



Parkgate Primary School Covid-19: Operational Risk Assessment. Revision 5

Reviewed to reflect The Government's Plan B
– January 2022



Coventry School Partnership: Covid19 Operational Risk Assessment – (revision 5)

1. Introduction:

Coventry's Partnership of schools agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in 'Coventry Schools Covid-19 Re-set and Recovery Plan' in May 2020. On 2nd July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22nd February 2021. On the 19th July 2021 the Government removed the requirement for some mitigations within schools, these were further ratified on 17th August 2021. In response to the Omicron variant, the Government announced on the 8th December 2021 that it had enacted Plan B, as set out in the autumn and winter plan 2021. The additional measures required to enable schools to continue to offer face to face teaching to pupils as set out in [Schools COVID-19 January 2022](#)

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

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

The risk assessment must be considered alongside the Outbreak Management Plan ([updated 4th January 2022](#)) to ensure schools are able to respond rapidly to any outbreak requiring implementation of more robust mitigations to break the chain of transmission, ensuring that the school community are safe and pupils have minimal disruption to face to face high quality teaching within school.

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

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations as at [2nd January 2022](#) to take effect on [4th January 2022](#).
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within school
- Provides an exemplar risk assessment (revised) that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures), which all staff should read, understand and sign
- Incorporates hyperlinks to current sources of helpful information and resource

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

The Government is clear that the context of the pandemic has changed as a direct consequence of Covid-19 vaccine take-up, thereby reducing the impact on the NHS and loss of life. This risk assessment therefore reflects the fact that whilst the virus remains in general circulation the risk of harm, particularly to children and adults who have been vaccinated, is significantly lower now than in the Spring/early Summer of 2020.

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

Plan B recognises the rapid transmission of the Omicron variant across the nation. Whilst there is no evidence that Omicron has increased hospital admission the infection is having a significant impact on staffing absence and therefore availability across the national workforce, impacting on all key services specifically the availability of teaching and ancillary staff for schools, transport and support services.

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

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

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

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

- Put in place sensible approaches to minimise the risk of Covid19 transmission to staff, pupils and visitors whilst in school.
- Communicate the risks and required safe methods of working to all building users including parent/carers
- Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.
- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.
- Exercise vigilance and ongoing monitoring, underpinned by accurate recording to ensure that an outbreak is identified promptly and the outbreak plan is triggered.

2.1 Key message:

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

2.2 What leaders need to do:

- Ensure that the school is following the employer’s health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Consult and engage employees in the development of the risk assessment and ongoing review
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

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

3. Locally agreed Principles:

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system

4. What we know:

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

Vaccination, meticulous hand and respiratory hygiene practice, regular testing and self-isolation when required all serve to reduce risk significantly.

The balance of risk is now overwhelmingly in favour of children remaining in school and accessing a broad curriculum offer, including enrichment activities alongside their peers. For the vast majority of children, it is deemed that the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). For young people and adults age 12 and over, the strongest mitigation is two doses of an authorised Covid-19 vaccination, [followed by a booster vaccination](#).

“COVID 19 is a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains” The Government’s priority is to sustain face-to-face high quality education for all pupils “...being out of education causes significant harm to educational attainment, life chances, mental and physical health” Source: [Schools COVID-19 January 2022](#)

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

These include:

Exclusion:-

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend childcare settings, schools or colleges, and those that have been in contact with a positive case should LFT each day and if under 18 can continue to attend school if they have no symptoms and the LFT is negative.
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions) should be advised to read the [Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](#) and if necessary should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA)

Hygiene:-

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

Social Distancing:-

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

Lateral Flow Testing:-

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

5. Summary:

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment was developed for City-wide use, which is pre-populated with generic safe methods of working. It was advised that if adopted, it would need to be adapted to each specific setting. The risk assessment template has been continuously reviewed to reflect the changes in risk and necessary controls from September 2020 when all pupils

return to school on a full-time basis; the Lockdown of January 2021; the full reopening of schools from 8th March 2021, movement to Step 4 of the journey, which enables significant relaxation of necessary mitigations [and the current step up to Plan B to respond to the rapid transmission of the Omicron variant throughout the general population. This will be reviewed by the Government on 26th January 2022](#)

The primary controls within a school setting are:

- The promotion of testing [and the availability of on-site testing in secondary schools \(required\)](#)
- [The promotion of vaccination \(advised\)](#)
- The continuation of stringent hand and respiratory hygiene (required)
- The continuation of stringent cleaning regimes (required)
- [The use of face covering for staff, visitors and all secondary age pupils in communal areas and face covering for secondary age pupils in the classroom \(required\)](#)
- Good ventilation – improvement of fresh air flow (required)
- Avoiding **unnecessary** close contacts with external groups e.g. parent gatherings (considered best practice)
- Promoting distancing and face covering in areas of congestion/crowding for example parents at the school gate (considered best practice)

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

- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL in response to infection spread and self-isolation requirements
- Maintaining communications with parents, staff, visitors and the general public
- Supporting the mental health and well-being of everyone in school
- Ongoing implementation of the recovery curriculum
- Maintaining a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of self-isolation, as instructed by Track and Trace or remote learning as a temporary measure directed by Public health in the event of an outbreak [or as a consequence of critical staffing shortages that cannot be remediated by class reorganisation, the use of supply and/or non-teaching instructors or other safe arrangements.](#)

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

Prevention:

- 1) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 2) Keep occupied spaces well ventilated.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by continuing to promote the 'catch it, bin it, kill it' approach.
- 5) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 6) Ensure face coverings and PPE are used in recommended circumstances.

In specific circumstances:

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

Response to any infection

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

7. Resources and references:

<p>Covid-19-response-summer-2021-roadmap Health-and-safety-advice-responsibilities-and-duties-for-schools Actions-for-schools: Covid19 -operational-guidance 17th August 21 Air conditioning and ventilation during the coronavirus outbreak COVID-19: cleaning of non-healthcare settings COVID-19: cleaning in non-healthcare settings Keeping-children-safe-in-education--2021 Safe-working-in-education-childcare-and-childrens-social-care Self-isolation-and-treatment/when-to-self-isolate-and-what-to-do Guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Travel and quarantine for pupils Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries Covid-19-home-test-kits-for-schools-and-fe-providers Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p>	<p>Covid-19 vaccination-drop-in-clinics/ Covid-19-vaccination sites Advice-for-pregnant-employees Free-school-meals-guidance Health and safety risk checklist for classrooms E-bug posters HSE working-safely/talking-to-your-workers Get-help-with-remote-education.education.gov.uk Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak Schools COVID-19 January 2022 Face coverings Circumstances where people are not able to wear face coverings special schools, special post-16 providers and alternative provision General guidance about educational visits Outdoor Education Advisory Panel (OEAP). providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</p>
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Model COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	Zoe Richards	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	4 th January 2022	Review interval:	Under continuous review -, an infection outbreak will trigger additional mitigations	Date of next review:	26 th January 2022 and continuous review thereafter

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. Sustaining necessary controls to ensure the general safety of the building					
1.1 Establishing if the building remains following winter closure:					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	High	<ul style="list-style-type: none"> ▪ Health and safety audit conducted by nominated staff and Governor ▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms ▪ Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering: <ul style="list-style-type: none"> ▪ Different areas of the school ▪ Procedures for when pupils and staff enter and leave school ▪ Planned movement around the school during lesson, break and lunch times ▪ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used, if appropriate 	Y	Weekly Site walks will be carried out to check areas are still compliant and that tape etc. is still in place. Daily checks on cleaning products, tissues, anti-bac hand sanitisers in rooms etc. First Aiders have been redeployed throughout school to avoid potential of infections. Specific COVID19 Risk Assessment undertaken by Head/SLT /SBM Staff Handbook created to cover all aspects of changes to procedures etc. due to COVID19, has been reviewed and distributed September 2021. All staff have been advised to leave site by 5.00pm to allow thorough cleaning to take place. All staff received the Health, Safety and	Low

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
				Well-being Toolkit. Staff have signed declarations to say they have received, read and understood documents within. Any further documentation from the Trust will be shared. All updated policies have been distributed to staff. On specified PE days, children will be expected to come to school dressed in their PE kit to avoid having to change items of clothing. Wherever possible, PE lessons will take place outside.	
Statutory compliance has not been completed	Medium	<ul style="list-style-type: none"> ▪ All statutory compliance is up to date. ▪ Where water systems have not been maintained over the summer, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	<p>All compliance checks continued throughout the summer as school. These will continue.</p> <p>Fire Evacuation Drill planned for WB 10th January 2022 to include The Key</p>	
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	Medium	<ul style="list-style-type: none"> ▪ Collaborative arrangements for sharing specialist staff with other schools in the locality have been agreed through the LA ▪ Potential deployment of LA central staff available <p>If the DSL is not on site because of operational challenges, the following cover arrangements are in place:</p> <ul style="list-style-type: none"> ▪ a trained DSL (or deputy) from the school will be available via phone or online video, e.g. working from home ▪ access to a trained DSL from a partner school, will be available via phone or online video ▪ Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site. 	Y	<p>All First Aiders in school remain in date. (Training matrix is up to date with additional training booked when required)</p> <p>Trust-wide register of First Aiders has been completed. Potential deployment of Trust staff where needed has been agreed. Full complement of DSLs available to work</p>	Low
2. Organisation of the school environment					

2.1 Maximising Good ventilation in all occupied spaces					
<p>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</p>	<p>High</p>	<p>To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice):</p> <ul style="list-style-type: none"> ▪ opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space). ▪ Opening internal doors can also assist with creating a throughput of air ▪ Opening external doors may be considered (as long as they are not fire doors and only where safe to do so) ▪ Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see School uniform ▪ Where possible furniture will be arranged to avoid direct drafts ▪ mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) ▪ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces ▪ Carbon Monoxide detectors can be used as a monitor for measuring the quality of air in a room ▪ Any poorly ventilated spaces will be identified, and effective steps taken to improve fresh air flow in these areas, this is particularly important for events bringing together groups of visitors for an event, e.g. school play. If this cannot be achieved the area will not be considered as fit for purpose and will not be used 	<p>Y</p>	<p>Temperature checks are regularly conducted in each occupied class room.</p> <p>Additional clothing is provided where required. School accessed the LA additional COVID funding to purchase fleeces, hats, gloves etc.</p> <p>The lesser ventilated spaces will be identified with support from the TFT Director for Estates.</p> <p>Consideration is being given to the acquiring and use of carbon monoxide detectors if deemed appropriate.</p>	<p>Low</p>
2.2 Availability of staff and class sizes					
<p>The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ Staff members who are clinically extremely vulnerable will resume normal work, but will be supported if they choose to take extra precautions to 	<p>Y</p>	<p>School will continue to regularly update a spreadsheet on the vaccination of staff, to include future possible booster vaccines. (Only if staff are happy to share</p>	<p>Low</p>

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safeguard children not in school		<p>protect themselves by following the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <ul style="list-style-type: none"> ▪ Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if are symptomatic ▪ All staff are aware of the testing procedure and know that they are required to report their illness And follow required testing procedures ▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to contribute to school activities or tasks e.g. to teach lessons online. ▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required ▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity ▪ Contingency plans are in place to respond to a range of staffing scenarios that can be enacted at short notice 		<p>the information) This is completed by the SBM. All staff have received clarity from the Trust about Testing and are aware of the procedures for testing. Staff will be reminded of symptoms and procedures. Staff who are self-isolating will be required to carry out work from home that is acceptable within their job description, if they are well enough to do so. Consideration will be given to their home working conditions to ensure well-being and health and safety. No staff will be asked to teach live lessons online unless they are comfortable doing so. Teaching Assistants and Pastoral Staff will be deployed in a flexible and responsive way to support classes or lead learning under the direction of teachers. This will not be detrimental to the needs of SEND. No support will be removed from a child in receipt of an EHCP for example. A clear plan of deputisation is in place for key roles within the school and The Trust would be approached for additional leadership capacity if appropriate in a challenging/ emergency situation.</p>	
2.3 Testing and managing symptoms					
Staff and pupils do not conform to Government guidance on testing for schools, which stimulates the risk of infection transmission leading to an outbreak	High	<p>Asymptomatic testing</p> <p>Secondary settings:</p> <ul style="list-style-type: none"> ▪ Arrangements are in place to enable all pupils to receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. 	Y	<p>All staff have received information from TFT about testing and procedures.</p> <p>In line with Government Guidance, school had introduced lateral flow testing from the 25th January 2021. Staff attending school are offered the option to take part in lateral flow</p>	Low

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		<ul style="list-style-type: none"> ▪ Where possible testing may commence from 3 working days before the start of term, where not possible pupils may be admitted on a staggered return between 6th and 10th September 21. ▪ Pupils will be encouraged and supported to continue to test twice weekly at home until the end of September, at which point the position will be reviewed. ▪ Staff will be encouraged to undertake twice weekly home tests whenever they are on site until the end of September, at which point the position will be reviewed. ▪ A small asymptomatic testing site (ATS) will be retained to enable testing to pupils who are unable to test themselves at home. ▪ LFTs will be issued to staff and pupils to enable twice weekly testing when required ▪ All pupils travelling to England must adhere to travel legislation ▪ Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. <p>Primary and secondary settings:</p> <ul style="list-style-type: none"> ▪ LFTs will be issued to staff to enable twice weekly testing when required. ▪ Pupils will be encouraged to test on a regular basis, to mitigate the risk of a doubly vaccinated close contact, not required to isolate from transmitting the virus within school ▪ The rationale for testing will be shared and reinforced with parents and the wider school community. ▪ A log of all pupils in the school who have tested positive for COVID-19 including dates for onset of symptoms (if relevant) and test dates will be maintained, subject to the school being informed. This will be used to review transmission rates, support the identification of an outbreak and to provide any necessary information to the NHS Test and Trace service if it is required ▪ Parents will be informed of a positive LFD test in school as appropriate and be asked to consider that the pupil takes a PCR test. – cross referencing the criteria with the school outbreak plan ▪ A pupil with a positive LFT test will be required to self-isolate with immediate effect for a minimum of 7 days following the onset of symptoms or date of test if asymptomatic. Evidence of a day 6 and a day 7 negative LFD test will be required before healthy pupils can return to school. ▪ All pupils travelling to England must adhere to travel legislation ▪ Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. 		<p>testing through home kits. Staff are encouraged to test twice weekly and inform school of the result. A spreadsheet is maintained meticulously and all recording and reporting guidance followed.</p> <p>Regular orders for LFT kits are placed and levels of equipment monitored to avoid a shortage.</p>	
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<p>Close contacts promote transmission infection across the school community</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ In response to all Covid-19 positive case, the school will: <ul style="list-style-type: none"> • identify all close contacts of the infected pupil/staff member during their infected period in school, this will include class, break, lunch-times, after school activities and transport • Notify parents/carers that the pupil may have been in close contact and issue a template letter • Notify staff and visitors that they may have been a close contact • Recommend close contacts take daily LFD tests for a minimum of 7 days • Consider asking the parents of the infected pupil to keep all siblings at home until a negative PCR test has been completed alongside daily LFD testing. ▪ Require identified close contacts who are not exempt from isolation to self-isolate for 10 days ▪ Information on a child or staff member’s close contact details will be provided to NHS Test and Trace on request, subject to the school validating the authenticity of the contact and ensuring that there is no inadvertent risk of a data breach, or safeguarding risk by providing sensitive and personal information to a third party - Settings must not provide any personal information if asked to by parents and/or contacts that would be a breach of GDPR or data protection legislation. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace in response to a local outbreak, In this scenario settings may share proportionate and relevant information as requested by NHS Track and Trace without consent. Settings may also be contacted by PHE/Local Authority teams to confirm information about a positive case. 	<p>Y</p>	<p>Rigorous GDPR procedures and policies are in place to mitigate against any breach of confidential information.</p>	<p>Low</p>
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. ▪ Children and staff who are unwell will be advised that they should not attend school/setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate with their household and book a PCR test: https://www.gov.uk/get-coronavirus-test ▪ Consideration will be given to the range of wider symptoms of COVID-19: which are: headache, sore throat, fatigue, muscle aches, blocked/runny nose, shortness of breath, cold like symptoms diarrhoea and vomiting, in determining if there is an outbreak of infection at the point outbreak plan triggers are met. ▪ If a parent of a pupil with Covid symptoms insists their child attends school, the school will exercise its reasonable judgement to refuse the 	<p>Y</p>	<p>An isolation room is set up in Y1 corridor for any child suspected of showing symptoms of COVID19. PPE is available in the room. Handwashing and toilet facilities are close by. Access outside is available to allow for the child to exit the building with limited exposure to any other adult/child on collection by parents. The child (parent) will be informed of the need to go for testing. RIDDOR process will be followed according to guidance.. Registers are fully in place to monitor attendance and absence. The now weekly return will be sent to the DfE.</p>	<p>Low</p>

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		<p>pupil entrance on the grounds that it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <ul style="list-style-type: none"> ▪ Engage with the NHS Test and Trace process ▪ Contain any outbreak by following local public health protection advice contact: Public Health England health protection team ▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place ▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. ▪ A record of any COVID-19 cases are recorded in school to assist outbreak management. Cases are reported to the LA through the Covid-inbox covid19schools@coventry.gov.uk to support local area intelligence on virus spread and potential outbreaks. 			
<p>Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school</p>	High	<ul style="list-style-type: none"> ▪ The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted ▪ All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening ▪ The school actively promotes the use of LFD tests to be routinely undertaken at least twice weekly at home, 3-4 days apart. ▪ The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage ▪ The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff ▪ Staff understand that they must report a positive LFT result to their manager, immediately self-isolate, book a PCR (primary schools) and report the result 	Y	<p>Lateral Tests Kits are available on site for Home Testing. These are kept securely in school and made available for staff on request.</p> <p>Staff will be encouraged to take twice weekly tests, although this is not mandatory.</p> <p>All recording and reporting guidance is adhered to.</p>	Low
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	High	<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding 	Y	<p>A Trust wide induction pack has been developed by HR which staff have signed for. Information will continue to be shared with parents via text message, email, letter and website. School will use updated templates from the LA to inform parents when there has been a positive case.</p>	Low

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		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 			
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	High	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. 	Y	Information shared with parents as part of information sent home to families. Staff via email/briefings	Low
Staff, pupils and parents are not aware or are not compliant with self-isolation requirements		<ul style="list-style-type: none"> Consistent and repetitive reinforcement of the need for pupils and staff to stay home if they are unwell, reminding them that early onset symptoms can be complex Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days Reinforce the new requirement to self-isolate for travel reasons should that occur 	Y	Staff pupils and parents will be regularly reminded of the need to be compliant with self-isolation requirements and informed swiftly of any changes. The school will exercise its reasonable judgement to refuse a pupil, parent or member of staff entrance into the grounds if it is deemed necessary to protect other pupils and staff from possible infection Consideration will be given to the range of less common symptoms of COVID-19: which are: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, in determining if there is an outbreak of infection at the point outbreak plan triggers are met.	Low
3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene					
3.1 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	High	A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management 	Y	All of this information has been disseminated to staff.	Low

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		<ul style="list-style-type: none"> ▪ Safeguarding ▪ Risk management 			
3.2 Communication strategy					
A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks	High	<ul style="list-style-type: none"> ▪ Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations ▪ Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning ▪ Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented ▪ Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement ▪ 	Y	Leaders across the school regularly monitor and challenge breaches in compliance and ensure how staff know how to raise a concern if they feel the need to do so.	Low
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	High	<ul style="list-style-type: none"> ▪ Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Local authority ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals 	Y	Communication via website, emails, TEAM meetings, letters, text messaging etc	Low
There is a lack of clarity and understanding in maintaining good hygiene	High	<ul style="list-style-type: none"> ▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it bin it' rules. ▪ Clear floor markings are in place to support social distancing where practicable. 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 are clearly laid out and signposted. ▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. 	Y	Signage has been printed and is displayed clearly. Floors have been marked, Corridors are wide enough to have a divider to walk up one way and down the other to keep to social distancing. Separate doors in use where appropriate. Separate play areas identified to minimise contact. Where possible classroom sinks are to be utilised for handwashing to avoid any potential pinch points near toilets Clear cleaning routine in place. Cleaners briefed by SBM regularly.	Low

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<p>Parents and carers are not fully informed of the health and safety requirements of the school</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ As part of the overall communications strategy parents are kept up to date with information, guidance and the school’s expectations on a weekly basis using a range of communication tools. ▪ The COVID-19 section on the school website is reviewed and updated. ▪ Parent and pupil handbooks/information leaflets are reviewed and updated. ▪ The vaccination programme is positively and sensitively promoted across the school community, highlighting that vaccination is the key barrier to the spread of infection which will reduce the risk of future school closures 	<p>Y</p>	<p>School website is kept up to date with information. Key information is disseminated and updated where appropriate to parents and carers when required.</p>	<p>Low</p>
<p>Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school’s website. ▪ Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason ▪ Parents are enabled to understand that the school will send any child who is symptomatic or generally unwell with the associated symptoms home and that they will not be permitted to attend school until a negative PCR test has been taken or 10 days from symptom onset has elapsed 	<p>Y</p>	<p>Parent updates and website.</p>	<p>Low</p>
<p>4. Management of congested areas</p>					
<p>4.1 Management of social distancing in the reception area</p>					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours, it should ▪ A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit ▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ▪ Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). ▪ Non-essential deliveries and visitors to school are minimised. ▪ Arrangements are in place for segregation of visitors. ▪ General visitors, not providing a specialist teaching, intervention or health service to pupils are recommended to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk 	<p>Y</p>	<p>We will continue the use of electronic signing in as we have a system to ensure good hygiene. Hands sanitised before touching screen and regular cleaning of electronic screen. Due to the size of the school we feel safeguarding overrides on this element. We need to be confident that we know who is on school site for fire evacuation circumstances. Human error is a high risk. Clear signage in Admin Office area and screen in place to protect admin staff. SBM has developed a Risk Assessment for Management of Visitors on site. Pre-booked visitors only on site. Any visitors, including parents, will be issued with a face covering and encouraged to use it.</p>	<p>Low</p>

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				All visitors add their details to the test and trace log. These are stored securely and shredded appropriately in line with GDPR.	
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	High	<ul style="list-style-type: none"> ▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ Start and departure times are staggered to reduce pinch points and risk of breach if this is possible without reducing the overall teaching time for pupils ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents ▪ Segregation of groups is considered wherever practicable ▪ Floor markings are visible where it is necessary to manage any queuing. 	Y	Information will be sent to parents prior to their child attending school via email, text message and published information on the school website. No vehicles except staff or other prearranged vehicles allowed on site. It is unclear how we could manage drop offs etc on the main Parkgate Road. Staggered entry and allocated doors in place to avoid congestion.	Low
Pupils and parents congregate at exits and entrances-creating a potential chain of transmission	High	<ul style="list-style-type: none"> ▪ Start and finish times are staggered. ▪ The use of available entrances and exits is maximised. ▪ Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ▪ Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y	School has 4 pedestrian entrances, 3 on Parkgate Road and 1 on Moreland Road, which will be utilised to support social distancing. Footfall and flow will be monitored by SLT and additional staff to ensure smooth and swift drop offs and collections. Only one parent/adult per family will be encouraged. Parents be kept updated via the school website, mobile app and newsletters. All late arrivers will need to report to the main office.	Low

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<p>Pupils use public transport and thereby increase risk of infection and transmission</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Public transport is defined as transport used by the general public. If children use a public bus to come to school they will be expected and recommended to wear a face covering if they are over the age of 11. ▪ Staff using public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container – staff are advised to carry a spare face covering. ▪ School transport commissioned by the LA (excluding the use of public buses via a bus pass) are not available to the general public and therefore risk is reduced by the controls deployed by the LA and provider risk assessments. ▪ All passengers and crew are required from 4th January 2022 to wear face-coverings on both public transport and dedicated transport to school or college. The normal exemptions apply <u>Circumstances where people are not able to wear face coverings</u> ▪ Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most 	<p>Y</p>	<p>Following LA guidance, parents are being encouraged to wear a mask on site. There is still no requirement for children to wear a mask. Masks are provided where necessary. No parent enters the building unless essential. Very few children arrive via public transport. Where they do so, individual conversations will be held with families to support this being as safe as possible. Two meetings have taken place.</p>	<p>Low</p>
<p>4.3 Management of social distancing and hygiene in the toilets</p>					
<p>Poorly ventilated toilet areas become overcrowded and create an area of high transmission risk</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Queuing zones for toilets and hand washing have been established and are monitored. ▪ Floor markings are in place to enable social distancing. ▪ Pupils know that they can only use the toilet one at a time. ▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ▪ The toilets are cleaned frequently. ▪ Monitoring ensures a constant supply of soap and paper towels. ▪ Bins are emptied regularly. ▪ Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place 	<p>Y</p>	<p>Systems in place for safe movement around the school to avoid queuing at toilets. Younger children or those with additional needs supervised/supported more carefully by an adult. Where intimate care is provided, the relevant PPE is available. Additional cleaning of toilets in place over the lunchtime which will include checks on soap and paper towels/bin emptying etc.</p>	<p>Low</p>
<p>4.4 Safety arrangements for the use of medical rooms</p>					

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<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Social distancing provisions are in place for medical rooms behind a closed door if possible ▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. It is advised that household bleach is used after the room is vacated. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff ▪ Any member of staff providing assistance to someone with symptoms and any pupils who have been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell 	<p>Y</p>	<p>Original First Aid room is operational however, treatment is administered at station in corridor. Beech Room - designated space for suspect COVID19 cases. PPE is available in the room and handwashing and toilet facilities are close by. SSO/Cleaners will be on call to deep clean the room after a case. The room will also be fogged using the fogging machine as soon as all children have left site. There will be a designated team of First-Aiders who will be responsible for providing assistance for suspected COVID cases. These staff have been trained.</p>	<p>Low</p>
<p>5. Securing and sustaining robust hygiene systems and procedures</p>					
<p>5.1 Cleaning</p>					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day ▪ 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. 	<p>Y</p>	<p>Additional cleaning during the school day. Toilets/sinks/doors cleaned thoroughly over and after lunch period. All classroom bases have hand sanitiser/tissues/spray etc. Extensive cleaning schedules are in place and these are monitored regularly by SBM and shared at Trust level. Levels of cleaning materials are checked regularly to enable timely ordering.</p>	<p>Low</p>
<p>5.2 Hygiene and handwashing</p>					

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<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered ▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<p>Y</p>	<p>Additional sanitiser purchased. Regular checked to ensure availability at all times. School has purchased 6 additional automatic dispensers that have been placed around the school building.</p>	<p>Low</p>
<p>Pupils forget to wash their hands regularly and frequently</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person 	<p>Y</p>	<p>Handwashing regimes and expectations shared with staff, children and parents. Children will wash hands on arrival. Before and after lunch ,etc. Use will be made of Training videos to ensure handwashing technique is thorough.</p> <p>Children new to school, especially in EYFS, will be taught how to wash their hands appropriately during induction.</p>	<p>Low</p>
<p>Equipment and resources</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Individual and very frequently used equipment such as pencils and pens should not be shared ▪ Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly ▪ Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics) ▪ Outdoor play equipment will be cleaned more frequently ▪ Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted 	<p>Y</p>	<p>School has issued guidance to parents on this. Children will be able to bring more items into school but will be reminded to keep this to a reduced level whenever possible. Items could include, a reading book, home learning, a book bag, lunch bag (If not having a school dinner), a full water bottle and a coat. Children will come to school in the PE kit on days when they have PE. Letters home will be emailed if at all possible. Teachers will be able to send paper copies of home learning. Children will be able to return completed projects if appropriate. Mobile phones will no longer be brought to the main office to be bagged but will be locked securely away in a Year 6 classroom.</p>	<p>Low</p>
<p>5.3 Personal Protective Equipment (PPE)</p>					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured for general task use as identified in a task 	<p>Y</p>	<p>Temperature will only be taken if a child is displaying symptoms and not carried out routinely. PPE procured and in place for First Aid, Intimate</p>	<p>Low</p>

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		<p>focused risk assessment or in the event of an outbreak requiring temporary enhanced controls</p> <ul style="list-style-type: none"> ▪ 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. ▪ Children under the age of 11 are not required to wear face coverings in or out of school including public transport ▪ Clinically vulnerable staff and /or pupils may personally elect to use PPE as an additional control for their own safety and emotional well-being. This will be supported if it is agreed through the VERA process. 		<p>Care-disposable gloves and aprons. Face Masks available if required. School now has a stock of visors. Safe cleaning instructions of these has been distributed. PPE will be available in the isolation room for children/adults displaying COVID19 symptoms. Additional supplies are available from Sycamore Room and will be monitored by SBM. Briefings have taken place for EYFS staff, first aiders and any other staff delivering intimate care.</p>	
<p>Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ The use of clear pane face coverings may be appropriate in some instances (see: face coverings). This may be specifically appropriate for pupils with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. ▪ An emergency supply of face coverings for contingency purposes is available if required. ▪ Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. ▪ Staff and pupils are trained in the safe donning and disposal of face covering as follows: When wearing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> ▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on ▪ avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus ▪ change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose ▪ avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination ▪ When removing a face covering, staff, visitors and pupils 	<p>Y</p>	<p>SLT monitor and challenge the use of face coverings by parents in communal areas.</p>	<p>Low</p>

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		<p>should:</p> <ul style="list-style-type: none"> ▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing ▪ only handle the straps, ties or clips ▪ not give it to someone else to use ▪ if single-use, dispose of it carefully in a household waste bin and do not recycle ▪ once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. ▪ if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric ▪ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 			
6. Curriculum organisation					
Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	High	<ul style="list-style-type: none"> ▪ Gaps in learning are assessed and addressed in teachers’ planning. ▪ Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality ▪ Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y	Home Learning to continue for all children unable to attend school due to COVID isolation. Once children are settled and secure, rigorous assessments will identify gaps in learning and allow for detailed provision mapping. A robust COVID catch-up funding plan is in place and is regularly reviewed and shared with governors.	Low
Ensuring full support for pupils with SEND (SEND Support and EHC Plans	High	<ul style="list-style-type: none"> ▪ Small children and children with complex needs will continue to be helped to wash their hands properly ▪ Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the LA’s vulnerable children risk assessment template ▪ External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the school’s visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and interaction 	Y	Support for children with SEND will be carefully planned for and will ensure full entitlement is received. All vulnerable children have had their individual Risk Assessments reviewed for September. These will be revisited once children start school to ensure that they are appropriate and effective. Schools Visitors Policy is in place and will be shared with any external specialist who will also be required to complete track and trace register as a precaution. External specialists will be made aware of the schools hygiene requirements and social distancing. School specific Risk Assessment is now in place.	Low
6.1 Extra-curricular activity including school visits					

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<p>Pupils and or staff are exposed to infection whilst on a school visit</p>	<p>High</p>	<p>A full and thorough risk assessments in relation to all educational visits will be undertaken to ensure that any public health advice, such as hygiene and ventilation requirements, is taken into account and mitigated where possible. Guidance https://www.gov.uk/government/publications/health-and-safety-on-educational-visits and the Outdoor Education Advisory Panel (OEAP) https://oeapng.info/ will be taken into account</p>	<p>Y</p>	<p>EVC training is up to date with September updates delivered. Any visits will carry a full, adapted, risk assessment.</p>	<p>Low</p>
<p>Safe practice is not replicated in wraparound provision and extra-curricular activity</p>	<p>High</p>	<p>The school's risk assessment will be applied to all wraparound and extra-curricular activity taking into account additional and specific for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children (https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak).</p>	<p>Y</p>	<p>A reduced number of Extra-curricular activities will continue through the Spring Term.</p>	<p>Low</p>
<p>6.2 Provision of remote learning for self-isolation</p>					
<p>Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Insert school arrangements and mitigation: <p>To secure the statutory duty to provide remote education for state-funded, school-age children whose attendance would be contrary to government guidance or law around coronavirus (COVID-19). The following arrangements are in place and are subject to constant monitoring and review:</p> <ul style="list-style-type: none"> ▪ the remote learning offer is equivalent to the core teaching pupils would receive in school (delete as appropriate):- <ul style="list-style-type: none"> ▪ Key Stage 1: 3 hours a day on average across the cohort, with less for younger children ▪ Key Stage 2: 4 hours a day ▪ Key Stages 3 and 4: 5 hours a day ▪ Systems are in place for checking, daily, whether pupils are engaging with their work ▪ A named senior leader with overarching responsibility for the quality and delivery of remote education is identified 	<p>Y</p>	<p>The remote learning offer and policy is available on the school website for parents. It is compliant with all statutory duties.</p> <p>This has also previously been emailed to all parents and shared with governors.</p> <p>A named Senior Leader has responsibility for the quality and delivery of remote education and is responsible for providing staff with high quality CPD.</p>	<p>Low</p>
<p>Pupils are unable to access the online offer</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Set out arrangements to overcome digital poverty ▪ Set out arrangements to support parents ▪ Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home ▪ Set out the arrangements for disengagement 	<p>Y</p>	<p>School has a number of devices that are available to be distributed those learners who are unable to attend school and do not have any access to a device at home. Support is available for parents if required.</p>	<p>Low</p>

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				Where a child is not engaging in online learning, contact will be made initially through the Class teacher or Overcoming Barriers Team to ascertain the family circumstances. Where these cannot be addressed, through this forum, SLT will intervene.	
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	High	<ul style="list-style-type: none"> ▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/ /pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Resources/websites to support the mental health of pupils are provided. 	Y	Staff have accessed on line training from the LA around 'Managing Anxiety and Bereavement' Dr. George Harris facilitated a session for all staff. Senior Leaders and Chair of Governors have attended training on Mental health Awareness PSHE/Protective Behaviours/Winston's Wish are well established in school and dedicated timetable slots are protected for the delivery of PSHE. We have many resources to support our children and families. We will signpost additional things on our website.	Low
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	High	<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	Briefings will signpost and support staff. OB2L/Dr George Harris available Referrals to OH/Counselling can be provided Head/SBM will continue 'self and well' checks for any staff not available for work and be available to support those staff in school. This information is shared with HR at The Trust to monitor staff wellbeing and provide appropriate support.	Low

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8 Safeguarding Vulnerable Pupils					
Pupils 'out of site' may come to harm	High	<ul style="list-style-type: none"> ▪ Robust systems are in place to keep in contact with vulnerable pupils (both within the national definition or as a consequence of school-based concerns) who are self-isolating or are not attending school for whatever reason. This includes those who have a social worker and those who are not currently open to statutory services, but the school believes that they may face challenging circumstances at home. ▪ When a vulnerable pupil is asked to self-isolate, the school will: <ul style="list-style-type: none"> ▪ notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head ▪ agree with the social worker the best way to maintain contact and offer support ▪ procedures in place include a system to check if a vulnerable pupil is able to access remote education support and to support them to access it (as far as possible) ▪ regularly check if they are accessing remote education ▪ keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. 	Y	Once the school is aware that a vulnerable child is self-isolating or not attending school, telephone contact will be made with the parent to ascertain the circumstances for absence. We will provide both pastoral and academic support through class teacher, OB2L and SLT. Records of this contact will be kept securely on CPOMS. DSL's will keep in contact with Social Workers and LA virtual schools head.	
9 Governance and policy					
9.1 The role of Governors					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	High	<ul style="list-style-type: none"> ▪ The governing body continues to meet regularly ▪ The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ▪ The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ▪ Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ▪ Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y	Meetings of Governing Body continue as scheduled All dates for future meetings are in the diary. Headteacher and Chair in weekly contact or as appropriate.	Low
Governors are not fully informed or involved in making key decisions	High	<ul style="list-style-type: none"> ▪ Meetings are held regularly with governors. ▪ Governing bodies are involved in key decisions on reopening. ▪ Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	Chair of governors and staff governors have engaged in conversation over the period of the pandemic. FGB planned for Feb 2022	Low

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9.2 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school. ▪ Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions ▪ A review of the child protection policy to reflect the move to remote education where necessary has been undertaken. ▪ This is reflected as a coronavirus (COVID-19) addendum that summarises related changes ▪ All staff are aware of the revised policy. 	<p>Y</p>	<p>All statutory policies shared with staff, signed to say read and understood.</p> <p>Shared with governors</p> <p>Admissions Policy Behaviour policy Child Protection and Safeguarding Policy went to governors on the 29th September 2021 and issued to staff on September training day.</p>	<p>Low</p>
<p>Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level ▪ High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups ▪ Remote education is integrated into the school’s curriculum planning ▪ Printed resources are available for those that cannot access the internet physically or cognitively ▪ The curriculum is planned to ensure that knowledge and skills are built incrementally and clear explanations of content are delivered by a teacher in school though high quality curriculum resources and/or videos with face to face virtual contact as appropriate – ideally daily 	<p>Y</p>	<p>The website remain up to date with additional learning and resources.</p> <p>Seesaw is now being used in in Years R-3 and Showbie in Years 4-6 which will allow for remote communication between child and class teacher.</p> <p>School will be able to monitor engagement through the website page hits and also individual logins and responses in Seesaw/Showbie.</p>	<p>Low</p>
10. Other operational issues					
10.1 Contractors working on the school site					

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<p>Contractors on-site whilst school is in operation may pose a risk to infection control</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ Contractors are expected to comply with the requirement to wear face coverings whilst on school site ▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ▪ Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ▪ Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ▪ Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ▪ In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Y</p>	<p>All contractors are expected to follow the normal signing in procedure for school as well as also filling in a track and trace form.</p> <p>Contractors are expected to wear masks at all times when on site.</p> <p>Contractors will need to have tested negative on an LFT prior to their visit.</p>	<p>Low</p>
<p>10. Additional site-specific issues and risks</p>					
<p>Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</p>					
<p>Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme or alternative provision)</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ The school, working with the setting will ensure that all risk are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum 	<p>Y</p>	<p>Parkgate has 0 children attending more than one setting. School has a Local Authority run provision on site called 'The Key' Close liaison with the LA around the provision. A separate Risk Assessment is in place for the provision but HT and LA have engaged in dialogue about issues.</p>	<p>Low</p>
<p>VERA (Individual Risk Assessments)</p>	<p>High</p>		<p>Y</p>	<p>School has worked with the school union REP and HR to support staff through appropriate Risk Assessments as required. School Union Rep engaged in ongoing dialogue. Relationships are positive. Comprehensive individual risk assessments will be updated for the start of Spring term with appropriate staff. Particular reference has been made to BAME and staff have welcomed the supportive dialogue. These Risk Assessments will be</p>	<p>Low</p>

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				reviewed regularly. School has a number of pregnant staff, school has read updated guidance and will advise and support these staff appropriately.	