p> <p>Parent handbook sent on 21.5.2020 to parents and staff. The parent handbook will be reviewed and reissued to parents for September 2020.</p>	<p>Parents are kept regularly updated through the school newsletter and social media.</p> <p>Where parents or staff are unable to get a test the school has a small supply of tests available.</p> <p>Where a family is waiting for a test result, the school have clear protocols for</p>	All procedures maintained.	Remains Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
				Staff handbook will be reviewed and reissued to staff for September 2020. Staff and children will be clear on processes as part of the return to full opening for September 2020.	contacting the family within clear timeframes. Staff are kept up to date through Friday Briefings and any paperwork updates. Handbooks remain in place for staff and families.		
Staff, pupils and parents are not aware or are not compliant with self-isolation requirements	M	<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 	Yes	Regular reminders to families on the Tier changes as they occur through communication home, i.e. newsletters and school social media.	All remains in place.	All remains in place.	Remains Medium as school can remind and advise but not enforce
2.4 Ensuring that only vulnerable students and the children of critical workers (where they cannot be at home) attend school							
The demand for school places is too high to balance safety, staffing ratios and remote learning requirements	L	<ul style="list-style-type: none"> ▪ Only pupils that meet the vulnerable and critical worker criteria are permitted to attend school in law, therefore no pupil outside of this criteria will be allowed to attend school ▪ An objective discussion with parents to provide information on the remote learning offer will enable them to make an informed choice when confirming if they want their child to attend school ▪ A partnership discussion coupled with a vulnerable pupil specific risk assessment will be conducted if the school needs to reduce demand to secure safety ▪ Clear criteria on what constitutes an entitlement to a critical worker place, enforcing the 	Yes	N/A	N/A	Communication with families clearly identified categories to parents. Evidence of key worker jobs requested from families. Reminder letter from the Local Authority and from school about staying at home being the safest place as advised by the Government. Regular contact with families via staff phone	Remains Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
		requirement for parents to keep children at home if they can will be communicated.				calls, emails etc to ensure that we are all working together to keep all families and staff as safe as possible.	
3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene							
3.1 Staff induction and CPD							
				For September 2020	October 2020 update	January 2021 update	
Staff are not trained in new procedures, leading to risks to health	L	A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes: <ul style="list-style-type: none"> ▪ Infection control ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding ▪ Risk management 	Yes	Staff will be consulted on risk assessment and measures put in place. The staff handbook will be reviewed and reissued for September 2020.	Staff continue to be consulted where any changes are needed. The staff handbook remains in place.	All procedures maintained.	Remains Low
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<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. 	Yes	Staff will be consulted on risk assessment and measures put in place. The staff handbook will be reviewed and reissued for September 2020. All staff who were unable to attend the reset day in June 2020 will attend training with the Headteacher.	Staff continue to be consulted where any changes are needed. The staff handbook remains in place. All staff have attended training with either the Headteacher or Deputy Head, including trainee teachers from Warwick University, staff supporting in the HIU and regular supply staff.	All procedures maintained.	Remains Low
3.2 Communication strategy							

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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)
				For September 2020	October 2020 update	January 2021 update	
A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks	L	<ul style="list-style-type: none"> ▪ Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations ▪ Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning ▪ Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented ▪ Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement 		<p>Local Authority Covid-19 team contacted for advice as needed and advice clearly followed.</p> <p>Positive cases tracked carefully and risk assessments made to ensure that transmission is minimised.</p> <p>Flow chart for dealing with positive cases shared with staff as updates are made.</p> <p>Covid-19 is within every Friday briefing to ensure that staff are kept up to date.</p> <p>Operational plan and risk assessment updated based on necessary changes.</p>	All procedures remain in place.	All procedures remain in place.	Remains L
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<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 	Yes	<p>Staff are informed regularly by email by Leaders.</p> <p>The staff handbook will be reviewed and reissued for September 2020.</p> <p>Staff have HT and DHT email and phone numbers if needed.</p> <p>Pupils are updated via the school website and newsletters. They may also look at their parents social media i.e. Twitter and Facebook feeds from school.</p>	<p>Covid-19 is within every Friday briefing to ensure that staff are kept up to date.</p> <p>The staff handbook remains in place.</p>	<p>All procedures maintained.</p> <p>Regular updates for staff and families through for example newsletters and the Friday briefing.</p> <p>Working at home pages updated for ease of access for all families.</p> <p>Remote learning procedures and a protocol for children learning at home shared with all stakeholders.</p>	Remains Low

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				For September 2020	October 2020 update	January 2021 update	
				<p>Parents are updated by phone calls, emails, texts, social media, the school website and weekly newsletter.</p> <p>The parent handbook will be reviewed and reissued for September 2020.</p> <p>Page created on website for ease of access to information. This will be maintained and updated.</p> <p>Chair of Governors sent daily communications from the DfE and LA.</p> <p>Governors meetings during Lockdown gave an update of what the school was doing. Updates for Governors on Covid-19 will continue as part of Governors agendas.</p> <p>LA send daily updates to Leaders and these are responded to where needed and disseminated to relevant staff.</p> <p>Ongoing attendance by HT at online LA meetings.</p> <p>Ongoing attendance by HT at online network meetings.</p> <p>Information from Health Professionals shared with families.</p>	<p>The working from home page on the school website if being updated ready for 22nd October when the schools remote learning plan must be in place as directed by the Government.</p> <p>Governors continue to receive Covid-19 updates.</p>		

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				For September 2020	October 2020 update	January 2021 update	
				Ongoing contact with agencies to ensure Safeguarding procedures are being followed to support key children. Trade Unions responded to when requests made.			
There is a lack of clarity and understanding in maintaining social distancing and good hygiene	M	<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. 	Yes	<p>Signage has been put up in classrooms and around school.</p> <p>Floor markings have been put outside school closer to support families maintaining a social distance at the beginning and end of the day.</p> <p>All staff who were unable to attend the reset day in June 2020 will attend training with the Headteacher.</p> <p>The behaviour policy remains in place. Staff will raise concerns with leaders if children do not follow the distancing rules deliberately or regularly they will be asked by the HT or DHT to stay at home with their families.</p>	<p>Signage remains in place.</p> <p>Markings remain in place.</p> <p>The staggered start and end times to the day supports social distancing for families.</p> <p>Staff and parents have been asked to wear face coverings at the beginning and end of the day.</p> <p>All staff have attended training with either the Headteacher or Deputy Head, including trainee teachers from Warwick University, staff supporting in the HIU and regular supply staff.</p> <p>The behaviour policy has been reviewed in October 2020. It reflects staff being mindful in following sanctions so as not to cross bubbles.</p>	All procedures maintained.	Remains Low
Parents and carers may not fully understand their responsibilities should a member of their household or a child	L	<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 	Yes	COVID-19 section on the website created on 22.5.2020 and The staff handbook will be reviewed and reissued for September 2020.	<p>The parents handbook remains in place.</p> <p>Newsletters and social media provide regular reminders for parents.</p>	All procedures maintained.	Remains Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls			Residual risk rating (H/M/L)
				For September 2020	October 2020 update	January 2021 update	
show symptoms of COVID-19				Communication with families will continue to be weekly via the website, social media and through letters.	Staff are on hand in school to discuss any queries from families. Staff follow guidance from the Government/LA and PHE.		
4 Planning movement around the school							
				For September 2020	October 2020 update	January 2021 update	
Movement around the school risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and revised. ▪ One-way systems are in place where possible. ▪ Corridors are divided where feasible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available ▪ Pupils are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place 	Yes	<p>H&S walk around and assessment completed on 26.5.2020 by HT, DHT, SSO and Chair of Governors.</p> <p>HT/DHT/SSO and Chair to complete another H&S walk around school prior to full opening in September 2020.</p> <p>The set-up of the building means that some children and staff may cross in corridors, however the Government suggest that there is minimal risk in these situations.</p> <p>Staff will ensure that the children go one at a time to the toilet and markings outside the toilets will encourage the children to use the toilets one at a time.</p> <p>Staggered entry and exit time allow groups to remain separate.</p>	<p>Updated playtimes and lunchtimes come into place from after October half term. See the updates in these sections.</p> <p>Staggered start and end times remain in place.</p>	<p>All procedures maintained.</p> <p>Children working hard to maintain their social distance and having regular reminders.</p> <p>HIU children working in within their mainstream classes with only minimal withdrawal to have specialist support within the Hearing Impairment unit.</p> <p>Breakfast club and after school clubs cancelled until further notice to prevent cross contamination of bubbles.</p>	Remains Medium

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				For September 2020	October 2020 update	January 2021 update	
				<p>Staggered lunchtimes and playtimes will also help to minimise contact.</p> <p>All staff who were unable to attend the reset day in June 2020 will attend training with the Headteacher.</p> <p>Procedures will be reviewed weekly. Staff will raise any concerns with the HT and DHT.</p>			
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	M	<ul style="list-style-type: none"> ▪ No visitors are allowed on the premises without a pre-arranged appointment ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit ▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ▪ Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). ▪ Non-essential deliveries and visitors to school are minimised. ▪ Arrangements are in place for segregation of visitors. ▪ Visitors are required to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk 	Yes	<p>Clear signage has been put up in the main reception area.</p> <p>Markings have been placed on the floor either side of the hatch to allow for social distancing.</p> <p>Social distancing markings have been placed outside school to support families in maintaining distance when dropping off and collecting.</p> <p>The hatch from the entrance to the office can be closed if staff have any concerns.</p> <p>No visitors will be allowed in school except by prior appointment and if agreed with the HT/DHT for example contractors completing essential repairs. These contractors will be</p>	<p>Staff have been reminded that any visitors to the school must be added to the diary.</p> <p>Parents have been asked to wear face coverings (where not exempt) on the school site.</p>	<p>All procedures maintained</p> <p>Visitor protocol added to the school website and is sent to all planned visitors in advance of their visit: https://howesprimary.co.uk/wp-content/uploads/2020/11/Covid-19-protocol-Visitors.pdf</p>	Remains Low

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				<p>accompanied by the SSO. (Ideally contractors will work outside of school hours).</p> <p>Parents will not be allowed inside the school building (other than in the main entrance). Parents wishing to speak to a member of staff will arrange an appointment.</p> <p>If parents arrive at the school in an emergency. They will remain in the entrance and the children will be brought to them.</p> <p>PPE will be offered.</p>			
4.2 Management of Aggress and Egress – arrival and departure							
The start and end of the school day create risks of breaching social distancing guidelines	M	<ul style="list-style-type: none"> ▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ 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 	Yes	<p>Separate entrance and exit points will be used by the groups. Parents will be informed of these when the parent handbook is reissued ready for September 2020.</p> <p>Only one parent will come with each family.</p> <p>Both the main pedestrian gate and the pedestrian side gate to school will be open to limit the number of families entering school at one point.</p> <p>Parents entering by the main gate will follow a one way system to allow them</p>	<p>Staggered start and end times are working well. There is a steady flow of families on the playground.</p> <p>Families are following the one way system.</p> <p>Staff are outside to support where needed as often as possible.</p> <p>New families have been allocated groups and given the information so that they are able to follow procedures.</p>	<p>All procedures maintained.</p> <p>Regular reminders to families about social distancing and face coverings in newsletters.</p>	Remains Low

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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. 		<p>to walk along the path onto the playground and then leave the playground across the EY playground and out of the gate in the Nest outdoor area.</p> <p>Families will be staggered in their arrival and pick up time in order that parents do not have to wait on the playground. There will be two groups: Group 1: 8:45am- 3pm Group 2: 9am-3:15pm. The 15 minute window between the groups will allow parents to drop off/collect and then go.</p> <p>Floor markings have been placed on the path and playground prior to reopening.</p> <p>Staff will open and close all exits and ensure that all children are collected by the right adult.</p> <p>Only the taxi's bringing the children within the HIU will be allowed into the carpark.</p> <p>Staff will be present outside at the beginning and end of the day to reinforce key messages.</p>			
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	M	<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 	Yes	<p>Parents entering by the main gate will follow a one way system to allow them to walk along the path onto the playground and then leave the playground across the EY playground and out of the gate in the Nest outdoor area.</p>	<p>Staggered start and end times are working well. There is a steady flow of families on the playground. Families are following the one way system.</p>	<p>All procedures maintained. Regular reminders to families about social distancing and face coverings in newsletters.</p>	Remains Low

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		<p>markings, including external drop-off and pick-up points.</p> <ul style="list-style-type: none"> Weekly messages to parents stress the need for social distancing at arrival and departure times. 		<p>Families will be staggered in their arrival and pick up time in order that parents do not have to wait on the playground. There will be two groups: Group 1: 8:45am- 3pm Group 2: 9am-3:15pm. The 15 minute window between the groups will allow parents to drop off/collect and then go.</p> <p>Floor markings have been placed on the path and playground prior to reopening.</p> <p>Staff will open and close all exits and ensure that all children are collected by the right adult.</p> <p>Only the taxi's bringing the children within the HIU will be allowed into the carpark.</p> <p>Newsletters will be used to reinforce the procedures with parents.</p> <p>Staff will be present outside at the beginning and end of the day to reinforce key messages.</p>	<p>Staff are outside to support where needed as often as possible.</p> <p>New families have been allocated groups and given the information so that they are able to follow procedures.</p> <p>Blue badge holders are also using the carpark.</p>		
Pupils use public transport and thereby increase risk of infection and transmission	M	<ul style="list-style-type: none"> Public transport is defined as transport used by the general public. If children use a public bus to come to school they will 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 	Yes	<p>The parent handbook is reissued ready for September 2020. It will include information about the use of public transport.</p> <p>The staff handbook is reissued ready for September 2020. It will include information about the use of public transport.</p>	<p>Parent handbook remains in place and has been given to any families new to the school.</p> <p>The staff handbook remains in place.</p>	All procedures maintained.	Remains Low

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		<p>plastic bag or container – staff are advised to carry a spare face covering.</p> <ul style="list-style-type: none"> ▪ 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. 		<p>Children in the unit may travel by private taxi. The Local Authority has approved the risk assessment from the taxi company. This will be reviewed in preparation for September 2020. (See the HIU specific risk assessment).</p>			
4.3 Management of classrooms and teaching spaces							
<p>Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum</p>	M	<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. 	Yes	<p>H&S walk around and assessment completed on 26.5.2020 by HT, DHT, SSO and Chair of Governors.</p> <p>HT/DHT/SSO and Chair to complete another H&S walk around school prior to full opening in September 2020.</p> <p>Year group classes have been assigned rooms and have staggered entry/exit points and times, staggered playtimes, staggered lunchtimes. Phases are: Nursery/Reception Year 1/2 Year 3/4 Year 5/6</p>	<p>From 2nd November there are changes to make the bubbles within school smaller. The bubbles will be:</p> <p>Oak class (Nursery and Reception) Ash Class (Year 1/2) Beech Class (Year 3) Cedar Class (Year 4) Maple Class (Year 5) Willow Class (Year 6)</p> <p>HIU: Will join their mainstream class all day.</p> <p>Some staff will continue to work across the school as they need to do this to fulfil their roles, for example PPA teaching etc.</p>	<p>4.1.2021 Bubbles remain the same.</p> <p>UPDATE: 5.1.2021 Bubbles reduced to no more than 15 children on site in each bubble</p> <p>To help to prevent cross contamination within the bubbles PPA staff have been identified to only work within 2 classes each.</p> <p>The Learning Mentor is working with children as withdrawal rather than within class bubbles.</p> <p>HIU children are in their mainstream classes full time apart from specialist withdrawal.</p>	Remains Low

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		<ul style="list-style-type: none"> ▪ 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>HIU remain in their classroom in the mornings and join their year groups in the afternoons.</p> <p>Please refer to the Early Years specific risk assessment for further measures put in for the younger children.</p> <p>KS2 toilets will be shared by the groups. One boy and one girl will be allowed to go to the toilet at a time from each year group. Markings have been placed outside the toilets to allow the children to wait so that the toilets are used by one child at a time.</p> <p>Some staff will work across year groups to support with pastoral and learning needs.</p> <p>HIU children will join their respective year groups in the afternoons. Staff accompanying the children will be consistent to minimise the number of adults within different groups.</p> <p>Before and after school clubs will be provided by the school and led by staff who have worked throughout lockdown who are fully trained in the need to keep the children</p>	<p>Separate Risk Assessments are in place for the Breakfast Club and After School Clubs. These have been checked and signed by the staff working within the clubs, SLT, SSO and office staff.</p>	<p>The Breakfast and after school clubs have been cancelled until further notice to help to prevent the cross contamination of bubbles.</p>	
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				at a social distance. They will be based in The Keep.			
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	L	<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 ▪ All furniture not in use has been removed from classrooms and teaching spaces into safe storage ▪ Arrangements are reviewed regularly. 	Yes	<p>H&S walk around and assessment completed on 26.5.2020 by HT, DHT, SSO and Chair of Governors.</p> <p>HT/DHT/SSO and Chair to complete another H&S walk around school prior to full opening in September 2020.</p> <p>Year group classes have been assigned rooms and have staggered entry/exit points and times, staggered playtimes, staggered lunchtimes.</p> <p>Unnecessary furniture will be removed from rooms and stored safely.</p> <p>Arrangements will be reviewed weekly</p>	<p>From 2nd November there are changes to make the bubbles within school smaller. The bubbles will be:</p> <p>Oak class (Nursery and Reception) Ash Class (Year 1/2) Beech Class (Year 3) Cedar Class (Year 4) Maple Class (Year 5) Willow Class (Year 6)</p> <p>HIU: Will join their mainstream class all day.</p> <p>Some staff will continue to work across the school as they need to do this to fulfil their roles, for example PPA teaching etc.</p>	<p>4.1.2021 Bubbles remain the same.</p> <p>UPDATE: 5.1.2021 Bubbles reduced to no more than 15 children.</p> <p>To help to prevent cross contamination within the bubbles PPA staff have been identified to only work within 2 classes each.</p> <p>The Learning Mentor is working with children as withdrawal rather than within class bubbles.</p> <p>HIU children are in their mainstream classes full time apart from specialist withdrawal.</p> <p>The Breakfast and after school clubs have been cancelled until further notice to help to prevent the cross contamination of bubbles.</p>	Remains Low

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4.4 Management of movement in corridors							
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>L</p>	<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. 	<p>Yes</p>	<p>Year groups are within most classrooms across the school.</p> <p>Children have different entrance and exit points to and from the playground.</p> <p>Staff will remind children of the procedures regularly.</p> <p>Adequate staffing will be in place.</p> <p>Signage is displayed around the site.</p>	<p>Staff continue to act with vigilance.</p>	<p>All procedures maintained.</p>	<p>Remains Low</p>
4.5 Management of social distancing at break times							
<p>Pupils may not observe social distancing at break times</p>	<p>M/H</p>	<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. 	<p>Yes</p>	<p>Staggered break times have been planned for the phases.</p> <p>Areas outside will be designated for groups.</p> <p>The school has a large field. Where possible staff will be encouraged to take the children onto the field giving them boundary markers to stay between to allow other groups to also use the space safely.</p> <p>Staff will regularly remind children of social distancing.</p>	<p>From 2nd November there are changes to make the bubbles within school smaller. The bubbles will have staggered playtimes as previously and identified areas of the playground in which they can play if another class is outside at the same time.</p> <p>Oak class (Nursery and Reception): to stay in the Early Years area and decide on appropriate timings and staffing.</p> <p>Ash Class (Year 1/2) 10:15-10:30</p> <p>Beech Class (Year 3)10:30-10:45</p>	<p>Bubble size reduced.</p> <p>Playground split between the two bubbles to allow for social distancing.</p>	<p>Remains medium</p>

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				<p>The behaviour policy remains in place. Staff will raise concerns with leaders if children do not follow the distancing rules deliberately or regularly they will be asked by the HT or DHT to stay at home with their families.</p> <p>Signage and floor markings are around the site.</p> <p>Regular review will take place through consultation with staff.</p>	<p>Cedar Class (Year 4) 10:30-10:45 Maple Class (Year 5) 10:45-11 Willow Class (Year 6) 10:45-11</p> <p>HIU: Staff to support the children within their bubble at playtime.</p> <p>Staff will be given an overview of the timings, when they will be on duty and when the staffroom is available for them.</p>		
4.6 Management of social distancing at lunch times							
Pupils may not observe social distancing at lunch times	M/H	<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 and avoid mixing of bubbles. Seating and staffing arrangements are consistent ▪ Tables and chairs have been cordoned off where this is not possible. ▪ Floor markings are used to manage queues and enable social distancing. ▪ Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. ▪ Guidance has been issued to parents and pupils on packed lunches (e.g. 	Yes	<p>Staggered lunch times planned.</p> <p>All children will wash their hands prior to eating.</p> <p>Children to eat in their phases in class or outside if the weather permits supervised by a DRA.</p> <p>All classroom tables will be cleaned before and after the children have eaten by the DRA assigned to the class.</p> <p>Hall not in use up to October half term. (This to be reviewed as the seasons and weather change).</p>	<p>From 2nd November there are changes to make the bubbles within school smaller. The bubbles will have staggered lunchtimes as previously and identified areas of the playground in which they can play if another class is outside at the same time.</p> <p>Oak class (Nursery and Reception): 11:45-12:45 children to eat in their classroom and then go outside.</p> <p>Ash Class (Year 1/2) 11:45-12:45 children to eat in the hall 11:45-12:15 and then go outside. Beech Class (Year 3)12:15-1:15 children to eat in their</p>	<p>4.1.2021 DRA's continue to be identified for one year group apart from the Lead DRA who is responsible for First Aid.</p> <p>All children will eat their lunch in their classrooms.</p> <p>UPDATE 5.1.2021 DRA's on a one week on site, two weeks working remotely rota.</p> <p>Consistency in the adults working with the children.</p>	Remains medium

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		<p>the use of disposable bags instead of lunch boxes).</p> <ul style="list-style-type: none"> ▪ Eating areas are cleaned after lunch. 		<p>Food to be delivered to rooms by DRA's assigned to each class.</p> <p>Areas outside designated for groups. The school has a large field. Where possible staff will be encouraged to take the children onto the field giving them boundary markers to stay between to allow other groups to also use the space safely.</p> <p>Staff will regularly remind children of social distancing.</p> <p>The behaviour policy remains in place. Staff will raise concerns with leaders if children do not follow the distancing rules deliberately or regularly. They will be asked by the HT or DHT to stay at home with their families.</p> <p>Newsletters will reinforce key messages to children and parents.</p> <p>Signage and floor markings are around the site.</p> <p>Regular review will take place through consultation with staff.</p>	<p>classroom and then go outside.</p> <p>Cedar Class (Year 4) 12:15-1:15 children to eat in their classroom and then go outside.</p> <p>Maple Class (Year 5) 12:30-1:30 children to eat in their classroom and then go outside.</p> <p>Willow Class (Year 6) 12:30-1:30 children to eat in the hall 11:45-12:15 and then go outside.</p> <p>HIU: To have lunch with their class bubble.</p> <p>Staff will be given an overview of the timings and when the staffroom is available for them over lunchtime.</p>		
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4.7 Management of social distancing and hygiene in the toilets							
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>L</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>Yes</p>	<p>KS2 toilets will be shared by the groups. One boy and one girl will be allowed to go to the toilet at a time from each year group. Markings have been placed outside the toilets to allow the children to wait so that the toilets are used by one child at a time.</p> <p>HIU will have their own toilets to use in the morning (they join their peers in the afternoons).</p> <p>Year 1/2 mixed class will be the only group to use the KS1 toilets.</p> <p>Early Years (Nursery and Reception) will use the toilets within their classroom.</p> <p>Staff will only allow one child to go to the toilet at a time (unless it is urgent).</p> <p>One cubicle available in boys and girls in KS1 and 2.</p> <p>Toilets priority for cleaning.</p> <p>Staff to check toilets regularly throughout the day.</p> <p>SSO to ensure adequate supplies of soap and toilet</p>	<p>All remains in place.</p>	<p>Bubbles to wash hands within their class bases.</p>	<p>Remains Low</p>

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				<p>paper when bins are emptied at lunchtime and toilets are cleaned.</p> <p>Markings are in place for social distancing.</p> <p>Signage and posters are in place.</p>			
4.8 Safety arrangements for the use of medical rooms							
<p>The configuration of medical rooms may compromise social distancing measures</p>	L	<ul style="list-style-type: none"> ▪ Social distancing provisions are in place for medical rooms. ▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff 	Yes	<p>Only 1 adult and 1 child in the first aid room at a time. Any other children to wait in entrance and or library.</p> <p>It is accepted that social distancing may not be maintained, but physical contact should be kept to a minimum, and those administering personal / intimate care and /or medical / first aid should wear PPE appropriate to the circumstances in line with the current PHE guidance. Sufficient PPE is available.</p> <p>Staff will ensure that any equipment for personal, medical or intimate care brought out of the home is still sterile and within original packaging unopened. Where equipment is to be used that is not, these will be sanitised in line with Public Health guidance, for example by using disinfectant wipes etc. Further guidance can be sought from Occupational Therapists and the School Nursing Service.</p>	<p>Children from the same bubble have been able to be in the first aid room at the same time for minor injuries.</p> <p>Staff are wearing PPE to administer first aid.</p> <p>If in doubt, staff ask or advice from the SBM and Headteacher as lead First Aiders.</p> <p>The self isolation room has been moved to The Nest which is currently not in use and the Covid-19 toilet has been moved to just outside this room.</p> <p>The room has access to an external door without needing to take a child/member of staff with symptoms through school. The room has a phone line through to the main office and also externally in case of an emergency. Staff have PPE and first aid available should the room need to be used.</p>	All procedures maintained.	Remains Low

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				<p>Signs in place.</p> <p>First aid prioritised if needed.</p> <p>Deep cleaning will be in place if there is a suspected case.</p> <p>HT office to be used in the case that COVID-19 is suspected.</p> <p>Staff who have been in contact with a child with suspected symptoms will have access to PPE and will follow hand washing guidance after they have finished with the child and use hand sanitiser.</p> <p>The child who is suspected of having COVID-19 symptoms will use a designated toilet outside HIU if needed. This toilet will not be used by anyone else until it has been fully cleaned.</p> <p>If a child has a rash, suspected break, feels sick, has an upset stomach, headache, sore throat, cough etc staff will use their judgement that the illness/injury cannot be treated with basic first aid and it will be agreed with the HT/DHT to send the child home. They will wait in the HT office to be collected.</p>	<p>Deep cleaning has been completed by the SSO where needed within school. Staff have been vigilant in reporting this to the SSO.</p>		
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5. Securing and sustaining robust hygiene systems and procedures							
5.1 Cleaning							
				For September 2020	October 2020 update	January 2021 update	
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	L	<ul style="list-style-type: none"> ▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day ▪ Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space and this reflects increased demand in September when all pupils and staff return 	Yes	SSO to work closely with cleaning staff to ensure thorough cleaning and to ensure deep cleaning takes place should suspected symptoms have been identified..	All remains in place.	All procedures maintained.	Remains Low
				<p>Cleaning to take place when main staff have left in order to ensure that rooms stay clean for the next day.</p> <p>Staff to check areas throughout the day and each room to have access to basic cleaning equipment as needed.</p> <p>SSO to ensure adequate supplies of soap etc and cleaning materials. SSO to liaise with the SBM to ensure supplies are ordered well in advance of requirements to meet the higher demand in September 2020 onwards.</p> <p>Government and Union guidance will be followed.</p> <p>SSO has adapted his hours to support checking bins and toilets at lunchtimes and to be available if needed to support when the need arises during the school day.</p>			

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5.2 Hygiene and handwashing							
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>L</p>	<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. 	<p>Yes</p>	<p>Hand sanitiser dispensers across the school.</p> <p>SSO to monitor supplies and ensure adequate stocks. SSO to liaise with the SBM to ensure supplies are ordered well in advance of requirements to meet the higher demand in September 2020 onwards.</p>	<p>All remains in place.</p>	<p>All procedures maintained.</p>	<p>Remains Low</p>
<p>Pupils forget to wash their hands regularly and frequently</p>	<p>L</p>	<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 	<p>Yes</p>	<p>Staff will remind and supervise children to wash hands regularly throughout the day and ensure that this is completed effectively.</p> <p>Staff to model effective handwashing to the children.</p> <p>Signage and posters are displayed.</p>	<p>All remains in place.</p>	<p>All procedures maintained.</p>	<p>Remains Low</p>
<p>Equipment and resources</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Individual and very frequently used equipment such as pencils and pens should not be shared ▪ Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly ▪ Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics) ▪ Outdoor play equipment will be cleaned more frequently 		<p>Staff will ensure that children from Years 1- 6 have class packs which contain regularly used equipment to prevent sharing.</p> <p>Equipment within classrooms will be cleaned regularly.</p> <p>Sports equipment- see 2.1 Physical Activity. Sports equipment to be designated to classes for half a term and cleaned thoroughly before storing for half term and then being assigned to</p>	<p>All remains in place.</p>	<p>All procedures maintained.</p>	<p>Remains Low</p>

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		<ul style="list-style-type: none"> ▪ 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>another class. Equipment will be cleaned after use by the class during the half a term.</p> <p>Art equipment is generally stored within classrooms for use. Staff will ensure that they restock cupboards at the start of September in order to prevent resources being shared.</p> <p>Any one off art or Science equipment will be cleaned thoroughly after use and stored for 72 hours before being return to the correct cupboard.</p> <p>The wooden outdoor equipment will not be in use.</p> <p>Lunchtime equipment will be assigned to classes for half a term and cleaned thoroughly before storing for half term and then being assigned to another class. Equipment will be cleaned after use by the class and stored over half term for another class to be able to use it after the half a term.</p> <p>The children will bring only essential items to school. This will be shared with parents and children through the parent handbook which will be reissued for September.</p>			
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5.3 Personal Protective Equipment (PPE)							
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ 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. 	<p>Yes</p>	<p>The staff handbook will be reviewed and reissued for September 2020.</p> <p>Staff who were unable to attend the reset day in June 2020 will receive training from the Headteacher in preparation for September 2020.</p> <p>Gloves, aprons and face masks and shields are available in school. The supply of PPE will be monitored and reordered as needed, noting that there may be an increase in demand with more children and staff being back on site.</p> <p>Staff to wash hands regularly when instructing the children to do so as good role models.</p>	<p>All remains in place.</p> <p>All staff have attended training.</p>	<p>All procedures maintained.</p> <p>All staff wearing face coverings in communal areas.</p>	<p>Remains Low</p>
<p>Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ 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. ▪ This should cover entrance and egress of the premises see: <u>safe working in education</u> (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 	<p>Yes</p>	<p>Lidded bins in use in school to enable to safe disposal of face coverings.</p> <p>Visitors working with children, for example Speech Therapist, to double bag all PPE and this to be disposed of safely.</p> <p>Face masks available as needed.</p>	<p>All staff wearing face coverings in communal areas.</p>	<p>All staff wearing face coverings in communal areas.</p>	<p>L</p>

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		<p>exempted (clear pane face coverings may be appropriate in some instances) see: face coverings</p> <ul style="list-style-type: none"> 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). 					
6. Curriculum organisation - the provision of an education offer for all through school attendance or remote learning							
6.1 Provision for Vulnerable pupils							
				For September 2020	October 2020 update	January 2021 update	
Resuming full support for pupils with SEND (SEND Support and EHC Plans)	M	<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 LA’s 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 	Yes	<p>All SEN children will return to school full time.</p> <p>Staff will be deployed to ensure that the children receive their entitlement.</p> <p>Learning Mentors will not be timetabled for the first few weeks of the Autumn term to ensure that they can support children across the school with settling into new year groups, understanding routines etc.</p> <p>Staff will support the SEN children in managing social distancing and maintaining good hygiene.</p> <p>Vulnerable Children Risk Assessments will be completed ready for September 2020 and shared with the relevant staff to ensure that all measures to support the children are fully in place.</p>	<p>Risk assessment have been completed and are being adapted as needed.</p> <p>SEN children are remaining within their bubbles as much as possible with some of the aspects of their work in the Nest being transferred to the classroom.</p> <p>Small group intervention and 1to 1 intervention is in place to support individual needs.</p> <p>External agencies are supporting the children each week in Covid safe environments and using PPE.</p> <p>HIU: Will join their mainstream classes all day- to be reviewed at the end of the Autumn term.</p>	<p>HIU children remain full time within their mainstream classes and have specialist withdrawal to the unit.</p> <p>Learning Mentor not working within classes, but withdrawing children for work to avoid cross contamination within classrooms.</p> <p>Specialist services continuing for all SEN children. (Visitors information sent to all visitors prior to their first visit to the school.)</p> <p>Families of vulnerable children contacted to see if they would like to continue attending school.</p> <p>Inclusion Leader and Teacher in charge of HIU to continue to liaise with families.</p>	Remains Low

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				<p>HIU children will join their peers in class in the afternoons with the same adult to ensure consistency for the groups and to minimise the number of adults working within the year groups.</p> <p>The c=schools behaviour policy will remain in place for all children.</p> <p>Staff in school will continue to work with parents and external agencies to support the SEN children across the school.</p> <p>Where meetings need to be held to discuss the children, these will be done in a room where social distancing can be achieved or via online means.</p> <p>If meetings are held within school then all visitors will be expected to follow the schools procedures for maintaining good hygiene.</p>			
<p>Risk of infection from singing, chanting, playing wind or brass instruments and shouting</p>	L	<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 	Yes	<p>There are currently no peripatetic music teachers working at Howes and there are no plans to introduce any in the near future.</p> <p>Staff will be encouraged to take music lessons outside.</p> <p>The are no extra-curricular clubs planned for at least the first half term. This will be reviewed before the October half term with a view to looking at beginning in the Spring term if guidance allows.</p>	<p>All remains in place.</p> <p>No further extra-curricular clubs will start after half term. The school will continue to run its own After School Clubs- see separate risk assessments.</p>	<p>The Breakfast and After school clubs have been cancelled until further notice to help to prevent cross contamination within bubbles.</p>	Remains Low

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<p>Clear identification processes are not in place to identify vulnerable children</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ An analysis of the school roll has been conducted to identify all pupils who meet the Government’s vulnerable pupil criteria ▪ Where there is a safeguarding concern pupil attendance is strongly encouraged and any concerns shared with the relevant social worker ▪ When a pupil is identified as vulnerable because of challenges in accessing remote learning, all reasonable actions will be taken (eg provision of a laptop) before determining school attendance is required 		<p>N/A</p>	<p>N/A</p>	<p>All families contacted by an initial letters and then followed up by emails and calls from staff.</p> <p>Registers taken of attendance at remote learning sessions and sent to Senior Leaders to analyse.</p> <p>Phone calls home made to families where the children have not been able to access technology and laptops have been given on loan.</p> <p>Tracking of access to sessions weekly.</p> <p>Parents who have requested additional data have had their applications made.</p>	<p>Remains Low</p>
<p>A clear understanding of the options available to teach children with SEND has not been communicated with parents, including those with an EHC Plan</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ Arrangements are in place for all pupils with an EHC Plan to attend school full-time unless parents choose not to accept the offer ▪ The provisions specified in the EHC Plan are delivered in accordance with statutory entitlement, but where this presents an additional transmission risk, creative alternative arrangements are considered where practicable ▪ External specialists including health professionals and peripatetic services are enabled to deliver necessary services directly in school if necessary 		<p>N/A</p>	<p>N/A</p>	<p>Initial letter to families followed up by phone calls to families where the children are eligible to attend.</p> <p>Inclusion leader and Teacher in charge of HIU responsible for supporting families of children with EHC’s both in school and when working remotely.</p> <p>Remote opportunities for specialist services to support targeted children are in place.</p>	<p>Remains Low</p>
<p>6.1 Provision for the children of critical (key) workers</p>							
<p>Pupils whose parents are critical (key) workers and it is evident that they cannot remain at home are not offered a school place and the parent is unable to work</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ Arrangements are in place to identify critical workers who are not able to keep their children at home and deliver their role and a placement is made available 		<p>N/A</p>	<p>N/A</p>	<p>Initial letter to families followed up by phone calls to families where the children are eligible to attend.</p>	<p>Remains Low</p>

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6.2 Provision of remote learning							
<p>Arrangements for remote learning are insecure or unsustainable and do not meet the statutory requirements of the temporary continuity direction</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ Insert school arrangements and mitigation: To secure the statutory duty to provide remote education for state-funded, school-age children whose attendance would be contrary to government guidance or law around coronavirus (COVID-19). The following arrangements are in place and are subject to constant monitoring and review: ▪ the remote learning offer is equivalent to the core teaching pupils would receive in school (delete as appropriate):- <ul style="list-style-type: none"> ▪ Key Stage 1: 3 hours a day on average across the cohort, with less for younger children ▪ Key Stage 2: 4 hours a day ▪ Key Stages 3 and 4: 5 hours a day ▪ Systems are in place for checking, daily, whether pupils are engaging with their work ▪ A named senior leader with overarching responsibility for the quality and delivery of remote education is in ▪ Information for pupils, parents and carers about the remote education provision is published on the school website (required action by 25 January 2021 – an optional template is available for this purpose) 	<p>Yes</p>	<p>Consultation with staff and Governors on the remote learning guidance.</p>	<p>Remote Learning guidance agreed and shared with families including protocols for remote learning.</p> <p>Guidance placed on the main school website.</p>	<p>Remote learning guidance amended as needed i.e. separating Year 1 and 2 sessions.</p>	<p>Remains Low</p>
<p>Pupils are unable to access the online offer</p>	<p>L</p>	<ul style="list-style-type: none"> ▪ Set out arrangements to overcome digital poverty ▪ Set out arrangements to support parents ▪ Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home ▪ Set out the arrangements for disengagement 	<p>Yes</p>	<p>N/A</p>	<p>N/A</p>	<p>All families contacted by an initial letters and then followed up by emails and calls from staff.</p> <p>Registers taken of attendance at remote learning sessions and sent to Senior Leaders to analyse.</p> <p>Phone calls home made to families where the children have not been able to access technology and laptops have been given on loan.</p>	<p>Remains Low</p>

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						Tracking of access to sessions weekly. Phone calls home to families on a regular basis. Parents who have requested additional data have had their applications made.	
7. Enhancing mental health support for pupils and staff							
7.1 Mental health concerns – pupils							
				For September 2020	October 2020 update	January 2021 update	
Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M/H	<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. 	Yes	<p>Staff are already planning for the return. Much of the curriculum will focus on PSHE. This will continue for children both attending school at and home.</p> <p>The Learning Mentors were trained by the Coventry Nursing Team to lead Boomerang which supports both academic and emotional resilience.</p> <p>Pastoral staff will be hand to support all children where needed.</p> <p>Learning Mentors will not be timetabled for the first few weeks of the Autumn term to ensure that they can support children across the school with settling into new year groups, understanding routines etc.</p> <p>Much of the online work shared with children has focused on wellbeing- for example Be Kind to Your Mind during Mental Health</p>	<p>The school only had one Learning Mentor from the beginning of September 2020 so she has been working hard with the Inclusion Team to support were needed across the school.</p> <p>Where new children join the school throughout the year, staff will support them in settling in at Howes.</p> <p>Interventions and whole class work will be ongoing.</p> <p>Celebration assemblies are taking place from classrooms on a Friday in order to positively reinforce the children’s hard work and achievements.</p>	<p>Learning Mentor not working within classes, but withdrawing children for work to avoid cross contamination within classrooms.</p> <p>Intervention is through withdrawal as needed.</p>	Remains Medium

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				<p>Awareness Week and things that we are looking forward to.</p> <p>Resources have been shared with families through social media, the school website and newsletter and this will continue throughout the academic year to support families at home.</p>			
7.2 Mental health concerns – staff							
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	M/H	<ul style="list-style-type: none"> ▪ Staff are encouraged to focus on their wellbeing. ▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ▪ Staff briefings and training have included content on wellbeing. ▪ Staff briefings/training on wellbeing are provided. ▪ Staff have been signposted to useful websites and resources. 	Yes	<p>Regular communication with staff has supported them in sharing any concerns during lockdown. This system will continue throughout the summer holiday if needed by staff.</p> <p>From September 2020 staff will also be able to speak to Senior Leaders in person in school.</p> <p>Deadlines for work were spread out across the Spring and Summer terms to support staff in being able to manage their workload.</p> <p>The school diary has been devised to ensure that staff have sufficient time to complete chunks of work and that these are spread across the term so as not to overload colleagues.</p> <p>Online meetings have had a focus on wellbeing and this will continue throughout CPD during the academic year 20/21.</p>	<p>Staff have been signposted to places of support through individual discussion and also through email.</p> <p>Leaders remain available to support staff as needed.</p> <p>This continues to be an ongoing development.</p>	<p>This continues to be an ongoing development.</p> <p>VERAs are regularly reviewed with staff and will reflect any mental health needs as necessary.</p>	Remains Medium

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				<p>Websites have been and will continue to be signposted to staff.</p> <p>Staff have been consulted on all documentation at each phased of the lockdown, phased return and for the full return. They have been able to raise concerns and ask questions. All queries are responded to in a timely manner by the Headteacher.</p> <p>Occupational Health and Counselling referral will continue to be available for those staff who have been adversely affected by mental health issues as a result of the feeling socially isolated / working from home. Referrals will also be available for staff as the full return to school takes place to support staff where they may be feeling anxious etc.</p>			
<p>Working from home can adversely affect mental health</p>	M	<ul style="list-style-type: none"> ▪ Staff working from home due to self-isolation have regular catch-ups with line managers. ▪ Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. ▪ Appropriate work plans have been agreed with support provided where necessary. ▪ Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	N/A	N/A	<p>Staff attend regular training and meetings as a way of connecting with others.</p> <p>Opportunities for CPD have been provided for staff.</p> <p>Staff update the HT each week on working from home. Weekly emails provide the opportunity to 'catch up' and share any concerns if needed.</p>	

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						Staff handbook has been reissued. Information included about making sure that something is said if someone needs to reach out.	
7.3 Bereavement Support							
Pupils and staff are grieving because of loss of friends or family	M/H	<ul style="list-style-type: none"> ▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council’s critical incident team ▪ Support is requested from other organisations when necessary. 	Yes	<p>The school will utilise LA expertise where needed to support families and staff.</p> <p>Staff will be available to families on the phone to discuss any issues that have arisen.</p> <p>Phone calls have been made throughout lockdown and the phased return to support families. Any information that is relevant will be shared with key staff members ready for the full return in September 2020.</p> <p>Other agencies will be contacted where needed.</p> <p>Staff were signposted to bereavement training during the summer term.</p> <p>DHT attended training via the Educational Psychology Service about responding to COVID-19.</p>	This continues to be an ongoing development.	This continues to be an ongoing development.	Remains Medium

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8 Governance and policy							
8.1 The role of Governors							
				For September 2020	October 2020 update		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<p>Governing Board has had online meetings during lockdown and the phased return.</p> <p>Meetings are planned into the diary for 20/21.</p> <p>Governors will continue to receive the weekly newsletter.</p> <p>All statutory requirements have been discussed.</p> <p>HT has updated Governors on work throughout the pandemic and will continue to keep them fully informed.</p> <p>HT updates the Chair of Governors throughout the week and this is disseminated to Governors as needed.</p> <p>All minutes are reviewed.</p>	This continues to be an ongoing development.	All procedures remain in place.	Remains Low
Governors are not fully informed or involved in making key decisions	L	<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. 	Yes	<p>Governing Board has had online meetings during lockdown and the phased return.</p> <p>Meetings are planned into the diary for 20/21.</p> <p>HT has updated the Chair of Governors throughout the pandemic and this has disseminated to Governors as needed. The Headteacher will</p>	<p>Governors have a Covid-19 update for each meeting.</p> <p>Information from the DfE and LA is shared with the Chair of Governors.</p> <p>Governors access further information via the GovernorHub.</p>	All procedures remain in place.	Remains Low

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				<p>continue to keep Governors fully informed.</p> <p>Documentation has been shared with Chair and disseminated.</p> <p>LA update Governors on most recent guidance through Governor Hub.</p>			
8.2 Policy Review							
				For September 2020	October 2020 update	January 2021 update	
<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>	L	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 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. 	Yes	<p>Policies have been and will continue to be adapted using templates and advice from the LA and H&S advisor.</p> <p>Policy reviews have been shared and will continue to be shared with staff and Governors.</p> <p>Staff have signed and will continue to sign to say they have read and understood via email.</p> <p>All policies have been approved.</p> <p>Chair of Governors has been involved in H&S assessments and planning for the phased reopening and will be fully involved in the preparation for the full opening in September 2020.</p>	<p>This continues to be an ongoing development.</p> <p>Policies have been updated and if there are any further updates needed these will be shared with staff.</p>	<p>This continues to be an ongoing development.</p> <p>Policies have been updated and if there are any further updates needed these will be shared with staff.</p> <p>Staff have signed to say that they have read and understood the policies.</p>	Remains Low
<p>Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning</p>	M	<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 	Yes	<p>If a lockdown were to be imposed then the children will continue to be supported remotely through our working at home page on our website.</p> <p>Families will continue to be signposted to high quality</p>	<p>The website is being updated ready for 22nd October to ensure that the school makes it as easy as possible for children and parents to access online learning.</p>	<p>Website updated for ease of access for families.</p> <p>Remote learning plan in place and shared with all stakeholders.</p>	<p>Medium- the new remote learning policy has yet to be used to see how effective it will be.</p>

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		<ul style="list-style-type: none"> ▪ 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>websites such as the Oak Academy Online etc.</p> <p>The school will continue to provide families with links to learning opportunities via social media.</p> <p>As with lockdown, work packs will be printed for the children to be able to take home to support families where access to online learning is not easy or possible.</p>	<p>A remote learning plan has been put together and is with staff and Governors for consultation. It will be sent home to families during the week of 19th October.</p> <p>Work packs are already being sent home where a child needs to self isolate.</p>		
9. Other operational issues							
9.1 Review of fire procedures							
				For September 2020	October 2020 update	January 2021 update	
Fire procedures are not appropriate to cover new arrangements	L	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<p>Fire drills have been planned for the Autumn term 2020 as per Health and Safety requirements.</p> <p>The drills will take place for the different key stages to ensure that everyone is familiar with procedures.</p> <p>Adaptions to be made as needed and added to the procedures- all of which will be shared with staff.</p> <p>The schools Health and Safety Advisor will work the SSO and SBM to update the fire evacuation procedures and PEEPs in preparation for the drills. All staff will read and sign to say that they have understood their role within a fire evacuation.</p>	<p>Fire drills will take place after half term.</p>	<p>Fire drills all successfully completed.</p> <p>Fire drills completed with each bubble on 15th January 2021.</p> <p>Fire Marshal training booked for all staff for March 2021.</p>	Remains Low

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				Fire Marshal training will be included in CPD for staff as completed on an annual basis.			
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<p>Fire drills have been planned for the Autumn term 2020 as per Health and Safety requirements.</p> <p>The drills will take place for the different key stages to ensure that everyone is familiar with procedures.</p> <p>Adaptions to be made as needed and added to the procedures- all of which will be shared with staff.</p> <p>The schools Health and Safety Advisor will work the SSO and SBM to update the fire evacuation procedures and PPEPs in preparation for the drills. All staff will read and sign to say that they have understood their role within a fire evacuation.</p> <p>Fire Marshal training will be included in CPD for staff as completed on an annual basis.</p> <p>Lines have been marked on the playground for social distancing.</p>	Fire drills will take place after half term.	<p>Fire drills all successfully completed.</p> <p>Fire drills for each bubble on 15th January 2021.</p> <p>Fire Marshal training booked for all staff for March 2021.</p>	Remains Low
Fire marshals absent due to self-isolation	L	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	All Howes staff attend fire marshal training on an annual basis therefore adequate numbers will be onsite.	All remains the same.	Fire Marshal training booked for all staff for March 2021.	Remains Low

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9.2 Free school meals							
Pupils eligible for free school meals do not receive them	L	<ul style="list-style-type: none"> Eligible children receive FSM vouchers 	Yes	N/A	N/A	<p>SBM has organised FSM for all eligible families and checks weekly for any issues, updates etc.</p> <p>Children in school able to access a hot meal each day.</p>	Remains Low
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	L	<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). 	Yes	<p>There are no works currently planned on site, however where the need arises they will where practicable be completed outside of school hours.</p> <p>All pre-checks will be completed with any contractors prior to them entering the site and contact details for the contractors will be requested.</p> <p>Admin staff and SSO will be responsible if contractors are on site and will stay with them at a social distance. They will ensure that the contractors are kept away from any staff or children who may be on the site.</p> <p>Fallons will visit to do the grounds. If so the staff and children will remain in their classrooms until they have completed their tasks.</p> <p>If needed a separate toilet will be used for the Fallons contractor/any contractor where required. This will be cleaned after use.</p>	All remains the same.	All procedures remain in place.	Remains Low

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10. Additional site-specific issues and risks							
Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them							
				For September 2020	October 2020 update	January 2021 update	
BAME staff working in school in light of findings of links with higher rates of contraction of COVID-19.	H	BAME staff are protected in doing their job working with children and staff within school. (Refer to BAME guidance)	Yes	BAME staff have completed individual risk assessments and these will be reviewed with the Headteacher every four weeks from September 2020.	The BAME risk assessment during lockdown has been superseded by the VERA's. The have been completed with all staff (Appendix A) and where relevant Appendix B. These will be reviewed each half term or as needed.	VERA's reviewed regularly with staff.	M
Working with children with Hearing Impairment within the Unit at Howes	M	Staff within the HIU are protected in doing their job in working intimately with HI children. (See Sensory Team Risk Assessment)	Yes	HIU have completed a risk assessment for the phased return and this will be updated to reflect the full return to school and also that the HI children will join their peers in the afternoons. See HIU Risk Assessment	See HIU risk assessment update. HIU children move to work full time in their mainstream classes.	HIU continue to work within their mainstream classes full time with specialist withdrawal as needed.	L
Protection of staff and children when dealing with intimate care needs.	M	Staff are protected when involved in intimate care needs for the children. (Refer to EY Risk assessment)	Yes	PPE available including apron and masks to be worn by staff when for example changing nappies or assisting children who may have had accidents in going to the toilet.	This all remains in place.	This all remains in place.	L
Breakfast club	M	Staff and children at the daily breakfast club follow the risk assessment procedures to protect all in attendance.	Yes	Howes staff will be running a Breakfast club each day. The staff running the club have worked throughout lockdown and are very familiar with the need to establish social distancing, create individual packs for children so as not to share resources etc. When providing food during the breakfast club paper napkins/kitchen roll will be used to prevent cross contamination and the need to wash up plates etc. The children will wash their hands before and after eating. Where possible the group will be encouraged to use the outdoor space before school to further enable social distancing. The children using the Breakfast club will use an identified toilet next to the room.	See separate risk assessments.	The Breakfast club has been cancelled until further notice to help to prevent the cross contamination of bubbles.	L

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				The children will enter the building via the side gate. Parents will not enter the building when dropping their child(ren) off. Markings will be placed at the side of the school leading up to the entrance gate and door to encourage social distancing.			
After school clubs	M	Staff and children at the after school clubs follow the risk assessment procedures to protect all in attendance.	Yes	<p>Howes staff will be running after school clubs each day. The staff running the clubs have worked throughout lockdown and are very familiar with the need to establish social distancing, create individual packs for children so as not to share resources etc.</p> <p>The children will bring their own snack and drink and will wash their hands before and after eating. Where possible the group will be encouraged to use the outdoor space before school to further enable social distancing.</p> <p>The children using the after school clubs will use an identified toilet next to the room.</p> <p>The children will exit the building via the side gate. Parents will not enter the building when collecting their child(ren) off. Markings will be placed at the side of the school leading up to the exit gate and door to encourage social distancing.</p>	See separate risk assessments.	The After school clubs have been cancelled until further notice to help to prevent the cross contamination of bubbles.	L