



HOLY CROSS CATHOLIC MAC
COVID-19 OPERATIONAL RISK
ASSESSMENT FOR THE FULL
RE-OPENING OF PRIMARY
AND SECONDARY SCHOOLS

January 2021

Covid-19 Risk Assessment Rationale - January 5th 2021

Since the declaration of the pandemic in March 2020, the Holy Cross Catholic MAC has endeavoured to provide staff and pupils with safe workspaces and provide ongoing education provision for all pupils including those with special educational needs, or are at additional risk if not present in school.

As new guidance has been received from the Department for Education, the UK Government, Ofsted, HSE and other regulatory bodies, HCCMAC has ensured through regular meetings of senior officers and Directors that its schools have been provided with key support and information to enable them to review risk assessments and where necessary implement additional procedures and controls to ensure that schools can continue to operate and that risks to staff and pupils are kept as low as possible.

During 2020 schools made the transition from partial to full re-opening and risk assessments were updated based on the information available about how Covid-19 can be transmitted. This advice was reviewed at the start of the school year in September when further information about transmission routes and the risks to younger children.

At the start of 2021, schools have once again been partially closed in order to reduce the possibility of transmission of the virus to and from staff and pupils. The emergence of a new variant of the virus, coupled with normal winter health issues have required schools to once again review their risk assessments and provide assurances to staff that control measures are both effective in protecting pupils and staff, but also effective in breaking the transmission routes by which the new variant may be passed on.

Co-ordinated communication of effective control measures to all staff and pupils is consistent and ongoing, and feedback is routinely used to further improve the effectiveness of safety measures.

Evidence continues to show that children, especially those in primary school are at little risk from the virus, although these pupils may still act as a vector. The main transmission risks appear to come from adult to adult contact and as such control measures are now in place to ensure that members of staff take all reasonable precautions to protect themselves, their colleagues and their pupils from risk of infection.

Although infection rates across the UK are currently high, there is no significant increase in cases in primary school settings and no evidence that secondary pupils are more likely than adults to spread the infection.

HCCMAC will continue to monitor and review guidance from the government, PHE and the local authority to ensure that risks to both staff and pupils are kept as low as possible and that schools are safe places to both work and learn.

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<p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p>	<p>Covid-19-decontamination-in-non-healthcare-settings</p> <p>staying at home and away from others (social distancing)</p> <p>Health and safety risk checklist for classrooms</p> <p>E-bug posters</p> <p>Guidance for full opening of schools</p> <p>guidance on the phased return of sport and recreation</p> <p>Sport England</p> <p>coronavirus (COVID-19) symptoms</p> <p>Public Health England health protection team</p> <p>guidance for food businesses on coronavirus (COVID-19)</p> <p>COVID-19: review of disparities in risks and outcomes report</p>
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Model COVID-19: Operational risk assessment for school operation

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at 2nd July 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk, which you can use or change.

There is a section at the end of the document where you can add school specific risks or activities that are not covered by the sections in the main risk assessment.

Assessment conducted by:	C Billings	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of initial assessment:	08 July 2020	Review interval:	weekly	Date of next review:	September 2020 and continuous review thereafter
Most recent update:	02 November 2020				

Risk matrix

Activity	Control measures already in place	Additional controls measures needed	Date completed
1. Establishing a gradual and safe approach for pupils and staff to return to school:			
1.1 Establishing if the building is safe following an extended closure			
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	<ul style="list-style-type: none"> ▪ Health and safety preopening site walk conducted by nominated staff and Governor, to include checks in 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 	Review premises, inf control & cleaning RAs with changes for Sept.	

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<p>Statutory compliance has not been completed due to the availability of contractors during lockdown</p>	<ul style="list-style-type: none"> ▪ All statutory compliance is up to date. ▪ Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<p>Review premises, inf control & cleaning RAs with changes for Sept.</p>	
<p>1.2 First Aid/Designated Safeguarding Leads</p>			
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads may children’s safety at risk</p>	<ul style="list-style-type: none"> ▪ H/T and SBM to ensure that first aider/emergency aider numbers are sufficient for the expected level of incidents in school via first aid risk assessment ▪ Consideration has been given to increasing DSL capacity to respond to respond to any increase in safeguarding and welfare concerns arising during the Covid-19 school closure and holiday period. 	<p>Review First Aid RA if required Two DSL’s remain on site with a third deputy DSL available from September</p>	<p>ongoing</p>
<p>2. Securing safe teaching spaces to accommodate all pupils returning to school</p>			
<p>2.1 Organisation of teaching spaces and communal areas</p>			
<p>Classroom sizes will not allow adequate social distancing</p>	<ul style="list-style-type: none"> ▪ Class sizes revert to 30 in recognition of Government advice that children are not at significant risk ▪ Timetables and staffing model determined to secure curriculum delivery for class/group size ▪ Classrooms are re-modelled, with chairs and desks in place to allow for social distancing between staff and pupils. Where pupils may not be sat at desks, they should remain in smaller groups and staff should maintain a safe working distance where possible ▪ Any surplus furniture including ‘spare’ chairs are removed if possible and area de-cluttered ▪ Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters ▪ Ensure class or year groups stay together consistently and do not mix or blend with other groups 	<p>Pupil desks and tables to be front facing wherever possible</p> <p>Clear age appropriate signage displayed around the school, including on entrances and exits</p> <p>A defined one way system implemented.</p> <p>Staggering of entrances and exits to lessons</p>	<p>August 2020</p>
<p>Large spaces that need to be used as classrooms</p>	<ul style="list-style-type: none"> ▪ Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size. ▪ Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring ▪ Design layout and arrangements in place to enable social distancing. 	<p>No gatherings in the larger spaces of more than one year group (one ‘bubble’)</p>	<p>September 2020</p>

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<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>		<ul style="list-style-type: none"> ▪ Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ▪ Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team ▪ Staff using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group 	<p>No more than 15 members of staff in the staffroom at any one time. No other communal staff areas to be used. All staff meetings to be held remotely via TEAMS</p>	<p>September 2020</p>
<p>School kitchens may not be able to serve whole school return</p>		<ul style="list-style-type: none"> ▪ Government advice confirms that school kitchens can continue to operate, the kitchen will comply with guidance for food businesses on coronavirus (COVID-19) 	<p>Awaiting final confirmation of protocols from Taylor Shaw Catering Company.</p>	
<p>Physical activity in school</p>		<ul style="list-style-type: none"> ▪ Pupils to be kept in consistent groups ▪ Sports equipment to be thoroughly cleaned in between each use by a different group ▪ Contact sports avoided, as is the use of trampolines ▪ Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene ▪ External facilities are used in accordance with Government guidance ▪ guidance on the phased return of sport and recreation and Sport England Include activities such as active miles and active travel to promote social distancing exercise 	<p>All students to remain in Year group bubbles. Sport equipment will be assigned to year groups to avoid cross contamination. Regular fogging of equipment as spaces in PE Art equipment to be assigned to specific year groups to avoid cross contamination Contact sport and indoor sport avoided. If indoor sport is required the focus will be on fitness, rather than team games</p>	<p>September 2020</p>
<p>2.2 Availability of staff and class sizes</p>				
<p>The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school</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 who are identified as potentially at increased risk from coronavirus) because they have particular characteristics that comparatively increase their risk as set out in COVID-19: review of disparities in risks and outcomes report should be identified and be given the 	<p>All members of staff have been audited to assess their capacity to work.</p>	<p>August 2020</p>

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		<p>opportunity to undertake an individual employee risk assessment. The school will use its reasonable endeavours to accommodate the risk</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 they or a household member is symptomatic ▪ All staff are aware of the testing procedure and report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset. ▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. ▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required, providing this does not displace provision for children with SEND ▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity 	<p>Individual risk assessments will be created where necessary.</p> <p>Full training for all staff on new protocols and procedures to take place on Tuesday 2 September, with further catch up training on 3 and 4 September as required</p> <p>Full senior leadership team is in place to ensure succession if required</p> <p>Any staff self-isolating will be able to live stream their lessons into a supervised classroom.</p> <p>Staff who are self-isolating asked to prioritise Year 11, 12 and 13 for live streamed lessons with a blended approach used for all other classes.</p>	<p>September 2020</p>
2.3 Testing and managing symptoms				
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>		<ul style="list-style-type: none"> ▪ Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff ▪ Staff share the outcome of the test with their employer ▪ The school, staff and parents engage with the Test and Trace processes 	<p>Information provided to staff on Test and Trace and procedures following a test on INSET day (Tuesday 2 September)</p>	<p>July 2020</p>

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<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</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. Any household members within school will be sent home to self-isolate for 14 days or until the test result is known and is negative ▪ Engage with the NHS Test and Trace process ▪ Contain any outbreak by following local public health protection advice contact: Public Health England health protection team ▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place ▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. ▪ A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed. 	<p>Full training provided to staff on INSET day and further catch up sessions in first week back. Training to continue for staff throughout first term.</p> <p>TEAMS champions trained for each department.</p> <p>All parents written to, outlining the procedures and expectations</p> <p>Virtual consultation provided to parents w/b 7 September to address misconceptions or address concerns.</p>	<p>September 2020</p>
<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>	<ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners 	<p>Full induction process for all students, with additional time provided to Year 7 students at the start of the Autumn term. This will be delivered through assemblies and tutor time.</p>	<p>September 2020</p>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<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. 	<p>Information provided to parents via letter and virtual consultation meetings</p>	<p>August/September 2020</p>
<p>3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene</p>			
<p>3.1 Staff induction and CPD</p>			
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>An induction and CPD programme is delivered to all staff prior to reopening, which includes:</p> <ul style="list-style-type: none"> ▪ Infection control and cleaning procedures ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding 	<p>To be completed on Tuesday 1 September to Thursday 3 September</p>	<p>September 2020</p>

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		<ul style="list-style-type: none"> Risk management 		
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Induction day for new staff scheduled for week beginning 13 July	September 2020
3.2 Communication strategy				
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<p>Communications strategies for the following groups are in place:</p> <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 	<p>Formal guidance prepared for all stakeholders</p> <p>Training for all staff provided in first week back</p> <p>Virtual consultations for parents w/b 7 September</p> <p>All staff provided with updated guidance on 2 November in light of new lockdown measures</p>	August 2020
There is a lack of clarity and understanding in maintaining social distancing and good hygiene		<ul style="list-style-type: none"> Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it bin it' rules. Clear floor markings identify 2 metre spaces (may be reduced to 1 metre+) and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. 	<p>Minimal use of corridors, with majority of student travel taking place outside school buildings</p> <p>Staggered exits organised for end of the day</p> <p>Increased duty teams to ensure consistent application of new expectations</p>	August 2020
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks/information leaflets are created. 	<p>Virtual parent consultation evenings for all year groups scheduled for the first half term to maintain open channels of communication</p> <p>Year 11 parent's evening to take place via direct phone calls/e-mails from subject teachers through second half of Autumn Term.</p>	September 2020

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<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>		<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. 			
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4 Planning movement around the school					
<p>Movement around the school risks breaching social distancing guidelines</p>		<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and revised. ▪ One-way systems are in place where possible. ▪ Corridors are divided where feasible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Pupils are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place ▪ All students and staff informed to wear suitable face coverings when moving around the school building 		<p>Signage and increased duty supervision in place to support smooth transitions around school</p>	<p>September 2020</p>
4.1 Management of social distancing in the reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</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 be. ▪ Essential visitor risk assessment is in place for visits which need to take place with pupils ▪ 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. 			
4.2 Management of Aggress and Egress – arrival and departure					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>		<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. 		<p>Signage placed around the immediate vicinity of school to support safe parking for parents and community All students advised to avoid public transport where possible</p>	<p>September 2020</p>

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				Separate exits for students leaving school via foot or bike	
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<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, where necessary, to parents stress the need for social distancing at arrival and departure times. 		<p>Start times are not staggered due to students arriving via bus. However, students are greeted off bus and immediately sent to designated playground. Finish times staggered to allow for segregated exit</p>	September 2020
Pupils use public transport and thereby increase risk of infection and transmission		<ul style="list-style-type: none"> ▪ Public transport is defined as transport used by the general public. If children use a public bus to come to school they will have to wear a face covering whilst travelling 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 ▪ Parents and children will be discouraged for using public transport if there is another practical mode of getting to school including, walking, cycling (if safe) or family car. ▪ Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most 		<p>Staff will greet students off the bus and provide bags for masks where required.</p> <p>New bike lock area developed to support increased use of cycling to school</p> <p>Cycling proficiency offered in school during first half term</p> <p>No child allowed on or off site on a bike without a helmet.</p>	September / October 2020

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4.3 Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination as far as is reasonably practicable				
<p>Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum</p>		<ul style="list-style-type: none"> ▪ Group pupils together to reduce as far as possible the number of contacts between children and staff, to a size that balances the requirement to deliver a broad and balanced curriculum. The maximum group size is one-year group. The ideal group size is one class group ▪ Maintain as far as possible the consistency of group members. ▪ Avoid contact between groups as far as possible ▪ Staff to maintain distance from pupils and other staff as much as possible ▪ Children should only be placed in larger groups if they are able to observe social distancing otherwise, they must be placed in a class group. ▪ limit interaction, sharing of rooms and social spaces between groups as much as possible. ▪ younger children will not be able to maintain social distancing, and it is understood that they may not socially distance within their group. ▪ where possible children may spend the majority of their time in their class groups, but will be allowed to mix into wider groups for specialist teaching, wraparound care and transport, ▪ All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer. ▪ If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ▪ Face to face contact will be avoided if possible and the time spent in close contact (within 1 metre of anyone) will be minimised ▪ The provision for a child with complex needs who require close contact care can be delivered as normal 	<p>All students grouped into Year group ‘bubbles’.</p> <p>All students and staff to wear masks or face coverings during lesson change over.</p> <p>Due to access to specialist classrooms and a full range of subject and option choices, students will be required to move classes at times throughout the day.</p> <p>All classroom hard surfaces (especially desks and chairs) will be disinfected between each lesson or class move.</p> <p>Staff will not be required to move between lessons.</p> <p>All tables will be front facing where possible.</p> <p>All classrooms ventilated through open windows and doors</p>	<p>September 2020</p>
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>		<ul style="list-style-type: none"> ▪ Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance ▪ Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class. ▪ All furniture not in use has been removed from classrooms and teaching spaces into safe storage ▪ Arrangements are reviewed regularly. 		<p>November 2020</p>

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		<ul style="list-style-type: none"> ▪ Where appropriate or necessary plexi-glass shields have been placed around teacher desks to provide additional protection. ▪ All occupied rooms must be adequately ventilated. This may mean partially or fully opening doors and windows, using mechanical ventilation to maximise the amount of fresh air coming into the room/building, or using fans to help air circulate in already ventilated areas. ▪ CO2 monitors can be used in occupied rooms to determine if levels of fresh air are adequate 			
4.4 Management of movement in corridors					
		<ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and amended. ▪ One-way systems are in operation where feasible. ▪ Corridors are divided where feasible. ▪ Circulation routes are clearly marked with appropriate signage. ▪ Any pinch points/bottle necks are identified and managed accordingly. ▪ Where possible, staff stay in classrooms or in designated external areas ▪ Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage ▪ Appropriate supervision levels are in place. ▪ All students and staff must wear appropriate face coverings when moving around the school building. 			September 2020
4.5 Management of social distancing at break times					
		<ul style="list-style-type: none"> ▪ External areas are designated for different groups. ▪ Pupils are reminded about social distancing as break times begin. ▪ Social distancing signage is in place around the school and in key areas. ▪ Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 			September 2020
4.6 Management of social distancing at lunch times					
		<ul style="list-style-type: none"> ▪ Pupils are reminded about social distancing as lunch times begin. ▪ Pupils wash their hands using the 20 second routine, before and after eating. ▪ Dining area layouts have been configured to ensure social distancing (secondary) where practicable. ▪ Floor markings are used to manage queues and enable social distancing. ▪ Additional arrangements are in place, such as staggering lunch times, , pupils eating in other appropriate spaces. ▪ Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 		KS3/KS4 will have split sittings for lunch and designated bubble areas for eating of food.	September 2020

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		<ul style="list-style-type: none"> Eating areas are cleaned in-between group usage and after lunch has ended Staggered lunchtimes are considered to reduce congestion providing this does not impact on the delivery of teaching time 			
4.7 Management of social distancing and hygiene in the toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. These do not have to be segregated for different groups, but should not be used by members of different groups at the same time. Face coverings worn at all times inside the school building. 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>Toilets assigned to year groups to reduce cross contamination</p> <p>No more than three students in a toilet at any one time</p> <p>Queueing areas created outside each toilet</p> <p>Additional toilet facilities assigned within school for students</p>	September 2020
4.8 Safety arrangements for the use of medical rooms					
The configuration of medical rooms may compromise social distancing measures		<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>Close contact with potentially infected students should be completed using full PPE. This is stored in main first aid and quarantine area.</p>	September 2020
5. Securing and sustaining robust hygiene systems and procedures					

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5.1 Cleaning				
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</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 and this reflects increased demand in September when all pupils and staff return 	<p>Enhanced cleaning plan organised in line with cleaning contractors. Increased cleaning includes: Daily schedule of fogging rooms and equipment. Hard surfaces and desks wiped down between each lesson or class move.</p> <p>Increased daily monitoring of public spaces such as toilets or corridors</p>	<p>September 2020</p>
5.2 Hygiene and handwashing				
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>		<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>Ensure sufficient cleaning supplies – inc. blue rolls and sprays – are ordered and in place for September. One pack of these will be available in each classroom and teaching space.</p>	<p>August 2020</p>
<p>Pupils forget to wash their hands regularly and frequently</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 		

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<p>Equipment and resources</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 where permitted 		<p>In PE, Art and Technology bubble assigned equipment has been organised so that there is no cross contamination. Equipment will also be disinfected regularly as part of the fogging rota.</p>	<p>September 2020</p>
<p>5.3 Personal Protective Equipment (PPE)</p>				
<p>Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided</p>				
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<ul style="list-style-type: none"> ▪ Public Health England advise that face coverings should not be worn in schools and that routine temperature checks should not be taken as they are both intrusive and ineffective ▪ Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ▪ PPE has been procured which meets individual staff needs (e.g., non-latex gloves, specific types of face masks/coverings) ▪ 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. ▪ Face coverings are required in school. They are also mandatory on school and public transport. ▪ Staff should avoid touching a face mask once it is in place as this could contaminate it. ▪ Masks should also be replaced when they become either dirty or damp from respiration as their effectiveness will be greatly reduced. 		<p>All students informed to remove face coverings once off the school bus. This must then be either disposed of in a lidded bin or placed in a sealable plastic bag for the duration of the day.</p>	<p>September 2020</p>
<p>6. Curriculum organisation</p>				

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<p>Children may need to re-socialise and familiarise with new routines</p>	<ul style="list-style-type: none"> ▪ Consideration should be given on planning what to teach, and how, The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. 		<p>Significant plans in place for pastoral support through additional programmes, staff training on dealing with trauma and an adjusted CPSHE programme.</p> <p>Staggered start to the year to allow for inductions for all year groups.</p>	<p>September 2020</p>
<p>Children may have fallen behind in their learning during the school closure and achievement gaps will have widened</p>	<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. 			
<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>	<ul style="list-style-type: none"> ▪ A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. 		<p>Virtual parent consultation evenings have been calendared for first half term.</p>	<p>September / October 2020</p>
<p>Resuming full support for pupils with SEND (SEND Support and EHC Plans</p>	<ul style="list-style-type: none"> ▪ All children with SEND will return full-time to school in September 2020 and receive their full entitlement to support ▪ Small children and children with complex needs will continue to be helped to wash their hands properly ▪ Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the Las vulnerable children risk assessment template ▪ External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and social distancing 			
<p>Risk of infection from singing, chanting, playing wind or brass instruments and shouting</p>	<ul style="list-style-type: none"> ▪ Music and singing lessons will be held outside when practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing, positioning children back-to-back or side -by-side (not face to face) ▪ Instruments will not be shared – pupils to use their own where practical and safe to do so ▪ Delay music groups/choirs for the first half term/full term to be reviewed at Christmas 		<p>No singing in Mass or liturgy will be allowed in the first term.</p> <p>Any school events featuring signing or wind instruments have been postponed</p>	<p>Ongoing, to be reviewed December 2020</p>

7. Enhancing mental health support for pupils and staff				
7.1 Mental health concerns – pupils				
<p>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<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. 	<p>All pastoral and HoD staff have received trauma training This will cascade down to all staff through INSET</p> <p>Updated CPSHE programme designed</p>	<p>July 2020</p>
7.2 Mental health concerns – staff				
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<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. ▪ Care First resources available to all staff 	<p>Care First system organised by MAC and shared with all staff</p> <p>Referrals to Occupational Health are available through HR</p> <p>Significant consideration has been given to the school calendar to reduce meetings and after school activities where possible</p>	<p>September 2020</p>
7.3 Bereavement support				
<p>Pupils and staff are grieving because of loss of friends or family</p>		<ul style="list-style-type: none"> ▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council’s critical incident team ▪ Support is requested from other organisations when necessary. 		

8 Governance and policy				
8.1 The role of Governors				

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<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<ul style="list-style-type: none"> ▪ The Board of Directors ('Board') and each Local Governing Body ('LGB') will continue to meet regularly via online platforms. ▪ LGBs have been regularly involved in discussions and all relevant documents disseminated through the Chair of Governors ▪ The Board's agendas are structured to ensure all statutory requirements are discussed and the MAC's management team is held to account for their implementation; individual schools Heads report to the CSEL and the MAC's management team and are required to comply with, and demonstrate compliance with, all relevant statutory requirements. ▪ The Headteachers report to the CSEL and the Board regularly in writing (as well as through regular verbal meetings and discussions taking place more than weekly); written reports include 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. ▪ Heads are also required to report weekly on matters covered by their risk assessment, and must update their risk assessments as necessary and submit the revisions for approval by the CSEL; if no changes are made, Heads must confirm, with reasoning, that a review has been carried out and that no changes were required. ▪ Updates will be communicated to LGBs via their Chairs, posted on the school website and issued to staff; ▪ The Board will hold the CSEL to account in relation to all risk assessments and the CSEL will communicate the position with the MAC as a whole via the Chair of the Board, who will be responsible for liaising with the Board; ▪ Minutes Board and LGB meetings are reviewed to ensure that, in particular, they accurately record the oversight required above. 			<p>ongoing</p>
<p>Governors are not fully informed or involved in making key decisions</p>	<ul style="list-style-type: none"> ▪ Online meetings are held regularly with the Board (or a relevant committee of the Board) via Zoom or similar platform. ▪ LGBs are kept informed of all key decisions in relation to the re-opening and continuation of the relevant school. ▪ Directors, Governors and key staff are briefed regularly on the latest government guidance and its implications for the school. 			<p>ongoing</p>
<p>8.2 Policy review</p>				
<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>	<ul style="list-style-type: none"> ▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school, and current working and studying conditions ▪ Staff, pupils, parents and LGBs have been briefed accordingly. ▪ The Board has approved revisions to policies. 			<p>August 2020</p>

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		<ul style="list-style-type: none"> ▪ Staff have been briefed on the need to be able to respond dynamically to unexpected situations or circumstances in order to protect their health and the health of colleagues and pupils ▪ A policy on video conferencing has been created and will be communicated to staff as soon as possible, and in any event by 12 June outlining potential risks and ways of reducing them. 		
Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning		<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>Most lessons will be available to live stream to students at home using visualisers and our online learning portal</p> <p>Adjustments made to Year 7 curriculum to support development of skills and knowledge potentially missed during Year 6</p> <p>September 2020</p>
9. Other operational issues				
9.1 Review of fire procedures				
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Evacuation controller and fire marshals have been trained and briefed appropriately. 		<p>Ensure that staff and pupils are briefed that in the event of an actual fire or other threat to life that evacuating to a safe place quickly and calmly overrides the need for strict social distancing measures whilst moving to a place of safety</p> <p>September 2020</p>
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 		<p>Organised for first full week back in school.</p> <p>September 2020</p>

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Fire marshals absent due to self-isolation	<ul style="list-style-type: none"> An additional staff rota/alternative procedures are in place for fire marshals to cover any absences and staff have been briefed accordingly. 			
9.3 Contractors working on the school site				
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. These will be organised outside of school hours wherever reasonably practicable An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 			September 2020

Use the table below to add any site-specific risks/activities here and ensure control measures or mitigation strategies are in place to address them, e.g., EYFS, STEM subjects, PE, High Tariff Children etc.

10. Additional site-specific issues and risks				
Activity	Control measures already in place		Additional controls measures needed	Date completed
Late entry to school due to a late school bus or other delay.	<ul style="list-style-type: none"> Students will be informed to enter via main gate 1 and proceed directly to lessons to avoid moving through gatehouse Teachers will register students on entry to class 			September 2020
PE Changing	<ul style="list-style-type: none"> Students will be informed to attend school in PE kit when they have practical PE. Formal PE kit expectations to be reinforced for all students 			September 2020

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Collective Worship	<ul style="list-style-type: none"> ▪ No choral singing or responses in collective worship, instead a focus on quiet reflective prayer for the first term 			September 2020
Design Technology, Drama, Art, PE teaching in specialist classrooms	<ul style="list-style-type: none"> ▪ Additional risk assessments and protocols for managing lessons created for each subject to minimise risk to staff and students during practical activities 			August 2020
6 th Form computer stations face each other and may increase risk of cross infection.	<ul style="list-style-type: none"> ▪ Screens raised between computers to stop chance of droplets transferring ▪ Computers to only be used by 6th form 'bubble'. ▪ All computers and hard surfaces to be wiped down after each use 			July to September 2020
Design Technology work benches mean students face inwards when working practically	<ul style="list-style-type: none"> ▪ Screens to be created between work areas. ▪ Member of staff to use face shield during practical's to reduce risk of droplet exposure during demonstrations 			September 2020
Use of TA and HLTA support in classrooms places members of staff and students at higher level of risk	<ul style="list-style-type: none"> ▪ TA's to be assigned into the classroom only where absolutely necessary ▪ Members of staff to sit at least two metres away from member of teaching staff ▪ TA to be positioned away from rest of class but within a minimum of one metre where appropriate ▪ Increased use of small break out groups to remove risk of close contact in class ▪ Assigned support classrooms to allow for greater use of break out groups 			September 2020
Full use of the Learning Support Unit (LSU) and Behaviour Support Unit (BSU) breaks the bubble groups and increases risk of cross infection	<ul style="list-style-type: none"> ▪ Only Year 7 students able to access LSU during break times ▪ Additional space used at break times for other vulnerable students (Old Chapel). The larger space will allow for greater social distancing ▪ Different bubble year groups assigned to different break out spaces for meetings and small group support ▪ Only three students at a time allowed in the BSU. ▪ Referrals to be made by HT and DHT only. ▪ Individual break out rooms used in BSU to allow for social distancing. Full cleaning of the BSU and LSU at the end of each day, including increased presence on fogging rota. 			September 2020
Examinations administration and logistics. Ongoing examinations creates higher risk with use of invigilators and papers being stored/handed out/back in.	<ul style="list-style-type: none"> ▪ Examinations take place in year group bubbles ▪ Invigilators provided with full training and separate area during down time away from examinations office. ▪ It is recommended that invigilators should wear face coverings during examinations ▪ Examinations office to remain out of bounds for staff/visitors. Floor markings will allow one member of staff at a time to stand two metres from exam staff if they have a query ▪ All examination papers to be quarantined for a minimum of 24 hours prior and following an examination. ▪ A separate room and facilities used for the storage of examination papers/equipment 			November 2020

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		<ul style="list-style-type: none"> ▪ Cleaning arrangements reviewed regularly to ensure risk of cross infection from examination tables and chairs is kept to a minimum. 			
Vulnerable staff working in school		<ul style="list-style-type: none"> ▪ Clinically vulnerable staff should work from home during a lockdown situation. ▪ Individual VERA's to be completed with each member of clinically vulnerable staff to ensure the correct measures are put in place. This may include working from home or a blended approach to teaching. ▪ Existing individual risk assessments should be reviewed in the light of updated government guidance on Covid and any additional controls implemented. Other staff who are at additional risk should be offered a VERA. ▪ Pregnant staff should have an individual risk assessment in place and this should be reviewed prior to 28 weeks with a view to ensuring that control measures are in place which are sufficient for pregnant staff to stay in school and be able to undertake face to face activities with pupils. 			January 2021
Key Worker School in operation.		<ul style="list-style-type: none"> ▪ In the event of a key worker school being required the same expectations around space, hands and face coverings will apply. ▪ Dedicated classrooms will be used for each bubble created and allocated toilets will remain the same. ▪ Each student will have an allocated computer and set of headphones for their personal use during the length of the key Worker school being in operation. ▪ Staff will be assigned who are not isolating or self-shielding to support the running of the school. ▪ SLT will take shared responsibility for the running of the school with the HT in attendance every day. ▪ All occupied rooms must be adequately ventilated. This may mean partially or fully opening doors and windows, using mechanical ventilation to maximise the amount of fresh air coming into the room/building, or using fans to help air circulate in already ventilated areas. ▪ CO2 monitors can be used in occupied rooms to determine if levels of fresh air are adequate 			January 2021