HEALTH AND SAFETY RISK ASSESSMENT – COVID-19	

Location / Site	
SS JOHN AND MONICA CATHOLIC PRIMARY SCHOOL	
Activity / Procedure	
Whole School Risk Assessment Re:COVID-19	
Assessment date	
Jan 2022– to be updated as and when required	
Assessment serial number	
Risk Assessment 1 and 2 (Pre and Post Sept 20) Risk Assessment 3 – Amendments Risk Assessment 4 – Amendments Risk Assessment 5 – Amendments Risk Assessment 6 – Amendments Risk Assessment 7 – Amendments Risk Assessment 8 – Amendments Risk Assessment 9 – Amendments Risk Assessment 10- Amendments	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Risk Areas:

1. **Risk of individuals attending the setting** resulting in indirect transmission of the virus
2. **Risk of spreading virus due to poor hygiene** resulting in indirect transmission of the virus
3. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus
4. **Mixing of class 'Bubbles'/Classroom Environment Conditions** resulting in direct transmission of the virus
5. **Lack of segregation of class 'Bubbles' using toilets and poor hygiene** resulting in direct and indirect transmission of the virus
6. **Lack of segregation of class 'Bubbles' waiting to enter and exit school** resulting in direct transmission of the virus
7. **Lack of segregation of class 'Bubbles' during playtimes and lunchtimes** resulting in direct transmission of the virus
8. **Lack of segregation of class 'Bubbles' when eating lunch** resulting in direct transmission of the virus

9. **Lack of segregation of class 'Bubbles' moving in corridors** resulting in direct transmission of the virus
10. **Contact of resources** resulting in indirect transmission of the virus
11. **Risk of Infection due to dealing with First Aid and a Child presenting a high temperature** resulting in direct transmission of the virus
12. **Meeting emotional and well-being needs of the children and ensuring curriculum entitlement**
13. **Emotional distress of the staff – including anxiety**
14. **Risk of illness staff and family members (Including vulnerable/extremely vulnerable staff)** through direct and indirect transmission of the virus
15. **Impact on staff and pupils with protected characteristics including race and disability**
16. Risk of insufficient support for vulnerable and disadvantaged pupils
17. **Risk of Local Lock down – Contingency planning for outbreak**
18. **Risk of stakeholders not being fully informed of health and safety requirement for the reopening of the school to the wider school community**
19. **Risk of Staff attending the setting** and being asymptomatic with Coronovirus and thus increasing the transmission within school

Identify hazard	
Risk of individuals attending the setting resulting in indirect transmission of the virus	
Existing level of risk	

HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	

1. Impressing on staff/parents that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive. Back to limiting number of people coming into school building as a result of high transmission rates of Omicron. Any planned, face-to face parental workshops to be put on hold and relevant info sent out electronically
2. Ensuring If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.
3. School to follow this flowchart from Public Health Birmingham for schools that sets out how to deal with COVID-19 symptoms in a pupil or member of staff. https://www.birmingham.gov.uk/downloads/file/16644/public_health_flowchart_for_schools_updated_16_december_2020
4. Please ensure you are familiar with the flowchart and report any positive cases to Public Health England on: 0344 225 3560 option 0 option 2.
5. Completing relevant BCC updated positive case form and returning
6. Schools to contact Dfe helpline to report cases on 08000468687

Advice/Guidance	Contact	
General Advice: BCC Public Health Division (using the subject heading 'education support')	BCCCOVID19@birmingham.gov.uk	
Public Health England: Inform Public Health England of all positive cases of Covid-19 immediately	Call 0344 225 3560 option 0 option 2 https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report	
Ordering Tests: Contact the NHS website.	You can call 119 or visit: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/	
Infection, Prevention & Control Guidance:	Please contact - BCCCOVID19@birmingham.gov.uk	

• Cleaning • Social Distancing • PPE	
Occupational Health Guidance:	Schools should contact their Occupational Health Service provider. If this is BCC, you can reach them at Occupational.Health@birmingham.gov.uk
Employment Guidance:	Contact designated HR lead

7. Ensuring that HT receives notification of result before admitting a child and siblings back into school
8. Ensure that the school and everyone actively engages with NHS Test and Trace programme
9. If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the local health protection team who will be able to advise if additional action is required.
10. If there are 5 or more conformed cases in a class to follow guidance regarding re-instigation of Bubbles etc.
11. Being prepared to step up or down contingency measures according to outbreak and rates (in line with government guidelines)
12. School to issue Covid testing kit to staff and pupils who cannot access the test. Discretion of the HT
13. With an increase in visitors to school, a usual record is kept with regards to who comes on site. Usual protocols to come into play: hand gel on arrival and information regarding social distancing. External agencies to be given information (and risk assessment sent if required). Interventions would require social distancing and minimal contact with pupils and staff where possible
14. Regular external visitors e.g., External SEN agencies, Music Service sent a copy of school Risk Assessment. Risk assessments requested from external agency. Certain services who have not been issued with PPE are given some from school
15. Outside services who will be returning to school e.g., SEND services, sent up-to-date Risk Assessment
16. All new external partners e.g., ITE students given risk assessment and protocols explained
17. Staff to administer twice weekly Lateral flow tests and report results to school and NHS. Tests re-ordered as necessary
18. Pupils with positive tests will need to self-isolate. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
19. If a parent or carer insists on a pupil who has tested positive attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.
20. Regular review of the latest information across senior leadership and staff members: https://www.birmingham.gov.uk/COVID-19_schools_faqs
21. Staff in will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff will report their result to school and to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Further information on Government's vaccination plan can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/
22. School to adhere to and share with parent's new guidance with regards to self-isolation (7 days with a negative lateral flow on day 6 and 7 to return Day 8)

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard			
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	

23. Hand gel to be used for all pupils on entry to classrooms and staff/visitors on entry to school
24. Hygiene/distancing protocol given to all staff at briefing
25. All pupils issued with small bottles of hand gel (Y2-Y6) to be used and kept in school
26. Hygiene/distancing protocol given any visitor to school e.g., Contractor, Finance Officer, Special Needs external agency, IT technician
27. Hand gel to be used for all pupils/staff after using the toilet, after using a tissue
28. Stationary hand gel dispensing machines (x5) purchased to be located at entry/exit points and at other points within school
29. Children supervised to use hand gel on entry to school and in all classrooms
30. Soap dispensers in class/toilets to be checked daily
31. Catch it, bin it, kill it approach to continue. Tissue supply in rooms to be checked daily
32. Children to wash hands before and after each session e.g., on entry to school, before break, after break, before lunch, after lunch, before afternoon break, after afternoon break, before going home and every time they cough or sneeze (Children sent from places, no queues to be formed).
33. Washing hands posters replaced in all washing areas
34. Reminders how to wash hands properly to be explained to pupils on first day back and daily – videos, discussion, modelling, and practise https://www.independent.co.uk/life-style/health-and-families/coronavirus-wash-hands-video-pepper-soap-water-virus-children-tom-fletcher-a9403946.html
35. Procedure agreed for children to wash hands so thorough hand washing. All pupils to watch https://www.youtube.com/watch?v=seA1wbXUQTs each morning as a reminder
36. Reminder to all staff for frequent hand washing throughout the day and good hygiene practices e.g., at start/end of every session
37. Children to be reminded on procedures more formally at the start of each half term
38. Masks to be worn by all adults coming into the school
39. Type of masks specified at different times. Clear visors to be worn in class so that pupils can see faces and read lips. Staff to wear surgical masks/face coverings at all other times, e.g., in corridors, staffroom and when moving around the school
40. KS2 Pupils encouraged to wear face coverings where parents wish. These to be used in classrooms and not outside or at lunchtime. For those who wish to wear masks, staff discuss expectations in terms of their storage etc
41. Limit to the number of outside visitors/agencies coming into the building
42. Risk Assessments requested for external agencies regularly coming in to work with children
43. Log kept by Office staff on all cases related to Covid and this is kept up to date daily. Information regarding test results, self-isolating periods and due back dates are all kept
44. PPE restocked and replenished. New glass style visor purchased
45. In event of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). Outbreak management plan to cover this possibility.
46. Suitable PPE equipment available should staff need it or if there is a local outbreak
47. PPE and distancing to be reinforced in communal areas for staff

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	

Following guidelines from the following document: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

    Cleaning schedule to be recorded on cleaning log

1. Morning Duty: Clean & disinfect all visible object whilst on duty this includes Reception area, door handles, exit buttons, glass after all staff enter the building

2. All surfaces around the school to be cleaned regularly this includes tables, door handles, bannisters, grab rails (Y3 Girls Toilet), sinks, taps, toilet doors, hand dryers, soap dispensers, light switches.
3. Dirty tissues to be put in bins and lid secured
4. End of Day: toilets, classrooms, reception area, offices bins emptied sinks (one to be used others taped off), toilet doors, hand dryers, soap dispensers, light switches, tables, chairs, keyboards, telephones
5. Cleaning Equipment - To clean all hard surfaces, you need to use disposable equipment including cloths, paper rolls, mop heads
6. Waste Disposal Requirements: Waste isolated from possible cases and cleaning of those areas (e.g., tissues, wipes, disposable cloths, disposable gloves, and mop heads) in a plastic rubbish bag and tie when full. Bags [laced in a suitable and secure place away from children and mark them for storage. (Date on the bags). Bags placed in undercroft for 72 hours then the Building Services Supervisor & Cleaner to dispose of them in the normal bins.
7. Doors wedged open (not Fire) to minimise pupils/ staff using push points. These to be cleaned throughout the day (see cleaning schedule)
8. PPE available for all cleaning staff
9. All classrooms clutter free. Surfaces cleared to avoid contamination and to aid cleaning purposes.
10. Soft furnishings and soft / cloth toys removed from use in classrooms
11. Touch points to be cleaned in staffroom kitchen area at the following times during the day: 9.15am, 11.00, 3.00pm, 5.00pm. Antibacterial spray, blue roll, hand sanitiser to be available for staff to use in this area
12. Touch points to be cleaned in office areas including phones, photocopier area. Antibacterial spray, blue roll, hand sanitiser to be available for staff to use in this area
13. Following located in each classroom: Hand gel, Antibacterial spray, disposable blue roll
14. Phones – anti- bacterial wipes to be kept next to phones in office and staffroom. Staff to wipe down after use
15. Briefing with cleaning staff to go through the above measure in more detail
16. Kitchen and food preparation risk assessment produced by City Serve to be going through with all kitchen staff
17. Additional hours secured going forward to give school deep clean during current local restrictions and high rate of infection
18. Staff to wipe down tables with anti-bacterial spray in between each session, before break/lunchbreak
19. Aprons purchased for all staff to go over normal clothing for hygiene purposes
20. Children attending school on PE in PE Kit to avoid transmission /closeness when changing. The same for Forest School Activities
21. Enhanced cleaning hours and regime to be maintained

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	
Mixing of class 'Bubbles'/Classroom Environment Conditions resulting in direct transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	

1. Children to remain in class 'Bubbles' to reduce risk of the spread of the virus
2. Children keep to the same desk every day when in the room
3. Children stay in the classroom for majority of the day and not mix with other 'Bubbles'
4. Staff to keep a social distance from other adults in school and pupils where possible (2 m in class)
5. Use markers in the classroom to show lining up procedures and area around teacher's desk (hazard tape on the floor)
6. Minor alterations of classroom layout/furniture
7. Children to face forward where possible and sit next to rather than opposite where possible (Y2-Y6)

8. Teacher/LSA are assigned to particular 'Bubbles'
9. Social distancing expectations drawn up for movement around school and between 'Bubbles' (not in class)
10. Pupils with SEND given additional support with explaining protocols/expectations
11. Expectations re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance
12. Lesson/Activities planned for individual work where possible
13. Reading books to be taken home. A period of quarantine on return, before they are given out to another child.
14. Feedback using Seesaw (Y2-Y6)– and using large whiteboard and visualizer and interactive whiteboard minimum close interaction
15. Books may be collected and marked at the end of the day. Staff reminded about handwashing procedures following the handling of books
16. Intervention rooms to be used if numbers of pupils are low and minimal face-to-face contact. Hall, ICT suite and Breakfast club area to be used for a larger group
17. Activities to be encouraged include PSHE work, teacher reading a story
18. PPE equipment available for staff (visor/mask) should they feel the need to wear at strategic points in the day
19. Additional PPE equipment purchased including different type of visor for comfort when teaching
20. Staff advised to wear PPE equipment in all areas. 2 metre distance where possible. Where this is not possible within 2 metre contact for no longer than 15 mins. Within 1 meter contact no more than 1 min
21. Additional half face visors purchased so pupils can see staff faces for communication purposes
22. Guidance to put on PPE: https://apps.who.int/iris/bitstream/handle/10665/150115/WHO_HIS_SDS_2015.1_eng.pdf;jsessionid=E0059074A6F1E05B77C79A3725088D1A?sequence=1
23. Guidance to take off PPE: https://apps.who.int/iris/bitstream/handle/10665/150117/WHO_HIS_SDS_2015.3_eng.pdf?sequence=1
24. Bags, coats, PE Kits to be kept in usual cloakrooms. Lunchboxes kept under children's tables, water bottles on pupil's desk.
25. CO2 machine installed in Y3. To be monitored in effectiveness. To be rolled out to other classes if evaluation proves successful
26. Staff to avoid unnecessary movement to/through other rooms
27. No Breakfast club for first two weeks until whole school community is back, and a plan of action is in place (to be reviewed)
28. No After-school club for Aut 1 - internal or external providers (to be reviewed)
29. Lunch to be eaten in classrooms for the first two weeks to avoid mixing of 'Bubble's (to be reviewed after 2 weeks)
30. Lunchtime schedule revised in light of classes eating lunch in the school hall.
31. When whole school community back the move to 1 week practising cold lunches in school hall to evaluate logistics. Following this a move to hot lunches
32. Staff who cross Bubbles for LSA work/Breakfast Club or PPA Cover given individual Risk Assessments - extended
33. Staff to organise their classrooms into 2 Bubbles by moving furniture to create a 2-metre gap between bubbles. Children to practise and maintain this model when in class and moving around school, including at lunchtime
34. Windows and internal to be always open to aid ventilation. External doors to be open at break/lunch to aid ventilation
35. Heating timer used to ensure minimum energy wastage. Fleece bought for all staff to help with draft from windows/doors being left open. Parents informed to use layers when considering school uniform during colder months
36. Music service Risk assessment scrutinies and Music service staff briefed on expectations to keep socially distanced etc.
37. Breakfast club up and running. Breakfast club organised is such a way that bubbles are not mixing. Each year band on a different table with individual activities. All activities quarantined after use.
38. Breakfast Club again reinstated. No After-School Club currently
39. Breakfast club and After-school clubs to go ahead as planned and reviewed on a fortnightly basis
40. Additional staff hours increased on a temporary basis to support in classes
41. Additional LSA taken on in Rec to support due to third Trimester Pregnancy YR CT
42. New 'Bubbles' established (Four groups) in light of new Lockdown (Jan 2021). Staff rota ensures continuity with each group, thus reducing risk
43. Additional Co2 Monitors purchased for classrooms
44. CO2 Monitors rolled out to all KS2 classrooms. To be monitored and rolled out to KS1 classrooms

(NB: Staff to email office (not go in) if they want something unless it is an emergency)
45. Good ventilation is maintained while spaces are occupied
46. From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.
47. The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. In EYFS handwashing supervision is in place.
48. Where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number.
49. Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures.
50. Bubbles to be only reinstated if positive cases increase and as per government guidance
51. C02 monitors to be used in all classrooms and other communal areas (e.g. staffroom, Forest School)

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	
Lack of segregation of class 'Bubbles' using toilets and poor hygiene resulting in direct and indirect transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Only one boy and one girl allowed going to the toilet at a time. Class 'Bubble's to be allocated the one toilet
2. Children sent to the toilet in a controlled way before/after strategic points in the day e.g, lunchtime
3. Lunchtime staff to use notebook to keep a system of one child at a time going to the toilet whilst outside
4. Instructions explained to children concerning going and returning to toilet
5. Hand gel used after toilet use as well as washing hands (hand gel kept in class/one on playground)
6. Soap dispensers in all toilets checked daily to ensure full
7. Staff toilets – only one staff member to go into shared sink area at a time (to queue outside and upstairs by ICT Suite)

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	
Lack of segregation of class 'Bubbles' waiting to enter and exit school resulting in direct transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	

1. Staggered times for different year bands **(see additional timetables and protocol for parents)**
2. Staggered time updated in light of time it takes for classes to be dropped off/collected
3. Staggered start/finish times to be adjusted to increase Rec time in school and support parents with the drop off/collection of siblings
4. Parents sent regular reminders regarding protocols outside of the school gates with regards to queuing and congregating
5. Travel Policy and work around Modeshift Award shared with parents to ensure that parents are supported with travel to school arrangements
6. Parents informed about safe travel to school: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
7. Strategic drop off/collection points to keep class 'Bubbles' apart **(see additional timetables and protocol for parents).** Parents to be reminded about not waiting in the vicinity of school, but further away if they are waiting to drop siblings. This done regularly through school communication/newsletters
8. Protocol for late arrivals: KS2 wait in the hall for a member of staff to come and collect. KS1 to wait at the front of school with a parent, until a member of staff from their 'Bubble' comes to collect the
9. One-way system for parents for drop off and collection. Rec/KS1 parents only to enter school site in the morning to drop off children
10. Instructions shared re social distancing between families in the morning with parents via parent protocol which will have sent to all parents and children in class
11. Children can travel to school via bike/Scooter. These must be collected on the way around when collecting the children
12. Signage for parents and children displayed outside classrooms and at strategic points outside school reminding parents about social distancing
13. HT, AHT and member of the office staff to be on duty to supervise and guide parents
14. All children given hand gel on arrival in classrooms
15. School Office closed to parents. Parents to phone/email queries or requests
16. Masks to be worn by all adults entering the school playground. Mask signage up for reminders
17. Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures.

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	

Lack of segregation of class 'Bubbles' during playtimes and lunchtimes resulting in direct transmission of the virus

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	

1. Staggered playtimes and allocated play area in the first instance (see additional timetable)
2. Updated schedule in place in light of new staggered drop/off/collection/break and lunchtimes
3. Games played/modelled overseen by staff which encourage social distancing
4. Staff supervision throughout – actively encouraging and insisting on social distancing
5. Children practice talking 2 metres apart – modelled by staff
6. Children to be encouraged to play social distancing games e.g., kicking a ball, Charades, circuits, using markers on the playground, Simon Says
7. Play equipment to be wiped down after use
8. Staff rostered so that only 6 at a time are allowed into the staffroom. Staff to socially distance when in staff room
9. Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures.
10. Staggered playtimes maintained

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard			

Lack of segregation of class 'Bubbles' when eating lunch resulting in direct transmission of the virus

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures			

1. Children eat in their classrooms (cold lunch prepared by kitchen) at usual designated space for first 2 weeks (to be reviewed) (New schedule in place)
2. Once full dining room in operation, additional procedures planned for to ensure that class 'Bubble' do not mix, but pupils receive their entitlement of a full lunch hour (hot meal)
3. Children who bring packed lunch asked to keep lunchboxes kept under children's tables
4. Packed lunches prepared on site to be brought to classrooms.
5. Reception to eat in Breakfast Club area due to limited number of tables in Rec class in Aut term
6. Enforce control measure around toileting and handwashing before eating
7. Lunchtime Waste to be disposed of in separate bags (not classroom bins)
8. Additional City Serve Kitchen/Food Risk Assessment gone through with Kitchen staff
9. Children to sit in split bubble during lunchtime. Bubbles split with a 2-metre divide
10. Purchase of several large new acrylic screens help in separating groups and keeping to 2-meter distance rule
11. Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures.

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard			

Lack of segregation of class 'Bubbles' moving in corridors resulting in direct transmission of the virus

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures			

1. Staggered arrival time, break times and lunch times to avoid groups crossing
2. Children staying in their classroom, no movement to other rooms/hall etc.
3. Assemblies and large gatherings of more than 1 class to be prevented until further notice
4. Designated exit and entry points following break time/lunchtime to avoid 'Bubble's crossing
5. One child going to toilet at one time
6. Hazard tape used in main breakfast area corridor and hall. Direction of movement (arrows) to adhered to. To be changed when Breakfast club up and running
7. Reception children to access the outdoor space regularly to aid distancing within the setting
8. Staff to wear PPE equipment moving through corridors
9. Hazard tape on floor in Breakfast Club area to be repositioned.
10. Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures.

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard			
Contact of resources resulting in indirect transmission of the virus			

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures

1. Minimal amount of equipment/resources to be bought from home (Y5/Y6 may bring own stationary in a pencil case)
2. Children to be allocated their own pencil, pen, ruler, scissors (frequently used equipment -not to share). Pupils may share coloured pencils, but good hygiene must be adhered to. Other shared equipment will need to be wiped down e.g., plastic equipment.
3. Pencil cases purchased for all pupils with individual equipment to be put in to avoid cross contamination
4. Avoidance of any equipment/resources that need sterilising every night. Milton has been purchased to sterilise resources/equipment if needed
5. Tables, door handles and other surfaces cleaned at strategic times of the day (see additional cleaning schedule and log. BSS and cleaner to complete beginning/mid-morning/end of the day. Antibacterial spray in each class for regular table cleaning
6. Resources on tables ready for lesson and not distributed within the lesson
7. Playtime equipment to be kept for each group and wiped down at the end of each usage
8. I-pads to be wiped down after usage (ipad shared between 2)
9. ICT keyboards to be wiped down after usage
10. Children Reading book bags to be kept consistently in smaller containers in classroom within table group
11. Children to wash hands before and after each session e.g., on entry to school, before break, after break, before lunch, after lunch, before afternoon break, after afternoon break, before going home. Hand gel to be used after every toilet break.
12. 72-hour quarantine between reading books being re-issued, plastics being shared, marked books taken home being given out

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard			
Risk of Infection due to dealing with First Aid and a Child presenting a high temperature resulting in direct transmission of the virus			

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures

1. Designated First Aid Station to deal with first Aid (Table by piano in the hall first 2 weeks, then Breakfast Club Area)
2. Use of First Aid Hands to call for assistance in class/phone if outside on playground
3. PPE equipment to be used in the event of dealing with first aid. PPE issue to all staff: Visor/mask to be used for close contact purposes e.g. First Aid. Medicine Lead to check stock on a weekly basis.
4. Disposable items e.g., gloves, medi-wipes, sick bowl to be sealed in a plastic bag and disposed of

immediately by first aider

5. If a child is displaying a high temperature, use digital thermometer to check. They are then isolated immediately in reception foyer (door open for ventilation) with first aider (2-meter distance). Parent called. If child needs to go to bathroom, they should use one next to school office, which should then be closed until thorough deep clean. Any staff dealing with a child with a high temperature should wear PPE equipment.
6. Parents of child sent home should have them tested (Test and trace system now in operation). A positive result of either pupils or staff would mean that whole class group (children and staff) should be off for 14 days. School should be informed of the test outcome (school to chase if not heard from parents). They would then inform parents of group of outcomes
7. Following PHE flowchart and guidance with regards to sending Bubbles home to self-isolate. All letters in place.
8. Staff to use own individual phone to call office in case of an emergency
9. First Aid Stock regularly audited for adequate stock
10. PPE equipment to be used when dealing with a child with personal care issues
11. All classes issued with a digital thermometer. Rec class to take child's temperature daily. Other classes if concerns about a child not being well on entry to school

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	

Meeting emotional and well-being needs of the children and ensuring curriculum entitlement	

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	

1. Children to have same class teacher and LSA each day
2. Children given opportunities to talk about their experiences during lock down
3. If child particularly distressed coming in, school may have to consider a phased return
4. Dissemination of access to mental health and well-being resources. These also being saved on the school website
5. Supportive, nurturing curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load. Folder of resources in dealing with Coronavirus and a return to school to be shared with staff and used for nurturing and transition purposes. Work based on PSHE and transition
6. Behaviour policy being updated considering EEF Improving School's Behaviour Research project
7. Staff directed to up-to-date guidance from a range of providers regarding mental health and well-being (folder with list of links on school shared drive)
8. Return to broad and balanced curriculum to provide children with rich opportunities of learning
9. SEND pupils set work according to their needs. Emotionally vulnerable pupils identified and supported as appropriate.
10. Bereavement support followed and resources used in the event of pupils/families needing it
11. Working closely with relevant external agencies e.g., PSS, CAT to ensure that pupils are supported
12. Further info to be sent to parents regarding supporting their child to return to school
13. Baseline assessment to be completed for all children in week 3 to ascertain gaps in understanding. These can then be planned for, ensuring that the curriculum matches pupils needs
14. Broad Curriculum up and running from Sept. Staff to be mindful that statutory assessments will take place 2020-21
15. Physical activity to be planned for from week 2 adhering to class 'Bubble'. Children to wear P.E attire as usual. Equipment to be cleaned after use
16. Catch up support funding to be used effectively. School to organise how interventions will take place in addition to current school offer and explore the national Tutoring programme once funding has been established

17. National Tutoring programme funding being access to provide recovery and catch-up. Additional days teaching has been purchased to facilitate Tutoring programme
18. Parents aware of range of support services available to them and their children to support with issues around mental health and well-being
19. Greater links made with Family Connect service including additional training for DLS's
20. Gaps in learning are assessed across the school by staff completing a baseline assessment in week 3
21. Gaps in learning planned for with focus on English and Maths. Quality first teaching and interventions planned to address these gaps
22. Home learning enhanced with the introduction of Seesaw Digital platform
23. Recovery curriculum in place. Baseline assessments completed to ascertain benchmark od individual standards in reading and maths. Pupil Progress meetings taken place to finalise interventions to close gaps in learning
24. Catch up Funding being used to purchase Accelerated Reading Scheme, Wellcomm Language and Communication Tool and Seesaw enhanced package
25. Assemblies are continued virtually within the school to ensure that children's spiritually is still being developed. Mass is scheduled to take place after half term
26. Fully extended version of Seesaw purchased, embedded, and continually being reviewed
27. Digital Reading platforms purchased to support with home reading: Oxford Owl, Accelerated Reader
28. DFE Laptops for Vulnerable received, and a being distributed to those household most in need
29. Digital Home Offer reviewed, circulated to Governors, and uploaded to website
30. Monitoring of Home learning provision to ensure that it meets minimum Dfe standard
31. Class emails and direct emails to ICT school technician set up to improve communication
32. Well-being and mindfulness off extended to support with the emotional and mental health of pupils
33. Free School meals voucher scheme organised, so that those families who are eligible are receiving correct entitlements
34. Trauma Informed Attachment Awareness training 2/3 complete to equip staff with knowledge and skills to support children's mental health
35. Class timetables adapted to the needs of returning pupils. Intervention timetables also adjusted according to individual and group needs
36. Curriculum adjusted to ensure that the coverage is appropriate. Broad and balanced, but that staff are prioritising the most appropriate areas of content
37. Assessment timetable adjusted. In-house Teacher Assessments to inform learning for the first couple of weeks. More formal NFER tests to follow at appropriate time
38. Large gatherings still avoided. Assemblies (Gospel, Themed and Feedback) done virtually within school. Mass streamed to our KS2 pupils
39. Gaps in learning and starting points are addressed in teachers' planning and assessed through regular learning e.g., quizzes. Focus on PSHE, Reading, English, and Maths
40. Home (and remote learning) is calibrated to complement in-school learning and day to day delivery.
41. For pupils in Key Stages 1 and 2, you are expected to prioritise identifying gaps and re-establishing good progress in the essentials
42. Digital poverty monitored. Any Bubbles going off will mean that parents can loan laptops for the duration of the self-isolation
43. Provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible. The DfE's 'every interaction matter's webinar can help with offering pastoral support for wellbeing.
44. For pupils in Key Stages 1 and 2, prioritise identifying gaps and re-establishing good progress in the essentials
45. Additional financial support has been made available through the catch-up premium to address gaps in learning. Considering additional support and advice from the Education Endowment Foundation.
46. Full use is made of those staff who are isolating due to a positive test but who are well enough to teach lessons remotely.
47. Staff to be prepared for remote teaching should another lockdown occur
48. Careful consideration is given to deployment of staff and staffing changes to cover absence.
49. Advice on trips taken outside of the setting will be followed.
50. Additional consideration to be given to staff deployment in light of likelihood of greater numbers of staff affected by Omicron transmission

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	
Emotional distress of the staff – including anxiety	

Existing level of risk			
<mark>**HIGH**</mark>	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Staff meeting –last week of term and INSET Day– to discuss concerns and shared control measures. Risk Assessment sent to staff in advance to raise any concerns
2. Sharing of support helplines – OH helpline and EP support for staff
3. One-to-one coaching for any staff who requests it – M.Elliott/A.Ullah
4. SLT on site every day for staff to share concerns with
5. Staff briefing each morning during first week in the first instance to evaluate procedures/risks
6. Risk assessments is a live document. Informally reviewed daily. Formally reviewed weekly
7. Separate rotas/ risk assessments as necessary (e.g., cleaning)
8. PPE equipment available for staff (visor/mask) should they feel the need to wear it if 1 metre plus distance cannot be maintained
9. Need to be sensitive to the concerns of BAME members of staff and keep up to date with current guidance regarding BAME community
10. Staff directed to up-to-date guidance from a range of providers regarding mental health and well-being
11. Extremely vulnerable staff (see Gov. guidelines) work from home
12. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. https://www.educationsupport.org.uk/
13. New members of staff to be given additional support from SLT with regards to protocols
14. Staff aware of range of support services available to them to support with issues around mental health and well-being
15. Regular calls from HT/DHT to staff who have positive test results to check on their emotional well-being
16. CT in third Trimester of pregnancy given additional support at this difficult and challenging time
17. Individual risk assessments updated
18. Staff issued with school fleeces to keep them warm
19. Staff evaluations sought to support with workload and work/life balance
20. Up-to-date well-being support and signposting sent to staff including BEP LSA support programme
21. Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. Information about the extra mental health support for pupils and teachers from DfE is also accessed.
22. Renewed support of staff one-to-one who require emotional support form SLT
23. Staff Survey's Aut 1 fully taken on board and analysed. Changes made and communicated with staff in light of this (including adjustment in assessment timetable)

Remaining level of risk			
HIGH	<mark>**MEDIUM**</mark>	**LOW**	**NEGLIGIBLE**

Identify hazard	
Risk of illness staff and family members (Including vulnerable/extremely vulnerable staff) through direct and indirect transmission of the virus	

Existing level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	

1. Staff to be organised to only have contact with a few other staff members due to staggered rotas. Limit on number of staff to use the staffroom at once. Staffroom arranged to ensure social distancing arrangements Group gatherings prohibited. Used crockery/cutlery to be stacked in dishwasher immediately.
2. All staff advised to wear PPE equipment in corridors and communal area and with recent local outbreak and Birmingham being in local lockdown
3. New half masks purchased to add to PPE equipment
4. Staffroom limit to 6 members of staff
5. Photocopying room limit to 2 people
6. With high local rates of infection, staff to wear PPE equipment in classrooms, corridors, and communal areas
7. HT to monitor local infection rates https://phe.maps.arcgis.com/apps/webappviewer/index.html?id=47574f7a6e454dc6a42c5f6912ed7076&fbclid=IwAR3Kz9pE9PfDczHxg6THACaPZomWnHa8eG3RM36QiqQnY4ruoo-VlkT5HEg
8. Forest School to be available at lunchtime as an overspill area to limit the number of staff to staffroom to 6
9. PPA time to be taken with only one member of staff in communal area at a time e.g., staffroom
10. PPA teacher to have an individual risk assessment completed as higher risk dues to going to several classes
11. Individual risk assessments been reviewed
12. Office closed to parents/staff to protect office staff from confined space. Parents/ staff to email queries/requests
13. Those who are clinically extremely vulnerable – to follow latest government guidelines
14. Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
15. Bereavement resources complied, considering death relatives of staff and members of extended school due to Covid19 and related illnesses
16. Staff in schools who are CEV should currently attend their place of work if they cannot work from home.
17. Those living with someone who is CEV should attend work.
18. Individual staff risk assessments updated in light of recent changes on guidelines

Remaining level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	

Impact on staff and pupils with protected characteristics including race and disability	

Existing level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	

Considerations
- Nationally the ONS analysis has identified an increased risk of death among some ethnic groups, although this increased risk reduces when age, gender and long term conditions like type 2 diabetes, high blood pressure and kidney disease, but doesn't disappear completely and further research is needed to explore this.

- There doesn't appear to be any different between in ethnic groups in terms of infection rates, i.e., who catches it, the difference is in the proportion who die.

- Considering this it is important for risk assessments of individuals, staff, and pupils, take this into account, the main risks are around health conditions such as **diabetes, kidney disease** and **high blood pressure**, especially if poorly controlled and obesity has been identified as a significant risk factor. The risk of death is also higher in older people over 65yrs, and men have a slightly higher rate than women. Those with respiratory conditions like asthma and chronic obstructive pulmonary disease also pose higher risks, along with auto-immune conditions. Smoking can also exacerbate the disease and lead to poorer outcomes

- The NHS risk assessment suggests BAME individuals have a higher risk at a younger age, so as a rough guide consider a BAME 55yr old's risk in the same way you would consider White 65yrs old, but the biggest risk factor is existing health conditions.

- Once risks are identified then it would be sensible to work with your occupational health provider on how then to look at adjustments and whether staff can, for the remainder of term, support remote teaching or telephone support roles. This assessment will need to be on a case-by-case basis.

- If someone in the household is shielding (part of the 1.5million), the children in that household should not be included in the first wave of students going back to school. Staff may however consider returning if they are able to practice good hand hygiene and follow the national guidelines on living with someone who is shielded.

- It is less clear cut for children who are living in households with other vulnerable adults or siblings who are not shielded, however it is worth noting that the risk is less from younger children than older children and can be reduced through good hand hygiene. This however will be a decision that parents will need to make individually based on their personal circumstances.

  - All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school.
  - Records are kept and regularly updated e.g., check children and staff who have identified as having asthma have up to date care plans.
  - Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.
  - Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.
  - All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.
  - Current government guidance is being applied.
  - Advice from Public Health England regarding BAME staff in section above.
  - Advice from Occupational Health Service is sought where needed
  - School 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

Remaining level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	
Risk of insufficient support for vulnerable and disadvantaged pupils	

Existing level of risk	

<mark>HIGH</mark>	MEDIUM	LOW	NEGLIGIBLE
<mark>**Control measures**</mark>			

1. Safeguarding to continue to be of the highest priority and updated policy reflects this
2. Safeguarding training to be given to all staff in Week 1 of new academic term (based on Birmingham Children's Trust Guidelines)
3. INSET Day to cover safeguarding training for all staff. All staff to read most up to date KCSIE and Safeguarding and Child Protection Policy.
4. Access multi-agencies e.g., CASS, Health Service, Police with regards to safeguarding issues
5. DSLs to have ½ termly supervision meetings and more regularly if necessary
6. SENco to contact external agencies and arrange dates to come into school at their earliest convenience to resume case load asap
7. Children with ECHP's to be risk assessed to ensure the smooth transition back into school
8. Risk Assessment to be completed for child with complex needs who is due to start in Rec 2020
9. Parents to be informed regarding new attendance expectations in that normal rules on attendance will apply. Staff to follow regular attendance procedures for those who do not attend school
10. Daily attendance figures to be sent to Dfe and attendance patterns monitored
Full attendance of pupils planned for. New whole school BCC letters sent to all parents. SLT to work with those parents who are reluctant to send their children back to school. New daily DFE attendance return completed
11. School to support parents who are applying for BCC Resilience Funding
12. School to continue to support those families and pupils in most need on their return. Regular signposting to local support services, regular community support section on the school newsletter, work with FSW/Malachi and student Social Worker
13. Support given to new Reception children with regards to transition, including phased transition for those pupils who find it difficult to be parted from parents and are distressed
14. FSM Voucher scheme to continue over summer holidays. School to organise this and ensure families receive vouchers
15. FSM Voucher scheme is continued, including for over Easter holidays. FSM vouchers are given to families who are not in attendance and are eligible.
16. Staff to continue to carry out weekly calls to all pupils who may be self-isolating
17. Individual Risk Assessment completed for EHCP Pupil
18. Rigorous attendance monitoring. Parents of all pupils who have not returned following school re-opening phoned by HT to ascertain reasons why and discussion about importance getting back to school
19. Daily DFE attendance return is completed by HT
20. Log kept of all pupils who are self-isolating and reasons why. This is monitored daily, and follow-up calls made to ensure information is up to date
21. Laptops issued to those in most need. Detailed matrix developed to ensure that 25 Dfe laptops are issued to families who are in the greatest need
22. Welfare calls reinstated due to most recent lockdown (Jan 2021). Vulnerable pupils invited to take up a place. New direct emails to class teachers to support with communication
23. School is aware of new emerging support through the Early Help Hubs
24. Covid Catch-up Money utilised in a targeted way and report produced. Funding gone towards digital reading material, upgrade of digital platform and other resources to benefit pupils
25. Planning for full attendance of all year groups and complete the daily DfE attendance return. Attendance is mandatory for statutory school age pupils.
26. Good record keeping for attendance. Collaboration between schools where a child routinely attends more than one site or setting. Continue to engage with families and LA to accurately report situations where pupil is recorded as abroad and plan for their return (including any quarantine restrictions).
27. Review in-year school admissions expectation with key admission staff and in line with requirements in the new School Admissions Code.
28. Regular reporting to responsible body and monitoring of attendance and follow-up with families factored into workload.
29. Ensure speedy admission of children in the relevant year groups particularly those more vulnerable children.
30. Reference to an addendum for the BCC Model Safeguarding Policy to be used.
31. Access Early Help Hub support for those pupils affected by ICT poverty.
32. A member of the school's administrative team is tasked with ensuring that pupils eligible receive free meals when in school and continue to receive vouchers/school meals when not in school.
33. Additional training from Family Connect trainers for all staff and DSL's to expand on the use of

this relatively new service 34. Safeguarding updates and training noted. Including updated 'Right Help, Right Time' 35. additions			

Remaining level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	
Risk of Local Lock down – Contingency planning for outbreak	

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	

1. School to follow guidelines to be issued by government in due course
2. PHE protection team to advise if there is a local outbreak
3. Remote education plans to be put in place including the following: Work set via new Digital Platform Seesaw, Sign posting to national platforms and remote education resources e.g., Oak Academy, paper-based activities for those who do not have access to IT
4. To use digital platform Seesaw to allow interaction, assessment, and feedback
5. Digital contingency plan put in place to improve remote teaching offer
6. Remote Learning Policy developed
7. Remote learning enhanced by purchase of wider package (Seesaw) using Catch-up funding. Purchase of Wellcomm and Accelerated Reader out of catch-up funding to close gaps in language, communication and reading
8. BCC's Local Outbreak plan can be found here: https://www.birmingham.gov.uk/info/50231/coronavirus_covid-19/2204/local_outbreak_plan_-_covid-19
9. School Business Continuity Plan updated.
10. Proposed resourcing model is in place should local or national lockdown be required (including partial or full closure).
11. Arrangements in place for communications to be available in readiness for release to staff and families to incorporate any advice from Public Health Birmingham.
12. Staff have been fully briefed on action planning for local lockdown or outbreak.
13. Parents are informed of the school's procedures for local lockdown. Early years settings and childminders remain open (including wraparound care).
14. Preparation for learning continuity in the event of local lockdown
15. Resumption of bubbles
16. Blended learning offer to support continued delivery including support for pupils isolating or required to remain at home e.g., if clinically extremely vulnerable and advised by their clinician to remain at home.
17. Remote learning packages ready to offer where there is an outbreak as part of business continuity. Consideration of remote learning for young pupils or those with SEND.
18. Use of face coverings if recommended by PH
19. Information and guidance have been shared to support parents and carers of children who are learning at home
20. Resumption of former Risk Assessments to consider lockdown or partial opening as appropriate.
21. Consider impact of isolation for vulnerable children and ensure that key workers are notified of isolation and expected date of return. Implement an individual risk assessment if appropriate.
22. Any educational visits will have a robust Risk assessment.
23. Trips should be cancelled if any COVID-19 outbreaks are recorded within the setting.
24. Any trips planned outside city boundary (if city in enhanced area) should be re-considered and LA guidelines followed
25. School Contingency plan updated in light of changes in use of lateral flow tests (above 5 years old) and self-isolation requirements

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	
Risk of stakeholders not being fully informed of health and safety requirement for the reopening of the school to the wider school community	

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	

Health and safety of school site considered alongside following gov. document:
https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak

All relevant policies take account of government guidance on Covid-19 and its implications for schools. Local restrictions and infection rates monitored and used as part of Risk Assessment. All relevant up to date Dfe and LA guidance read and followed

Thorough and regular communication with all stakeholders
1. Staff
   - Whole staff briefing to go through risk assessment and control measures then daily updates via email
   - Staff to be reminded of Safeguarding procedures in place
   - Cleaning staff to have an additional briefing to focus on cleaning control measures
   - All staff given a copy of risk assessment and all rotas/protocols and procedures information
   - Fire procedures reviewed and revised to take into account of reduced numbers, social distancing, muster points. Fire Marshalls and Staff briefed on evacuation procedures. Fire drill to be conducted in the first week https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings
   - Contingences planned in the event of staff absence to ensure ratios adhered to
   - Daily communication and updates to all staff
   - Individual risk assessments for certain staff undertaken
   - Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff
   - Fire procedures have been reviewed and revised where required
   - Fire drills continue to be undertaken and Fire Risk Assessment up to date including management of doors opened for ventilation purposes.
   - Risk Assessment update with all staff
2. Governors
   - To be given updates of guidelines/changes during transition period in Sept
   - Access to weekly newsletters/updates given to staff/parents
   - Health and Safety Policy Ratified now
   - To update the Governing Body via Head Teacher report at Governing body meeting
   - Policy addendums completed and ratified by Governors when appropriate
   - Policies associated with Covid-19 e.g., Digital Learning Policy, shared and ratified by governors
   - Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.
   - The school's projected financial position has been shared with governors
   - Updated Risk Assessments shared with Governors
3. Parents
   - Communication on a daily/weekly basis via letter/email.
   - Information given around government updates, school reopening, home learning
   - School Website updated to have special Section on Covid-19 Updates and letters and Home Learning Section

- Information given to parents with links regarding testing positive for Covid-19
- Parents required to read, and sign updated Home/School Agreement Covid-19 for Sept 2020
- No parents allowed into school. Communication via phone or email
- Following any local and national guidance regarding BAME community and reassuring BAME stakeholders as necessary
- Support for parents whose children are transitioning e.g., new Reception Intake
- Further info to be sent to reassure parents sending children back to school
- Parents given up-to-date information regarding transport and getting to school https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
- Particular focus on and support for new Reception parents and intake. Ensure communication around transition is very transparent
- HT ready and prepared for Health and Safety Executive check-up should the school be contacted
- Virtual Open Morning was organised via the school website. Section included relevant paperwork for prospective parents and a virtual tour of the school
- Families signposted to local support initiatives which cover many areas such as Adult Learning, SEN, Family Support, City Council programmes, Walk to School and Travel Plan Initiatives
- Regular updated guidance shared with parents

Remaining level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	

Risk of Staff attending the setting and being asymptomatic to the Coronovirus and thus increasing the transmission within school

Existing level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	

Covid Spreading in the Community
- Schools following government recommended control measures set out in the school's protective measures risk assessment.
- At SS John and Monica School, mass testing of staff will take place twice a week (Wednesday and Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart.
- Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution.
- Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.
Regular Communication with Staff
- Information booklet given to staff including:
- what rapid testing is, about using the how to guide and the video content available
- the requirement for them to report their test results.
- the process and who to contact if they have an incident while testing at home.
- Covid Co-ordinator: Melanie Elliott (Headteacher)
- Covid Registration Assistant: Teresa Broadhurst (Office Manager)
- Staff will need to sign for their test kits and the lot number will be recorded against their name.
  Test Storage
- Tests to be kept securely in Headteacher's office to prevent unauthorized access
- Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.
- The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.
- Enough space for social distancing will be allowed when giving out tests.

- Tests will be labelled with names and linked lot number and a form to sign will be made available as part of self-service. This negates the need for the station to be staffed. Those collecting their kit should:
  - wear appropriate face covering at all times
  - hand sanitise before collecting and signing
  - maintain 2m from staff coming to collect their test

Staff not reporting Results
- Void, double void and positive results are communicated to the school once the test is completed.
- A negative test is assumed by 9am on Monday and Thursday
- Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.

Low uptake on tests
- Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.
- Staff are able to ask key questions about the testing using the anonymous Microsoft Forms form here.
- For those not completing

Incorrect Swab Taking
- Schools following government control measures.
- Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme.
- Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled
- Test conducted on a dry, clean, flat surface.
- Hands washed or use sanitiser before taking the test.
- Online information, training, and webinars available. Video available on how to take your own test.
- Information with the kits to be followed.
- Regular communication with staff about the testing process.
- If test is void, take another test. If 2 void results in a row, a PCR test should be taken.
- If several tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.
- Covid Coordinator to be responsible for incident reporting on a school wide issue: T. Broadhurst
- New nasal lateral flow tests to be issued to staff

Remaining level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE

This Risk Assessment has been written with reference to the following published guidance:

https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_source=govdelivery

https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings?utm_campaign=DfE+C19&utm_medium=email&utm_source=govdelivery

https://www.gov.uk/government/publications/covid-19-response-autumn-and-winter-plan-2021?utm_medium=email&utm_source=govdelivery

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf?utm_medium=email&utm_source=govdelivery

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ae0d31a3-dbde-4cbf-91b2-2ed48dd33915&utm_content=weekly

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

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Name of assessor/Position	Signature of assessor	Date
M.Elliott (Head Teacher)	*MP Elliott*	**04.01.22**

Name Chair of Governing Body	Signature	Date
Mr. P. Foster		