COVID 19 – Risk Assessment Sept 2020

March 2021

Date approved by SNOMAC Directors	**13th July 2020**
Next review date	**April 2021**
Body responsible for review	**Directors Compliance Committee**

Constituent academy to which this policy relates:

Hagley Catholic High School

Our Lady of Fatima Catholic Primary School

Our Lady and St. Hubert's Catholic Primary School

St Ambrose Catholic Primary School's

St Francis Xavier Catholic Primary School

St Gregory's Catholic Primary School

St Joseph's Catholic Primary School

St Mary's Catholic Primary School

St Philip's Catholic Primary School

St Wulstan's Catholic Primary School

Emmaus MAC Central Office

Emmaus Catholic MAC

COVID 10 –Risk Assessment Sept 2020 during full opening

This COVID 19 Risk Assessment has been approved and adopted by Saint Nicholas Owen Catholic Multi Academy Company on July 2020 and will be reviewed on an ongoing basis

Academy to which this policy relates:

Signed by the Chair of – St Ambrose Catholic Primary School:

Signed by the Chair of – St Francis Xavier Catholic Primary School

Signed by the Chair of – St Gregory's Catholic Primary School

Signed by the Chair of – St Joseph's Catholic Primary School:

Signed by the Chair of– St Mary's Catholic Primary School: *M. Rowley*

Signed by the Chair of St Philip's Catholic Primary School

Signed by the Chair of – St Wulstan's Catholic Primary School:

Signed by the Chair of – Hagley Catholic High School:

Signed by the Chair of – Our Lady of Fatima Catholic Primary School:

Signed by the Chair of Our Lady and St. Hubert's Catholic Primary School

Signed for the MAC Central Office

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1. Introduction

The updated Government Guidance 02.07.20 sets out that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term and has been prepared with input from school leaders, unions and sector bodies in consultation with Public Health England and the Health and Safety Executive.

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

'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.' (Gov.uk Guidance for full opening schools: 2 July 2020)

In January 2021, the Government instructed that schools should restrict attendance during the national lockdown.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

And subsequently, on 22.2.2021, the Government announced that schools will be fully open, for all pupils to attend from 8.3.2021.

Schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. School leaders have worked with Health and Safety consultants, Local Authorities and Unions to draw up plans for the autumn term that address the risks identified using the system of controls set out by Public Health England. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

The system of controls provides a set of principles that effectively minimise risks. All elements of the system of controls are essential.

We appreciate there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Local School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

We want all pupils and staff to be back in school, in line with government restrictions. We are taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within our setting

by revisiting our risk assessments and building on the knowledge and practices we have developed during the last months.

2. Legislative framework

This policy has due regard to legislation and guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- The School Premises (England) Regulations 2012
- The Manual Handling Operation Regulations 1992 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998
- (DfE) 'Advice on standards for school premises' 2015
- Guidance for full opening: schools (GOV.UK 02.07.20)

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- First Aid Policy
- First Aid Risk Assessment
- Cleaning Policy and Schedule
- Lateral flow Testing Policy

Government advice "does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations".

3. Employers' duties

The employer is responsible for making sure that their health and safety risk assessments are maintained and address the risks identified using a system of control measures. Emmaus Catholic Multi Academy Company take reasonable steps to protect staff, pupils and others from CORONAVIRUS (COVID 19) within our setting.

For Emmaus Catholic Academy Company, it is the Board of Directors who consult the Local Governing Body 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

The employer has a duty to:

- Put in place sensible approaches to health and safety, with clear policies that focus on real risks, and do not encourage unnecessary paperwork.
- Provide appropriate training for staff.
- Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities.
- Provide personal protective equipment (PPE) in the required setting (first aid or 1-2-1 supervision).
- Check that the control measures have been implemented and remain appropriate and effective.

4. Employees' duties

All of the school workforce play an important part in sensible health and safety management in school. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

Employees have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do.
- Attend appropriate training as required.
- As necessary, wear any personal protective equipment (PPE) provided by the employer.
- Cooperate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements

5. COVID (19) The Risk

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

In January 2021, the school community is more aware of a new variant of COVID-19. All of the current controls in school still stand and are no different for the new variant of the COVID-19 virus. What has changed is its ability to be more easily transmissible so the current controls must be reinforced to ensure a break in the transmission route is maintained and the building remains COVID secure.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At the time of issuing the initial guidance, there were no specific vaccines or treatments for COVID-19. However, when reviewing the guidance for January 2021 and March 2021, three different vaccinations have been approved for use in the U.K.. Emmaus Catholic Multi Academy Company will continue to provide updated information, once available.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID 19) suggests that staff in educational settings tend not to at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults however the risk to children themselves of becoming severely ill from coronavirus (COVID19) is very low and there are negative health impacts of being out of school.

'given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school' (Gov.uk Guidance for full opening schools: 2 July 2020)

Introduction

The government plan is for the full return of all pupils from 8th March 2021, following a National Lockdown:
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools and
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the HSE guidance on working safely.

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 2nd March 2021 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE) or Local Authorities. EYFS guidance should be considered for Nursery Schools and Nursery Classes. Separate guidance is available for Special Schools and is not considered in this tool.

The completion of this tool/checklist should not be undertaken in isolation by one individual and should involve staff who understand the risk assessment process. Once completed, the risk assessment should be shared with the school's workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity (outcome) - determine the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) to determine the the Likelihood and independently provides a method level of risk, with Severity being scored and plotted.

RISK LEVEL MATRIX

PROBABILITY (LIKELIHOOD)					
	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be 3 x 1 = 3. This would mean the risk is low and arrangement would be adequate. Example as follows:

Issue/Area to be addressed (Potential Hazard)	Current Control Measures Good Practice Control Measures Adopted	In place (Yes/No)	Further action/ Comments	Final Risk Rating
Example: **Slips, trips and falls** *There are smooth surfaces and tripping hazards around the school site with the potential to cause persons to fall over injuring themselves with multiple injuries.*	• *Cleaning regime in place.* • *Correct safe substance used for surfaces.* • *Signage available.* • *Cleaners have received training.* • *Introduce hazard reporting system and ensure that staff are aware of school H&S Policy.* • *Undertake specific risk assessment on snow and ice.* • *Remove all trailing cables in admin office.*	Y	Review arrangements for new staff i.e ensure the H&S policy to shared /communicated	**3x1=3** **Low**

Links to related published guidance notes to be referred to alongside the Model Risk Assessment	
Links to DfE Guidance As new guidance is produced weekly, please refer to **www.gov.uk** for updates Note from DFE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#updating-risk-assessments https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools

	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
	https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers
	https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19
Governance and other resources	As ever, if subscribing schools have questions / queries about governance, they can contact Schools, Central Team, Local Authorities ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/

Version edits			
Version No.	**Section -** Edits	**Page**	**Published**
1	**Original**		**07/07/20**
2	**All sections**	**All**	**15/7/20**
3	**2, 9,10, 11, 12, 13, 17**		**25/08/20**
4	**3, 14**	**15, 28**	**1/9/2020**
5	**All sections**	**12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 30, 31, 32, 33**	**8/10/2020**

Version edits			
Version No.	Section - Edits	Page	Published
6	4, 10	16, 22	9/11/2020
7	Adapted for restricted attendance and reviewed separately	All	8.1.2021
8	All- reviewed and updated in line with full opening	All	2.3.2021

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
1. Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your LA on your plans					
Lack of certainty over returning numbers	6	• Full attendance expected for all year groups • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19- calls made and phased return offered where needed • Requests for support for vulnerable families can be requested through E.P.E., Educational Psychologist or School Nurse • Potentially some children remain shielded at home – parents/carers to inform school and provide with copy of letter sent to CEV children • Requests for support for vulnerable families sent through Early Help Hubs • Any specialist equipment required is returned to school/additional equipment made available to support return • Home to school transport in place for pre-allocated children and reviewed ½ termly • Engage services of EWO to support pupils and families who do not return to school	Yes	Continue to follow up with pupils who have not returned to school and follow processes to encourage attendance.	3
Number of staff available is lower than that required to	7	• The health status of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff (EY practitioners, DSL, SENCO, Paediatric 1st Aid	Yes	Send staff survey regularly	3

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
teach classes in school		(for under 2 year olds)/ 1st Aider or emergency 1st aid for children 3-5 years, domestic/kitchen staff etc) • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons or deliver interventions online. • Flexible and responsive use of teaching assistants, where possible, and to supervise classes is in place. • Supply staff agencies to be utilised for covering classes where individual staff to self-isolate, so far as the budget allows • Remote-learning policy in place in small cases where a bubble cannot be staffed- bubble to move to remote learning • Plans to contact The Academy are in place and additional resources will be identified if needed. • Consideration of available PCR testing for school staff is updated according to latest government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance			
Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils	4	• COVID-19 safe visits (after school day, following visitor protocol) from prospective pupils can be arranged when requested, when safe to do so • Parish continue to advertise school places where applicable • Key administration to continue to refer to Dudley Admissions in relation to in-year school admissions • Ensure key school contact and related resources in place. • Pupils to be risk assessed and discussed at regular SEND or Fair Access panels. Any issues addressed through SLT and in discussion with families. LA support for individual or complex cases.	Yes	Continue to refer to Dudley's in-year admissions policy and updates. Contact parish secretary when there are places available	3
Pre-School class lose focus on continuing to apply termly admissions process	6	• Prospectus updated and advertised in Parish • Review EEE termly admissions process • Ensure key school contact and related resources in place	Yes	Pre-school manager to continue to monitor	3

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
including admitting 'new' pupils		• Ensure parental declarations are completed and signed each term • Pupils risk assessed and discussed at regular SEND or Fair Access panels. Any issues addressed through SLT and in discussion with families. LA support for individual or complex cases.		requests to join pre-school	
2. Plan how the whole school will be accommodated and encourage attendance					
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	7	• Unused furniture removed from classrooms • 240 maximum number of children and staff that can be accommodated in school on any given day with a teacher per 'bubble' • All designated classrooms being fully utilised for each year group and re-organised to allow front facing desks • Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks). • Hand washing facilities identified for each learning zone • Review of measures each week at staff meeting • Pre-School engage with Dudley Early Years Team where needed.Engagement of appropriate services for families not engaging	Yes	SMT and site manager to meet to review	3
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	8	• Aut 2 timetables re-introduced and reviewed ½ termly by class teachers • Timetables include designated time for handwashing at key parts of the school day (arrival/dismissal, returning from breaks, when changing rooms, before/after eating) • Arrangements in place to support pupils when not at school (including those who may be shielding) with remote learning at home, following similar timetable to that in school. • Classes stay together with their teacher and do not mix with other pupils.	Yes	Review timetables ½ termly	4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• P.E. and ICT timetables arranged to allow cleaning of space between bubbles • Consideration of staffing changes to cover absence and PPA • Encourage use of outdoor space, weather dependent • Stagger lunchtimes to align with staggered start and finish times. • Limit lunch menus to offer a set nutritionally balanced menu eg. One vegetarian, one non-vegetarian option. • Children eat in the classroom at lunchtimes • PPA cover remain at the front of the classroom as far as practically possible. If another TA is in the bubble already, they can move around the classroom. Both adults need to remain apart.			
There is a need for additional space to allow for curriculum to be fully delivered	4	• Identify available large spaces and appropriate timetabling e.g. outdoor area • Large gatherings do not take place and assemblies. take place only virtually • Design layout and arrangements in place to enable distancing where possible • The EYFS environment is re-organised to aim to meet requirements of distancing	Yes	Continue to review in line with updates from DfE	2
Lessons in some curriculum areas cannot be conducted safely when carried out in the usual way.	5	• PE lessons take place outdoors where possible. • When PE lessons take place indoors, pupils and staff wash hands before entering the hall and when leaving the hall. • PE equipment is cleaned between groups. • Peripatetic teachers continue to come into school, but will follow the risk assessment and visitor protocol. • Group activity may be limited in dance and drama lessons to ensure that social distancing is observed where possible. • Keep background and accompanying music to levels that do not encourage pupils and staff to raise their voice over it.	Yes		3

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Use microphones to reduce the need for shouting, but avoid sharing microphones where possible. Consider singing quietly. • Performances with audiences do not take place. Live-streaming or recording is considered. • Singing takes place only in larger well-ventilated spaces, or outdoors. • Singers are spaced at least 2 metres apart in all directions. • The taught curriculum is ambitious and broad in all subject areas.			
3. Content and timing of communications to parents and pupils including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils					
Parents and carers are not fully informed of the health and safety requirements for the opening of the school	8	• As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools- email and uploading onto school website as first action in most cases. • The COVID-19 section on the school website is updated regularly in line with updates to government guidance • Advice is made available to parents on arrangements for testing for COVID-19 • Clarify arrangements for pick-up/drop-off, break times etc • Primary-ages children are advised not to wear face coverings in class due to increased risk of touching and therefore transmission (Face coverings in school document on website) Parents/carers encouraged to discuss with SMT any requested changes to this	Yes		4
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	10	• Any updates to key messages in line with government guidance are reinforced on a regular basis via email, text or the school's website and verbally. Community languages are considered.	Yes	Parents of pupils who are new to the school have details updated	4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Actions to take when a child or family member presents symptoms are explained directly to parents/carers by admin staff • Clear procedures in place where a child falls ill whilst at school with reference to the MAC's infectious diseases policy • contact details of families have been updated			
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	6	• Refer to school's hygiene procedures • Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family • A COVID-19 section on the school website has been created and updated sharing new procedures/policies and protocols for the changed daily running of the school (e.g.: drop off/pick up times and locations/ one-way systems etc.) • Parents are kept up to date with information, guidance and the school's expectations on a regular basis, via website/school life app/push messages/telephone	Yes		3
4. The school day **This section should be considered in conjunction with** https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings					
The start and end of the school day create risks of breaching social distancing guidelines	12	• Start and departure times are staggered. • The number of entrances and exits to be used is maximised; where possible each year group to enter the classroom through its own access point. • Different entrances/exits are identified and used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and	Yes	Send regular reminders for social distancing Staff to remind parents/carers about social distancing	8

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• parents are informed and regularly reminded that gathering at school gates needs to be minimised. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. • Expectations made clear to parents • Parents encouraged to discuss any issues over the phone or via class email addresses rather than on the school gate. • TAs to supervise very young children into and out of school. • TA in each class in morning to be made aware of any children who may be distressed and be ready to welcome and escort them in. • Parents/carers asked to wear face coverings during arrival and dismissal times			
Daily attendance registers for new cohorts are not in place	4	• Teaching staff responsible for completion of school daily attendance registers on school MIS • Mrs R. Scattergood responsible for completion of DfE daily submission (educational setting status form) and Dudley COVID return • Regular reporting and monitoring of attendance to responsible body	Yes		1
5. Provision for meals and FSM. **Consider alongside https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools**					

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	8	• Pure Sport facilitate a before and after school club- have own policies and procedures • Pure Sport liaise with parents/carers and school regularly in relation to provision • Communicate decisions to parents	Yes		4
Meals are not available for all children in school	4	• Meals provided by Brierley Hill kitchen (Dudley MBC) • Hot meals provided each day (from 8th March) • Usual considerations in place for dietary requirements • Parents pay for meal via ParentPay • LA confirms that suppliers are following social distancing and hygiene measures. • Families eligible for FSM offered food parcel from Dudley MBC if needing to self-isolate	Yes	Ensure ParentPay parent details are up to date- parents/carers to contact school with changes	2
6. Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer **Consider alongside:** https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19					
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	8	• Safeguarding remains highest priority and policy is updated to reflect changes • All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school • All DSLs have access to advice from LA, school/health visitors and police (Dudley LA has provided contact details) • School have considered any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Emergency Plan and Lockdown procedures, factoring in social distancing requirements	Yes	Ensure policy is reviewed in line with any future guidance	3

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency- fire drill and lockdown drill to take place in first ½ term • Pupils who are within the DfE's definition of vulnerable will have social worker notified if self-isolating (if they have one) • SLT to keep in contact with family during self-isolation			
High risk of increased disclosures from returning pupils	12	• DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils • Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision • Multi-agency arrangements in place to support early help • School is aware of support through Early Help • Advice is available through Dudley MBC safeguarding team	Yes		5
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	8	• EPE whole-class relax kids sessions have been taking place with staff using techniques themselves • Whole-class EPE relax-kids sessions to take place w/b 8/3/2021 • SENDCo has put phased return into place where needed for those children with additional needs • Staff have tools (Place2Be) and plans to deliver wellbeing and mental health support for pupils • Staff engaging with wellbeing for education return programme and resource bank created • Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general (DSLs, SENDco, EPE, school nurse) • EPE have provided videos which staff can use in class or send to children at home • All staff signed up to NSPCC Caspar updates and advice	Yes	Any safeguarding referrals to be followed up swiftly, adhering to social distancing. Continue to share emails from safeguarding hub with staff	4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Support for pupils, staff and parents from EPE			
7. Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting					
Pupils' behaviour on return to school does not comply with social distancing guidance	12	• Clear messaging to pupils on the importance of and reasons for social distancing, reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are staggered and closely supervised. • The school's behaviour policy has been revised and an addendum added to consider social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents to reinforce the importance of and exhibit social distancing. • Staff to consider reasons for changes of behaviour on return to school, for example, due to changes in routine, struggling to reengage, suffering from bereavement and/or anxiety.	Yes	review the addendum to the behaviour policy	6
8. Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support					

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	8	• Gaps in learning are assessed within the first week and addressed in teachers' planning in future weeks • Remote learning (if necessary) is calibrated to complement in-school learning (Purple Mash) • Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning • Consider the response to young children who have fallen behind in their self-care skills (EYFS)	Yes	share updated remote learning policy and codes of conduct	4
School unable to meet full provision required in line with EHCP	4	• Review individual pupil's EHCP to consider what can reasonably be provided whilst in school • Where EHCPs have been adapted to make allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan • Access support through E.P.E./ E.P. • Support offered through LA SEND Support Service • Essential services for support with SEND pupils working in school under school's control measures and ways of working.	Yes	Continue to review provision	2
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	8	• Remote Learning Policy in place and implemented • Review online offer for pupils that are unable to attend school • Review Learning offer for pupils unable to access online resources • Access Early Help support for those pupils affected by ICT poverty	Yes	Ensure staff are aware of expectations for those learning from home	6
9. Content and timing of staff communications including bringing in staff in advance of pupils returning					
Staffing levels can't be maintained	6	• Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff	Yes		4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Advice sought from LA and MAC to support staffing levels if levels are low • Chair of responsible body kept informed throughout			
Identify staff unable to return to school	12	• 1 staff clinically vulnerable or living with someone who is clinically extremely vulnerable. Risk assessment to be completed for this member of staff following DfE guidance.	Yes	Review individual risk assessments after ½ term	6
Staff are insufficiently briefed on expectations	4	• Staff receive weekly briefings (via staff meeting) on day to day school matters and evolving working arrangements around pupils returning to school • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders (staff survey regularly, wellbeing check in during meetings and SLT phase meetings) • Staff can use the 24/7 text service previously distributed, or access support from Education Support - the mental health and wellbeing charity for education staff • Socially distanced staff meetings and phase meetings, but held remotely in most cases • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in socially distanced in school	Yes		2
10. Protective measures and hygiene **This section should be considered in conjunction with** https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings					
Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when	8	• Remove unused furniture in classrooms, classes use own entry and exit points where possible, staggered starts and break/lunch times, lunch eaten in classrooms • Ideally adults aim to remain 2m apart from each other and maintain distance from pupils where possible • One-way systems are in operation where feasible.	Yes	Continue to review routes around school and signage around school Re-iterate expectations to parents/carers through letter	3

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating

pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times		• Circulation routes are clearly marked with appropriate signage.
		• Any pinch points/bottle necks are identified and routes amended
		• The movement of pupils around school is minimised as much as possible.
		• Classroom bubbles stay separate and consistent
		• Where possible, pupils stay in classrooms and staff move around.
		• PPA- staff to wash hands before and after entering classroom. Covering adult will remain at front of classroom as far as practically possible. Where present, supporting class-TA will circulate classroom. Adults to remain at least 2m apart at all times from each other.
		• TAs intervention timetable has been modified to reduce number of interventions for other bubbles.
		• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.
		• Appropriate supervision levels are in place.
		• Agree how safety measures and messages will be implemented and displayed around school
		• Staff to wear face coverings when moving around school or in communal areas outside of their bubble following safe wearing of face coverings guidance:
		   · cleaning of hands before and after touching – including to remove or put them on
		   · safe storage of them in individual, sealable plastic bags between use
		   · Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.
		   · Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.			

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	12	• Furniture arranged to allow space at front of class for staff to maintain distance where able and space around the sink • All furniture not in use has been removed from classrooms and teaching spaces. Safe storage arranged for unused furniture. • All soft furnishings/toys have been removed in all classrooms • Resources are arranged to be used by small groups to limit the risk of cross contamination. Reduction in number of resources used, especially where these cannot be cleaned sufficiently • Arrangements are reviewed regularly. • Where possible, all pupils' desks are forward facing • Windows in classroom are open to allow for natural ventilation throughout the day. In colder weather, opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space	Yes	Re-configure the classrooms for full opening	8
Staff rooms and offices do not allow for observation of social distancing guidelines	8	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Limits on number of staff to use staff room at one time (4 staff, 2 bubbles and to stay at 2m apart at all times • Windows to remain open • Expectation of staff to clean staff room/areas if used • Cleaning products available in staff room • Staff have been briefed on the use of these rooms. • Staff to provide, use and clean own crockery and cutlery	Yes	Ensure cleaning products available in all communal areas	6
Queues for toilets and handwashing risk non-compliance with social distancing measures	12	• Pupils will be escorted to toilets by an adult where possible and stand back if already occupied • Pupils reminded weekly of expectations • Floor markings are in place to promote social distancing. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	Yes	Reiterate expectations to staff and pupils	6

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• The toilets are cleaned more frequently to take account for the number of pupils accessing the facilities. • Monitoring ensures a constant supply of soap and paper towels. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing is incorporated into the daily timetable. • Handwashing in classrooms: children remain in seats until sink is available • Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points.			
11. Enhanced cleaning and how it will be implemented in your school for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	16	• An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, between lunch groups and after school • Outdoor playground equipment box given to each bubble and should be more frequently cleaned. • Cleaning supplies available in every room – should staff wish to clean any surface or handles • Lunchtime supervisors to clean surfaces • Additional staff hours to cover enhanced cleaning • Classroom staff to keep all surfaces clear to allow a thorough clean. Pupils to put resources on chair at end of day.	Yes		6

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	12	• Plans are in place to identify and clean all areas with which the symptomatic person has been in contact. • Staff in class agree to clean area once child has left • Sufficient and suitable equipment is available for the required clean • Adequate waste disposal arrangements are in place to dispose of contaminated equipment (double bagged/ leave for 72 hours/ dispose in outside bin) • Plan to contact P.H. (Dudley) • Alternative arrangements will be considered for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean • Follow guidance in SOP • Seek Dudley LA/MAC support	Yes		4
12. Enhanced hygiene for example toilet use, hand washing and decide on policy related to usually shared items e.g. books, toys practical equipment					
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	6	• An audit of handwashing facilities and sanitiser dispensers has been undertaken before the school fully opens and additional supplies are purchased if necessary. • Appropriate measures to supervise effective hand washing of children are in place (on timetable) • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters reinforce the need to wash hands regularly and frequently. • Tissues to be provided in every room in school that is in use	Yes		2
Inadequate supplies and resources mean that shared items are not cleaned after each use	6	• Very few items identified as able to share and clean regularly (e.g.: iPads), or left unused for 48 hours (72 hours for plastics) between bubbles • Staff, parents and pupils understand the importance of limiting the number of items taken to and from school	Yes		4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Staff, parents and pupils understand the importance of not sharing items unless they can be disinfected between use • All pupils to have own stationery pack which is not to be used by any other person • Shared materials and surfaces cleaned and disinfected more frequently and where possible, only shared within one bubble • Practical lessons can go ahead if equipment can be disinfected thoroughly (as agreed with Site Manager) and the classroom or other learning environment is occupied by the same children or young people in one day • Each class is allocated their own cleaning products should staff wish to use them • Hand sanitiser and hand washing facilities available in each classroom. • Cleaning products available in St. Dominic's room to be cleaned after each use			
Lack of hand and respiratory hygiene practices and/or facilities	8	• All staff and pupils made aware of the "catch it, bin it, kill it" protocol via signage posters around the school. • Tissues kept replenished in classrooms • All toilets and handwashing stations have liquid soap available. • Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. • Use of e-bug learning resources to promote and teach pupils the importance of good hygiene practices. • Office area has glass sliding screen that can be kept closed for conversation • Children wash hands when they arrive at school, before and after lunch, after breaks, before leaving and after cough/sneeze	Yes		4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• 1:1 staff to help pupils with complex needs to clean hands properly and regularly (soap and water and/or sanitiser) • All rooms have lidded bins • Staff to wash hands on arrival in school and regularly throughout the day • Any persons entering the building to immediately wash hands • Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, toilets etc) • Supply of detergent and cloth available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. • Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) • Any contaminated waste (used tissues from positive case etc.) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. • Staff provided with daily checklist – monitored by SLT • Daily briefings in class to remind pupils of the importance of good hygiene practices. • Regular checks made to ensure there is sufficient stock of soap. • Regular checks made to ensure there is sufficient ABHR each day. • Windows/ doors to be opened each morning in classrooms to allow for a free flow of fresh air.			
13. School level response should someone fall ill on site or schools receives confirmed positive case in line with govt guidance					

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating

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	8	• 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.
		  · Where a pupil has symptoms, SMT to remove child from classroom wearing PPE
		  · Into isolation area
		  · Any siblings removed
		  · Call made home (symptomatic child isolated for 10 days, household isolate for 10, unless tested negative)
		  · Parent/Carers advised to get test and information sheet given
		  · Advice from PH Dudley/CYP Team (Guidance for Schools document/SOP) followed
		  · If child needs bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned before being used by anyone else
		• Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice.
		• This guidance to be re-explained to staff and pupils as part of the induction process.
		• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.
		• Any teaching and support staff who develop symptoms of COVID-19 should take a PCR test
		• Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR.
			Yes	Reiterate expectations for staff and parents
				
				Ensure any visitors are aware of process
					3

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Staff participating in twice-weekly LFD testing to reduce risk of transmission (see LFD testing risk assessment)			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should there be a confirmed case of COVID-19 in the school)	8	• Contact local PH (Dudley- CYP Team), DfE (using attendance daily return) and NEU Rep • If two cases in 14 days, contact DfE helpline to discuss with local health protection team • Report cases of to the Health Protection Team in Public Health England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response, unless DfE advise otherwise. • Report cases in Pre-School to Ofsted using online form. • Positive COVID-19 case must not attend school • Close-contacts will be identified, parents/carers contacted, close-contacts sent home immediately and told to self-isolate for 10 days. Letters confirming will be sent. • This guidance to be re-explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Any school staff who develop symptoms of COVID-19 should take a PCR test • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR.	Yes		2
Arrangements to isolate individuals displaying symptoms	8	• PPE available for staff supervising pupils who become unwell with symptoms	Yes	Ongoing and regular audit of PPE by site manager	4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
of COVID-19 are not in place		• If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • Staff member providing care should follow strict sanitisation following personal care – wash hands • Area in which personal care took place to be cleaned immediately- Site Manager to be informed • Area in which person has sat is cleaned • Any soiled clothes to double bagged and sent home • Children to move into empty room (meeting room in the first instance, Principal's office if already occupied by another child) and parent contacted to collect • Parents advised to follow the COVID-19 guidance for households, including accessing testing. Parents to inform school of result.			
14. Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home					

Provision of PPE for staff where required is not in line with government guidelines	8	• Government guidance on wearing PPE whilst providing personal care is understood, communicated:
		   · Wash hands
		   · Apron, mask then gloves. Do not touch mask once it is on. Put on in entrance of room (not outside)
		   · If high risk (any risk of fluid) a clinical bag/double bag must be in entrance to room
		   · Remove in entrance to room – remove gloves, pull off apron, hold in other glove and pull off to contain all items. Mask to be removed if moving into another high-risk area.
		   · Area to be cleaned immediately – no one to leave area until this is done
		• Sufficient PPE has been procured through MAC and will continue to be reviewed weekly
			Yes	Stock levels of PPE audited weekly by site manager	4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• PPE requirements have been risk assessed by the MAC against scenarios produced by Public Health • All staff have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely and when it should be used • Staff are reminded to hand wash regularly, when putting on or removing PPE • Seek MAC support for emergency PPE stock • MAC Compliance Officer and Academy Committee are satisfied that arrangements are in place and in line with DfE guidelines • Staff are asked to wear a face covering (not visors) if they are able in public spaces, but can be removed in the classroom or changed for a visor (see exceptions below).			
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	8	• Requirements for PPE have been assessed in line with DfE guidelines • Sufficient stock has been ordered using school's usual suppliers and will continue to be reviewed weekly • Arrangements to seek MAC support to obtain PPE in case of an emergency are known and in place • MAC Compliance Officer and Academy Committee are satisfied that arrangements are in place and in line with DfE guidelines • PPE available inside entrance of each classroom and key rooms (e.g.: meeting room) • 1:1 staff who cannot maintain social distance, to wear a face covering/visor and gloves	Yes		4
15. Managing premises related issues					
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site	8	• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • These will be organised outside of school hours wherever reasonably practical	Yes	Reiterate expectations with site manager	4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
whilst school is in operation may pose a risk to social distancing and infection control		• Any contractors to be reviewed on a case-by-case basis to ascertain to prioritise essential works only and agree departure and arrival times, when pupils and minimum staff are on site wherever practically possible. • Visitors to the school site will use the hand sanitiser immediately • Visitors given "Visitor Protocol" when entering building • Assurances will be 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 always maintained. • 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. • MAC and Academy Committee board committee will be made aware of planned works and associated risk assessments • In addition to arrangements for COVID-19, normal contractor procedures are applied and have been updated in light of COVID-19 (including contractor R.A. and method statements and contractor induction) • External visitors should be minimised with the exception of specialist staff (SEND, Safeguarding and health professionals). • CFOO is aware of planned works and associated risk assessments			
Fire procedures are not appropriate to	8	• Fire procedures have been reviewed and revised where required, due to:	Yes	Reiterate expectations with staff and pupils	3

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating

cover new arrangements		○ Reduced numbers of pupils/staff
		    ○ Possible absence of fire marshals
		    ○ Social distancing rules at muster points
		    ○ groups do not come into contact with each other
		• Staff, pupils and academy committee representatives have been briefed on any new evacuation procedures.
		• Fire marshals have been trained and briefed appropriately.
		• Fire drill arranged in line with Covid plan – during September			

Fire evacuation drills - unable to apply social distancing effectively	10	• Plans for fire evacuation drills are in place and are in line with social distancing measures, with marked areas • COVID-19 fire drill has taken place	Yes	Reiterate expectations with staff and pupils	5
Fire marshals absent due to self-isolation	8	• An additional staff rota will be in place for fire marshals to cover any absences and staff have been briefed accordingly. • Staff appropriately trained in fire marshal duties as required.	Yes		2
Statutory compliance has not been completed due to the availability of contractors during lockdown	8	• All statutory compliance is up to date. • Site manager has sought advice from Dudley MBC	Yes	Site manager to continue to review	4
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty	12	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with MAC	Yes		6

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• School created a COVID-19 related finance monitoring sheet • School to seek approval for any COVID-19 related expenditures from Central Office			

16. Ensure you have considered the impact on staff and pupils with protected characteristics including race and disability in developing you approach

Considerations
- Nationally the ONS analysis has identified an increased risk of death among some ethnic groups, although this increased risk reduces when age, gender and long term conditions like type 2 diabetes, high blood pressure and kidney disease, but doesn't disappear completely and further research is needed to explore this.
- There doesn't appear to be any different between in ethnic groups in terms of infection rates, i.e. who catches it, the difference is in the proportion who die.
- In light of this it is important for risk assessments of individuals, staff and pupils, take this into account, the main risks are around health conditions such as **diabetes, kidney disease** and **high blood pressure**, especially if poorly controlled and also obesity has been identified as a significant risk factor. The risk of death is also higher in older people over 65yrs and men have a slightly higher rate than women. Those with respiratory conditions like asthma and chronic obstructive pulmonary disease also pose higher risks, along with auto-immune conditions. Smoking can also exacerbate the disease and lead to poorer outcomes
- The NHS risk assessment suggests BAME individuals have a higher risk at a younger age, so as a rough guide consider a BAME 55yr old's risk in the same way you would consider White 65yrs old, but the biggest risk factor is existing health conditions.
- Once risks are identified then it would be sensible to work with your occupational health provider on how then to look at adjustments and whether staff can, for the remainder of term, support remote teaching or telephone support roles. This assessment will need to be on a case by case basis.

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	8	• All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. • Records are kept of this and regularly updated. • Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who	Yes		4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		are classed as clinically vulnerable and clinically extremely vulnerable (DfE guidance) • All staff with underlying health conditions that put them at increased risk from COVID-19 are currently working from home in line with national guidance. • Current government guidance is applied. • Additional guidance is sought from Public Health England regarding BAME staff if applicable			
Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.	6	• 2 of BAME staff • 0 of BAME staff risk assessed and requiring to remain shielded at home • 0 of BAME staff able to return but requiring additional support • Staff are encouraged to focus on their wellbeing. • Regular staff survey • Line managers are proactive in discussing wellbeing (following survey) with the staff that they manage, including their workload. • Staff briefings and meetings will include content on wellbeing. • Staff to be signposted to useful websites and resources. Education Support - the mental health and wellbeing charity for education staff	Yes		2
Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to coronavirus	8	• 0 of BAME pupils risk assessed and requiring to remain shielded at home • 0 of BAME pupils able to return but requiring additional support • There are sufficient numbers of trained staff available to support pupils and parents with these anxieties. • There is access to staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school • School arrangements demonstrating social distancing measures are shared with parents and pupils	Yes		4

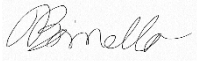| Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		• Resources/websites to support parent and pupil anxiety are provided on the school website			
Parents do not follow advice on social distancing when visiting the school	6	• Visits (including parents/carers) are done remotely where possible or admitted via appointment only • Arrangements for visiting the school are communicated to parents/carers • Expectations around hygiene and social distancing are communicated with parents/carers including drop-off/pick-up time to reduce gatherings • Arrival and dismissal time supervised by SMT	Yes		2
17. Work with other school based provision as necessary e.g. nursery SEN unit to ensure policies are aligned where they need to be					
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	6	• 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. • Arrangements are in place to review the policies in line with further DfE guidance on Early Years, SEN resource base, etc. Updated as advice changes. • Reference to Dudley MBC safeguarding addendum • Attendance policy reviewed in line with current COVID expectations	Yes		4

Risks are not comprehensively assessed in every area of the school, including pre-school and resource base if applicable, in light of COVID-19,	9	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:
		  o Different areas of the school including any Early Years and Resource Base provision
		  o When pupils enter and leave school
		  o During movement around school
		  o During break and lunch times
		  o Minimum use of equipment
			Yes		4

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		o Bubble groups within classroom bubble o Rotate equipment after the 72 hours o Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used			
18. Home to School Transport					
Urban Transport Group released a briefing (27 May) urgently requesting the Government to lead joined-up dialogue between the education and transport sectors on how best to resolve the operational challenges and to meet the full additional transport costs of the return to schools and colleges. **Keys points include:** • Promote the use of sustainable travel and transport (i.e. modes that improve physical wellbeing for users and/or environmental quality) for journeys to and from education and training establishments for children and young people or compulsory school age in the local authority area. • As part of their overarching role to keep cities regions moving in a manner that protects health, the environment and quality of life, transport authorities also have an interest in ensuring that the return to school and college does not create congestion, contribute to air pollution or pose a risk in terms of the health and safety of children and their parents or of transport staff and the wider public, including passengers travelling on mainstream routes that serve schools. • In line with this, transport authorities will be looking to ensure that children are able to safely walk, cycle or scoot to school where possible. Indeed, in normal times, transport authorities invest considerable resources in promoting mode shift for school transport and in supporting and training children to travel safely and sustainably. The need to encourage children to walk, cycle or scoot to school sitting alongside the risks posed by a rise in speeding and other dangerous driving on empty roads. **http://www.urbantransportgroup.org/resources/types/briefings/transport-challenges-return-schools-and-colleges-following-easing-covid-19**					

Pick up and drop off times	9	• As per Government guidance:
		  ➢ *tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend*
		  ➢ *tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)*
		  ➢ *make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless*
				Continue to contact Dudley MBC to confirm arrangements for children arriving in LA provided taxi	6

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
		they have a pre-arranged appointment, which should be conducted safely) ➢ *talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful* **In addition:** • Stagger start and finish times to ease pavement congestion • Signage to highlight 2 metre distancing: tape and posters • Re-instate Walk to School initiative • Children who arrive in a private taxi arranged by LA: risk assessment to be obtained from LA			
Children arriving late as a result of journey to school	8	• As per Government guidance: ➢ *Pupils and staff may use public transport where necessary,* **but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so.** *Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.* ***https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers*** ➢ Distancing should be maximised and mixing of groups should be minimised where possible and practical. ➢ People aged 11 and over must wear a face covering when travelling on public transport. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. • **Contact: Lynnette.marks@dudley.gov.uk, for information regarding home to school travel**			4

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

Risk Assessment Review

This Covid-19 Risk Assessment has been checked by:

Name	Role	Signature
Mrs Izzie Borriello	Interim Principal	*Borriello*
Miss Natasha Hutton	Interim Vice Principal	*N. Hutton*
Mrs Louise Rogers	Union Health and Safety Rep	*L. Rogers*