

LOOKING BACK ON YEAR 5 ...

Teamwork
Creativity
Reflection

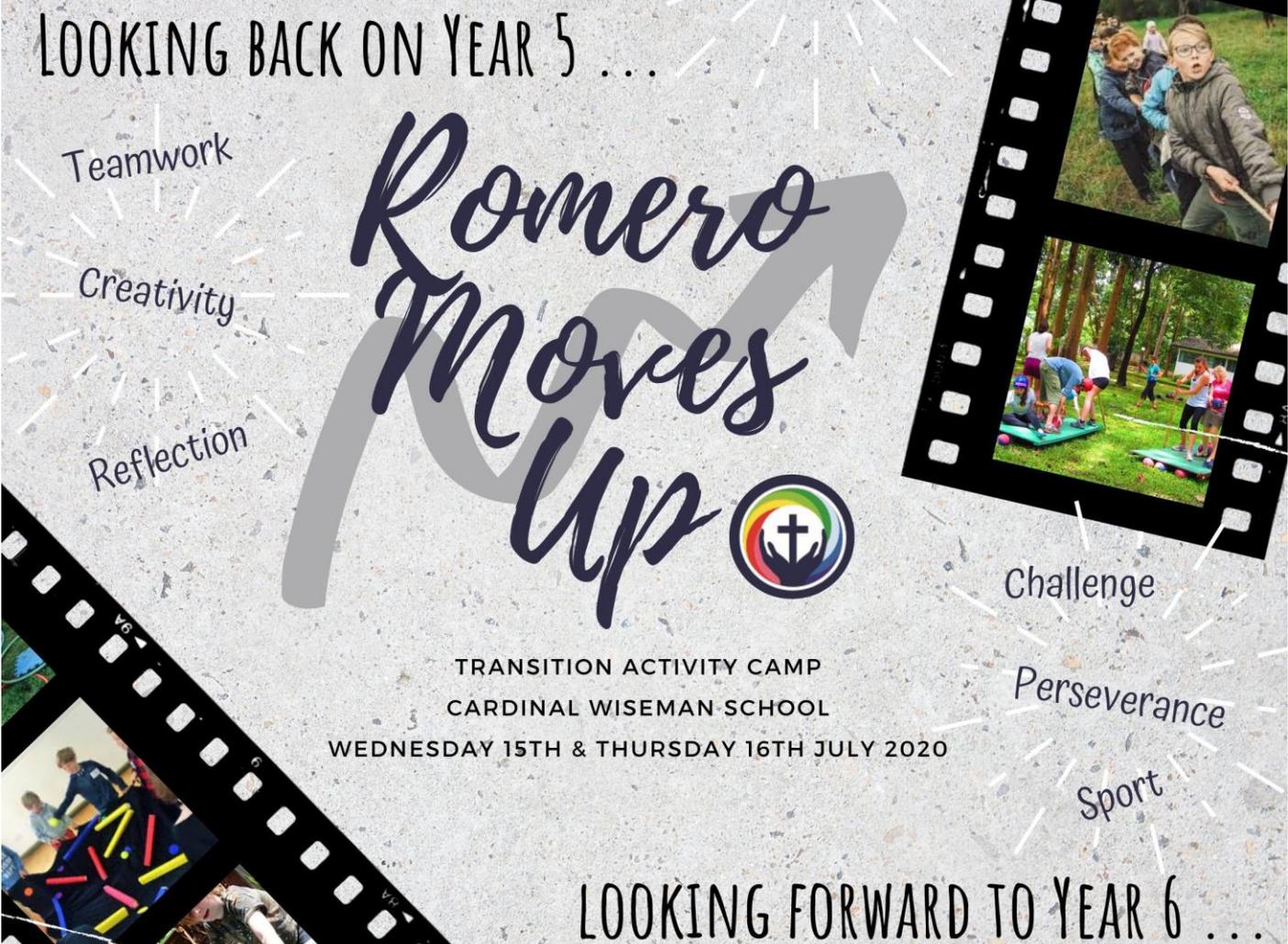
Romero Moves Up



TRANSITION ACTIVITY CAMP
CARDINAL WISEMAN SCHOOL
WEDNESDAY 15TH & THURSDAY 16TH JULY 2020

Challenge
Perseverance
Sport

LOOKING FORWARD TO YEAR 6 ...



Covid-19: Operational Risk Assessment



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Definitions

In this **Covid-19 Risk Assessment**, unless the context otherwise requires, the following expressions shall have the following meanings:

- I. **'The Romero Catholic Academy'** means the Company named at the beginning of this **Covid-19 Risk Assessment** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- II. **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- III. **'Board'** means the board of Directors of the Romero Catholic Academy.
- IV. **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- V. **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- VI. **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff Team within the Multi Academy Company and is accountable to the Board of Directors.
- VII. **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- VIII. **'Local Academy Committee'** means the governing body of the School.
- IX. **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- X. **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- XI. **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- XII. **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- XIII. **'DSL'** means the Designated Safeguarding Lead for each academy within the MAC

1. Introduction

Coventry's Partnership of schools have agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in 'Coventry Schools Covid-19 Re-set and Recovery Plan' May 2020.

In preparing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has issued non-statutory guidance in which it is 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". Consequently, Health and Safety Legislation has taken 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
- Sets the context for conducting a risk assessment to reduce transmission of a disease within the school context
- Provides an exemplar risk assessment that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement (RAMS) – setting out safe methods of working, which all staff should read, understand and sign
- Incorporates hyperlinks to sources of helpful information and resource

What is the risk? Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening schools, is the potential transmission of Covid19 between members of the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to a minimal level.

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 The Romero Catholic Academy, it is the Board of Directors who consult the Academy Committee in each school.

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 Principal and school management team. Reference:

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

2. Overview of actions required for safe working

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

2.1 Key Message

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

2.2 What Leaders need to do

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- 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

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system
- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- Strong collaboration between primary and secondary schools, regarding transition of year 6 pupils will be established and maintained
- School organisational planning will minimise the number of pupils that each staff member has contact with

4. What we know

The World Health Organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

The 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 are advised 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 the [staying at home and away from others \(social distancing\)](#) guidance should work from home where possible.

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 – do not use air conditioning

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 will be 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)

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:

- The risk assessment of vulnerable pupils including those with an EHC Plan - (separate process already embedded in special schools but readily transferable to mainstream). This will help determine who is safer or as safe in school
- 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
- Developing a recovery curriculum
- Maintaining support for home schooling

6. Resources and References

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)
[Actions for schools during the coronavirus outbreak](#)
[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)
[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](#)

Bubble information

School:			
Bubble 1	Bubble 2	Minibus	Key For Shading pupils Pupils with medication Pupils with food allergies Travelling on minibus Pupils with additional needs Pupil is no to photographs Staff member is DSL Staff member is First Aider A -Asthma KW – Key Worker
Staff:	Staff:	Staff:	
Pupils	Pupils		
1.	1.		
2.	2.		
3.	3.	Aquinas Classroom	
4.	4.		
5.	5.		
6.	6.	Activity order	
7.	7.	Day 1	
8.	8.	1	
9.	9.	2	
10.	10.	3	
11.	11.	4	
12.	12.		
13.	13.	Day 2	
14.	14.	1	
15.	15.	2	
16.	16.	3	
17.	17.	4	

COVID-19: Operational Risk Assessment for Year 5 Moving Up two day event

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at 4th July 2020. Control measures have been used to exemplify actions.

Assessment conducted by:	Helen Quinn	Job title:	Catholic Senior Executive Leader	Covered by this assessment:	Staff across the schools and Year 5 pupils
Date of assessment:	04.07.2020	Review interval:	Weekly	Date of next review:	11 th July 2020

Use this Risk matrix for the following risk assessment grids

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence			
		High (very likely)	Medium (possible)	Low (remote)	
Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)

- Helen Quinn to confirm First Aiders on site for two days; Life Guards for Wednesday; DSL – Helen Quinn
- Jobs – HQ to update the Bus Stops with the seven schools for the Sports hall assembly
- Whatsapp group to be set up for the Lead staff in each school to aid coordination on the day
- SST support
 - IT in the hall for Thursday
 - Hand sanitiser and PPE available
 - On entry and on exit supervision
-

First Aiders	DSL	Catering	Premises
Emma Ferraro	Helen Quinn Jackie Baker Wednesday (GS) Will Allen Thursday (GS)	Tom O'Reilly	Pete Montague Denise – cleaner on stand by for two days to do touch points etc during the event.

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence			
		High (very likely)	Medium (possible)	Low (remote)	
Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
1. Establishing a gradual and safe approach for pupils and staff to return to school					
1.1 Establishing if the building is safe following an extended closure					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	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 were undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering – this risk assessment shared with all staff during July 9th July Different areas of the school have been reviewed and repurposed for organisation of the Year 5 Moving Up event Procedures for when pupils and staff enter and leave school Planned movement around the school during the two days Delivering aspects of the two days so there is limited shared equipment used 	Y		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<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. SSO file confirms check up to date 	Y		L
1.2 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads may put children's safety at risk	M	<ul style="list-style-type: none"> First Aid certificates have been extended for three months by Gov't Collaborative arrangements for sharing specialist staff with other schools in the locality have been agreed through the LA across the two days Potential deployment of staff from Romero schools and LA central staff to help with staffing The DSL is always available (Helen Quinn) All staff at least L1 safeguarding trained. PPE First Aid training delivered by Julie Fulea on 04.06.2020 to our Paediatric first Aid trained staff, SBM and Principal. Training videos shared with all staff. Emma Ferraro on site will be the first aider. 	Y	<ul style="list-style-type: none"> First Aiders for each school identified 	L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2. Determining the number of pupils that can be accommodated within the school infrastructure					
2.1 Organisation of Teaching Spaces and Communal Areas					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Classroom(s) in Aquinas assigned for each school- see Bubble planned Timetables and staffing model for the two days enables curriculum delivery for class-group size and for all activities the largest spaces are used, 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 Individual staff from each school remain in the bubble for two days. If there is a problem, a call is to be made to HQ 	Y	<ul style="list-style-type: none"> Each school to be assigned a classroom 	L
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, field) that match teaching group size. For these two days the spaces are significantly large for all the activities. Large gatherings of pupils and/or staff are organised in the large sports hall with designated areas Design layout and arrangements in place for all eight activities to enable social distancing. Unnecessary furniture removed from the areas. 	Y	<ul style="list-style-type: none"> All group sizes are 44 or under 	L
Staff rooms and offices do not allow for observation of social distancing guidelines	L	<ul style="list-style-type: none"> Staff will remain with groups at all times so no staff rooms will be required. Where possible the large field will be used. Cleaning materials are available for use in the areas being used Denise, Cardinal Wiseman on hand to clean in between activities (e.g. Sixth form centre on Thursday) 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2.3 Testing and Managing Systems					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<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 	Y		L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. BAME - to consider the risks when planning the rota, as evidence from the Office for National Statistics shows a greater impact of Covid 19. 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 Shared Services Team. Public health advice is followed. Risk Assessment for CV and BAME Cleaning Policy updated and shared with relevant staff 	Y	<ul style="list-style-type: none"> The Medical Room location will be shared with all staff attending All staff have been in school during wider opening 	M
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	H	<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 whilst the Year 5 are at Cardinal Wiseman. This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding. A letter will go to pupils in advance so they are aware. Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 	Y	<ul style="list-style-type: none"> Letter to go to parents Noun Project infographic to go to all Y5 pupils Letter to go to all visiting staff 	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<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 process (ongoing weekly meetings) 	Y		M

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
2.4 Prioritising Provision: determining which children will be in school taking into account social distancing requirements and staffing					
The awareness of vulnerable pupils in Year 5 who may struggle returning to school	L	<ul style="list-style-type: none"> Each school will be responsible for knowing the needs of the pupils in the group Plans are in place to meet the learning needs of the children within Year 5 Pastoral and SEND support is deployed wherever possible to support Year 5 during the two days Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. 	Y		L
Children who most need to be in school, may not be identified through the age categorisation or parental decision	M	<ul style="list-style-type: none"> Staff have approached pupils in Year 5 through the fortnightly calls to engage in this event Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance) Children who need to develop early learning skills, are experiencing emotional withdrawal or anxiety are identified Children with significant underlying health conditions that place them at risk and those who are shielding are not in school Children where a household member is identified as clinically vulnerable or clinically extremely vulnerable are not in school 	Y		M

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
3. Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene for the two day event					
3.1 Staff Induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> A virtual induction will be provided for parents, pupils and staff so they are clear on where to go on the morning and where to collect so that there can be staggered on entry and exit. PPE will be available for all activities based in the room where the activity has been assigned as organised by Romero Shared Services Team PPE will be brought by each Primary school for their Bubble PPE will be available on the minibus as organised by each Primary school Monitor and record of training to be kept 	Y		M
3.2 Communication Strategy					
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: RA shared; letters to parents; letter to staff and the document that outlines the event. Staff – letter will go out to all staff attending and we have had weekly Thursday meetings each week from the plan being devised. Pupils – Noun project letter will go out and a video to show them where to go Parents - Letter will go out Governors – will be informed on July 11th through our Keeping In Touch meeting Other partners including peripatetic staff and health professionals 	Y		L
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 around Cardinal Wiseman for all school entrances, reception, toilets, washing, teaching, social and communal areas promoting the 2-metre rule, 1 metre plus rule good handwashing and 'catch it bin it' rules. Clear floor markings identify 2 metre spaces where possible 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. All classrooms either have sinks or are in very close proximity to a sink Hand sanitiser at main entrance to be used as someone enters the school building Hand sanitiser will be available in the four activity areas and the Aquinas classroom for arrival Cleaners to clean the toilets before and after lunchtime. Paper towels now in use and not the hand driers 	Y		M
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks/information letter will be sent out 	Y		L

<p>Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19</p>	<p>M</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. Further information will be directly sent to parents. • A Home School Agreement will be shared for the event (Confirmed this has been sent on email 8.7.20) 	<p>Y</p>	<ul style="list-style-type: none"> • Home School Agreement to be adapted for the two day event 	<p>M</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)
4. Planning Movement around the Cardinal Wiseman during the two day event					
Movement around the school risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised for the areas designated • One-way systems are in place where possible (in Aquinas) and when moving around the site • Corridors are divided in Cardinal Wiseman with a central black line as usual practice • 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 designated areas and utilising any external learning environment that is available • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate levels of supervision and guidance are in place 	Y	<ul style="list-style-type: none"> • Pinch points are movement at the end of each activity and the staff will be directed on where to go. 	L
4.1 Management of social distancing in reception areas					
Groups of people gather in reception (parents, visitors, deliveries) which 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 • When the larger groups are together for the (Social distancing in the Sacred Dance and the sharing of Year 6 videos/ class teachers) each school will be designated a large area within the Sports Hall. 	Y	<ul style="list-style-type: none"> • There is no need for any access to the Reception areas during the two days • The sports hall will use the Bus Stops to designate where the schools have their designated areas. 	L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
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. A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents Segregation of groups is considered wherever practicable Floor markings are visible where it is necessary to manage any queuing. Staff made aware that they must use bottom carpark through the vehicular gate and not the top car park. Access into school for all groups will be via Aquinas classrooms. Each school will be assigned a separate classroom (s). Times will be staggered. Parents will follow a one-way system e.g. down the path and up the pathway as indicated Whilst waiting in the hall for collection, markers to be placed to allow for social distancing 	Y	<ul style="list-style-type: none"> Designated times identified Member of staff in each classroom ready to receive the children Drop off system using the bus circle Arrival of pupils between 8.30am – 9am for staggered drift in. 	L
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	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 markings, including external drop-off and pick-up points. Additional staff on hand to aid the movement 	Y		L
Pupils and staff are on the minibus making social distancing measures difficult to apply	M	<p>Minibus</p> <ul style="list-style-type: none"> Pupils arrive between 8.30am and 8.45am Minibus leaves school at 8.45am Each pupil is designated a seat in the minibus The PPE is provided in the minibus <p>Location</p> <ul style="list-style-type: none"> Minibus with a teacher on board to either stay with pupils (for the event) or to hand over the pupils drives into the site through the vehicular gate so that the minibus can park in front of the chapel or by Saint Josephs The teacher on board escorts the children to Aquinas Each school will have their designated classroom After day 1 seats wiped clean Day 2 pupils return to their designated seat After day 2 seats wipe clean 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
4.3 Management of classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> Home base arrangements are in place with arrival into Aquinas at the start of the day. Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance Arrangements are reviewed regularly. All classrooms have sufficient ventilation- windows are kept open throughout the day 	Y		L
4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	M	<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 areas or the external site as supervised (e.g. field) Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage Appropriate supervision levels are in place. 	Y	•	L
4.5 Management of social distancing at lunch times					
Pupils may not observe social distancing at lunch times	M	<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 to distribute the grab bags have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are on the field No Year 10 students will not be on site and Critical worker students are in a separate area. 	Y	<ul style="list-style-type: none"> Hand sanitisers available and toilets assigned for Year 5 	M

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
4.6 Management of social distancing and hygiene in the toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	L	<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. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. See Reset and Recovery plan for more details Markings on the field to separate key worker children and Y6 pupils 	Y		L
4.8 Safety Arrangements for the use of Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	M	<ul style="list-style-type: none"> Social distancing provisions are in place for areas identified in the Swimming Pool centre; pupils to go in via the Emergency exit 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 PPE available for use in line with guidance. 	Y	<ul style="list-style-type: none"> With the use of the Swimming Pool, clear area is identified for the Medical room Emergency exit to be used 	L
Pupils who are children of Critical workers who will need a place on the Friday 17 th July back in Primary	H	<ul style="list-style-type: none"> On the Excel spreadsheet Y5 pupils (Vulnerable and children of Critical workers) are identified Pupils are grouped together in one bubble for the two days staying in their Critical worker Bubble In the letter parents are asked if possible children remain at home Friday 17th May Where a place in school is needed on Friday July 17th, the children remain in their Bubble from last two days Vigilance in hand washing is activated for Friday July 17th 	Y		M

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
5. Securing and sustaining robust hygiene systems and procedures					
5.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<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 Cleaners have been designated and rescheduled in timings to clean after each day New cleaning policy in place (08.06.2020) Bins throughout school are bagged and are cleaned regularly Hand sanitiser to be available 	Y	<ul style="list-style-type: none"> Pete to oversee 	L
5.2 Hygiene and Handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken for the two day event to ensure access to the toilets is accessible Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Tissues will be provided in every classroom and room in school that are being used across the two days 	Y		L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person 	Y		L
5.3 Personal Protection Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<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. Use of PPE to be tracked and recorded 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
6. Curriculum Organisation					
Children may need to re-socialise and familiarise with new routines	M	<ul style="list-style-type: none"> Consideration should be given on giving time for Year 5 to reconnect and socialise given they haven't seen each other since March 20th The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum On arrival time staff will take pupils to Aquinas where they will gather in a designated classroom for both days For departure; these classrooms will be used to gather children until collection. Children no to photographs- will have a red band on their wrist so we can clearly see during the two days that those children can not be in the photographs being organised by Max Tully. 	Y		L
Day 1 Activity 1	M	Romero Reflects – HQ in Romero Hall <ul style="list-style-type: none"> Each school will be allocated to the right or left side of the Hall No furniture in place except for three staff chairs Sanitiser station to hand; bin and PPE Large open space used and ventilation 	Y		L
Activity 2	M	Romero Shines – MS in Dance Studio <ul style="list-style-type: none"> Each school will be allocated to the right or left side of the Dance Studio Sanitiser station to hand; bin and PPE Large open space used and ventilation No furniture in place except for three staff chairs 	Y		L
Activity 3	M	Romero Vitality – RP in outside area <ul style="list-style-type: none"> Each school will be allocated a large space Sanitiser station to hand; bin and PPE available before going onto the field Large open space used and ventilation is no issue Sport apprentices to be invited to attend and support activities 	Y		L
Activity 4	M	Romero Explores – TM in Sixth Form area <ul style="list-style-type: none"> Each school will be allocated a large space at a staggered time to take part in orienteering area Sanitiser station to hand; bin and PPE available before going onto the activity and afterwards Large open space used and ventilation is no issue; Clipboards sanitised each time; pencils provided 	Y		L
Day 2 Activity 1	M	Romero Reflects – HQ in Romero Hall <ul style="list-style-type: none"> Each school will be allocated to the right or left side of the Hall Sanitiser station to hand; bin and PPE No furniture in place except for three staff chairs Large open space used and ventilation 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Activity 2	M	<ul style="list-style-type: none"> • Romero Sets Sails CMcE LG Sixth Form Centre and then Swimming pool • Sanitiser station to hand; bin and PPE available before going onto the field • Each school will be allocated to the left or right side of the Sixth Form to do the Origami activity • Tables cleaned down in between • Swimming pool – children will go through the emergency exit to the pool side so they can set their boat a sail on the water (approximately 10 minutes) • Abigail from SSPP is life guard and will be in attendance at all times 	Y	Children are not swimming – they are putting the boat on the water. Lifeguard is on hand Foot covers available This part will take about 5 minutes	L
Activity 3	M	<ul style="list-style-type: none"> • Romero Shines MS in Dance Studio • Sanitiser station to hand; bin and PPE available before going onto the field • Each school will be allocated to the left or the right • Large open space with no furniture at all in the area, • Ventilation through door open onto the Sixth Form Centre 	Y		L
Activity 4	M	<ul style="list-style-type: none"> • Romero Collaborates – RP on the field area • Each school will be allocated a large space on the field • Sanitiser station to hand; bin and PPE available before going onto the field • Large open space used and ventilation is no issue 	Y		L
Post activity video	M	<ul style="list-style-type: none"> • Year 6 meet the teacher and Y6 messages to Year 5 • The Sports hall (which holds around 1,200) will be used for • The children will have a video message from the Y6 pupils in their school (x2) and their new Y6 teacher • There will be a compilation video from the two days shared • Children will be sat on the floor in their social distanced bubbles. 	Y		L
Post activity Sacred Dance	M	<ul style="list-style-type: none"> • Year 5 – Rainbow Over Your Head Sacred Dance • In the large open area of the Quad, all the children will be assigned a school area for their one or two bubbles all significantly social distanced. • The children will be sharing their Sacred social distance dance with Mrs Scullion leading the session • The dance will be filmed by drone (hopefully) • From this dance the children will go through the gate by the bus bay. • The children will then leave site <ul style="list-style-type: none"> ○ The minibus children will go to their designated area ○ The children being picked up will be by the vehicular electronic gate in alphabetical order of their school in seven lines. • Survival bags – the correct number will be placed on the minibus • Patrick Taggart will be on hand for the children to collect as they are picked up by parents. 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
7. Enhancing Mental Health Support for Pupils and Staff					
7.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<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 throughout the two days Wellbeing assembly to be included as part of the two days, 	Y		L
7.2 Mental health concerns – staff					
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	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Y		L
7.3 Bereavement Support					
Pupils and staff are grieving because of loss of friends or family	M	<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. Staff have been signposted to online bereavement training – ongoing We will carefully reflect the last few weeks (prayer time for Father Bob and Carole Flynn where appropriate) 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
8. Governance and Policy					
8.1 The role of Governors					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms each Friday. <ul style="list-style-type: none"> 2.30pm – LAC Chairs and Board of Directors; CSEL 3.00pm – Board of Directors, CSEL 	Y		L
8.2 Policy Review					
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	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. Board of Directors and Academy Committees have approved revisions 	Y		L

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
9. Other operational issues					
9.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> Fire procedures are in place All children will be advised to go the large playground and stand in alphabetical line within their school group. 	Y	<ul style="list-style-type: none"> Briefing for pupils to take place on Wednesday 15th July at 9am before the day starts 	L
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. 	Y		L
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. 	Y		L

10. Additional site-specific issues and risks

Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

Activity	Risk rating prior to action (H,M,L)	Control measures	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Children do not have inhalers in school as they brought them home at the start of lock down	L	<ul style="list-style-type: none"> Parents reminded to send inhalers in Staff to check inhalers are in and are in date The template included in this Risk Assessment includes pupil information 	y		L
Critical workers	L	<ul style="list-style-type: none"> Children will be leaving site at 2.45pm 	Y		L

Useful Contacts

Principals are responsible for their respective school including Premises, Risk assessments and implementing safety measures (Water systems etc)

	Entity	Name	Role	Email
	Cardinal Wiseman	Tom Leverage	Principal	tlevantage@cardinalwiseman.coventry.sch.uk
	Corpus Christi	Kevin Shakespeare	Principal	k.shakespeare@romeromac.com
	Good Shepherd	Andy McConville	Principal	a.mcconville@romeromac.com
	Sacred Heart	Paul Madia	Principal	p.madia@romeromac.com
	SS Peter and Paul	Lorraine Stanton	Principal	l.stanton@romeromac.com
	St Gregory	Geraldine Marshall	Principal	g.marshall@romeromac.com
	St John Fisher	Dee Williams	Principal	d.williams@romeromac.com
	St Patrick	Andrea Sherratt	Principal	a.sherratt@romeromac.com
1	MAC Covid-19 Strategy	Helen Quinn	Catholic Senior Executive Leader	h.quinn@romermac.com
2	MAC Personal Protective Equipment (PPE) responsibility	Nigel Bellamy	Facilities Manager	n.bellamy@romeromac.com
3	MAC Safeguarding Management	Andrea Sherratt	St Patrick's Principal Safeguarding	a.sherratt@romeromac.com
4	MAC Premises Management	Patrick Taggart	Academy Business Director	p.taggart@romeromac.com
5	Board of Directors	Brendan Fawcett	Chair of Board	b.fawcett@romeromac.com

Risk Assessment Review

This Covid-19 Risk Assessment has been checked by:

Name	Role	Signature
Brendan Fawcett	Chair of Directors	<i>Brendan Fawcett</i>
Helen Quinn	Catholic Senior Executive Leader	<i>Helen Quinn</i>

