



St Ethelbert's Catholic Primary School

Reopening of School Risk Assessment/Plan

Planned return of pupils to school:

Ongoing since Monday 26th March – vulnerable and key worker pupils 8.50am-3.20pm

Thursday 4th June 2020 – Nursery and Reception N 9.30am-12.00pm; R 9.15am-2.45pm

Monday 8th June 2020 – Year 1 9.00am-3.00pm

TBC – Year 6

Staff Inset Day: Monday 1st June for all staff: training, risk assessment, safeguarding update, rotas, expectations, planning

Risk	Actions	Staff	Timeframe
Effective infection protection and control <ul style="list-style-type: none"> <i>Contact between individuals will be minimised at all times</i> <i>Pupils and staff who show coronavirus symptoms, or whose household members show coronavirus symptoms, will</i> 	<ul style="list-style-type: none"> Parents to be informed prior to 1st June about requirements for self-isolation if child or household member is showing symptoms Extensive signage is prepared and displayed at all entry points to the school and at all appropriate points around the school site Staff have had all DfE guidance shared electronically Staff have had Inset about procedures for self-care, hygiene procedures and actions in the case of suspected corona virus symptoms in a child or member of staff Staff to be informed of requirements for self-isolation if they or a member of their family is showing symptoms No parents or non-essential visitors to enter the school site Any regular contractors (e.g. grounds maintenance contractors) are managed by the Site Manager and follow all necessary procedures Children enter the school site in staggered year groups and enter allocated classrooms using the external doors to minimise numbers of gathering at the site entrance 	<p>HT and school office to prepare all communication with parents.</p> <p>Additional cleaning products are ordered and made available – Site Manager/SBM.</p> <p>Staff on a rota to welcome children into school – DHT to organise w/c 18 May</p> <p>Signage is produced and displayed around school – SBM.</p>	<p>Ongoing</p> <p>Ordered in April</p> <p>Staff INSET Monday 4th June</p> <p>w/c 11 May</p>



<p><i>not attend school</i></p> <ul style="list-style-type: none"> <i>The Government guidelines for self-isolation will be followed</i> <i>Government guidelines for appropriate hygiene will be followed and carefully monitored</i> 	<ul style="list-style-type: none"> Parents are informed of the new procedures in good time, materials to support children in the return to school are shared with parents electronically Classrooms have a maximum number of children working in them at any one time. Classrooms have been measured to give appropriate ratio of space as close to 2 metres as possible while still distancing pupils and adults Appropriate signage about hygiene requirements is positioned on all entrances All adults and pupils are requested to wash their hands thoroughly on entry to the school. Pupils will use the bathrooms one at a time, supervised by an adult (ratios may be higher in Early Years depending on the number of children) Additional soap and paper towels have been purchased Hand sanitiser is available in every room The number of pupils and adults who can enter each room is limited. Maximum numbers are clearly signposted on doors, including the staffroom, office and PPA room Adults who are not directly involved in working with children work alone in their classroom or office to minimise contact with other staff Where possible, children are encouraged to keep their distance from one another KS1 and KS2 children (Year 1 and 6 and keyworker) each have their own pack of resources to work from Soft toys and items such as cushions are removed from classrooms Bins are emptied regularly through the day by the site team Site staff are tasked with additional cleaning duties through the day, paying particular attention to door handles, stair bannisters, light switches and other areas that are touched regularly A three hour clean of the school is carried out at the end of each day by the cleaning contractors The main office is divided up by screens to minimise contact between office and welfare staff. Staff use telephones to contact office staff or stand outside the main entrance hatch to ensure safe distancing 	<p>Site Manager measures rooms, HT agrees numbers, furniture is moved accordingly</p> <p>Supervision of handwashing by all staff working with the classes</p> <p>Resource packs for older children collated – DHT to organise.</p> <p>Removal and storage of soft toys – EY lead/Site Manager</p> <p>Additional cleaning duties by site staff and contract cleaners overseen by SBM and Site Manager</p> <p>Site manager to divide current school office into discreet areas to minimise contact</p> <p>Site team supervise cleaners</p> <p>Resources prepared w/c 18 May – ongoing</p>	<p>w/c 18 May</p> <p>ongoing</p> <p>Started 13 May</p> <p>w/c 18 May</p> <p>w/c 18 May</p> <p>w/c 11 May</p>
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	<ul style="list-style-type: none"> • A dedicated space is set up to deal with pupils who are showing suspected corona virus symptoms (temperature + cough or loss of taste/smell) – the meeting room opposite the office. Furniture has been replaced with wipe-clean chairs. A lidded bin collects any waste (tissues, paper towels) Any child who shows symptoms will be treated in here until they can be collected from school • The main medical room remains the hub for all other ill children e.g. bumped head, headache, tummy ache • Any minor bumps and scrapes will be treated at the site of injury by the first aider for that group • Pupils are taught in small groups with social distancing prioritised and promoted at all times. Staff work with regular groups to minimise cross-group mixing <p>DfE Guidance on what to do if a child or adult develops corona symptoms while in school:</p> <p><i>What happens if someone becomes unwell at an educational or childcare setting?</i></p> <p><i>If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</i></p> <p><i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i></p> <p><i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</i></p>	<p>Soft furnishings removed w/c 18 May</p> <p>Office to be divided w/c 18 May</p> <p>Dedicated Corona medical room to be established w/c 18 May</p> <p>Staff training on Inset day 1st June First aid procedures clarified</p> <p>All staff to read and familiarise themselves with procedures for suspected and confirmed coronavirus On 1st June</p>	
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	<p><i>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p> <p><i>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</i></p> <p><i>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</i></p> <p>What happens if there is a confirmed case of coronavirus in a setting? <i>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p> <p><i>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on</i></p>		
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	<p><i>the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</i></p>		
Health and Safety	<ul style="list-style-type: none"> • All ongoing health and safety requirements continue • Additional surface spray and paper towels are available in each classroom for staff to wipe down tables, chairs and door handles at regular intervals during the day • All cleaning products will be kept out of reach of pupils • Necessary planned servicing and regular checks will go ahead (e.g. pest control) • Contractors coming on site will follow social distancing and make use of handwashing facilities and hand sanitiser as per all staff and children • Fire Drill procedure to be revised. Staff to familiarise themselves with any new routes out of building. Pupils to line up in existing class lines • Legionella, water and gas checks and maintenance continue as usual • No new works are planned; any scheduled works are postponed to avoid unnecessary contractors on site 	SBM and Site Manager to oversee	ongoing
The need for personal protective equipment (PPE)	<ul style="list-style-type: none"> • The DfE guidance does not recommend the use of face masks or coverings in educational settings • Gloves are available for all staff if they wish to use them e.g. when collecting packed lunches, wiping furniture etc • Staff can wear masks travelling to and from school but they are not to be worn on site – <i>see DfE guidance</i> • If a child displaying symptoms needs direct personal care, the adult should wear gloves, a mask, an apron and a visor • Only named first aider will deal with pupils displaying symptoms • Pupils displaying symptoms will be administered to in the separate, designated medical room 	<p>Gloves, masks and eye protection ordered for lead first aider – SBM</p> <p>Site manager and SBM to monitor stock levels and replenish as necessary</p> <p>Finance assistant to be informed in good time if</p>	w/c 11 May



	<ul style="list-style-type: none"> All PPE worn will be bagged and binned immediately after use, the room will be wiped down and ventilated All other non-symptomatic ailments (cuts, scrapes, headaches etc) will be dealt with by year group first aider in or outside the classroom, in cases where a child needs to be sent home with non-Covid symptoms, they will wait in the medical room with the Welfare officer <p>Note:</p> <p><i>You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</i></p> <ul style="list-style-type: none"> <i>an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</i> <i>a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</i> <i>a worker dies as a result of occupational exposure to coronavirus.</i> 	<p>additional stock needs to be ordered</p> <p>Records of all illnesses and injuries and treatment to be kept in medical room book and added onto CPOMs</p> <p>All staff to be aware of the circumstances that a RIDDOR report must be filled and report any possible risks of exposure to the HT, DHT or SBM as soon as possible</p>	
<p>Protecting shielded and clinically vulnerable adults and young people</p> <ul style="list-style-type: none"> <i>Clinically extremely vulnerable individuals are advised to work from home</i> <i>Parents must follow medical advice if their</i> 	<ul style="list-style-type: none"> DfE guidance followed, and HR advice sought to clarify the position for staff who believe they are clinically vulnerable or are living with someone who is clinically extremely vulnerable Children who are clinically vulnerable or clinically extremely vulnerable should not attend school Welfare staff will contact these parents to discuss in person 	<p>HT, SBM, Trust</p>	<p>Ongoing</p>



<p><i>child is clinically vulnerable or clinically extremely vulnerable</i></p>			
<p>Optimum class and group sizes</p> <ul style="list-style-type: none"> <i>DfE guidance says 'early years and primary age children cannot be expected to remain 2 metres apart'</i> <i>'It is important to reduce contact between people as much as possible'</i> <i>Children should work in small, consistent groups</i> <p>And also</p> <ul style="list-style-type: none"> <i>'Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so'</i> 	<ul style="list-style-type: none"> Maximum numbers of pupils will be allocated to the KS1 and KS2 classrooms (6-8 in KS1; 8-10 in KS2) Groups will be timetabled for class work, break and lunchtimes and hall time, outdoor PE and playtime to avoid contact with other groups (see rota) Teachers will not necessarily work with their usual pupils or in their usual classrooms Desks in KS1 and KS2 classrooms will be positioned with the maximum distance between them EYFS pupils will be encouraged to work in small groups to promote distancing As per DfE guidance, siblings will not be able to come to school Vulnerable pupils, children of key workers, and pupils with EHCPs who cannot safely be cared for at home will continue to come to school Key worker and vulnerable children in KS2 will work in vertically grouped clusters The date for Year 6 pupils to return to school has not been established Maximum numbers of children will be allowed in toilets are any one time School meals provided will be packed lunches, a rota for lunchtimes has been shared with staff. Lunches can be eaten in classrooms or outside Lunches will be collected from the kitchen by support staff and delivered to classrooms 	<p>HT and site manager to measure rooms and calculate maximum numbers of pupils bearing 2 metre guidance in mind</p> <p>DHT to draw up daily timetable for groups</p> <p>EY lead and HT to consult on group sizes for the youngest pupils</p> <p>Signage on doors – SBM/Site Supervision by LSAs</p> <p>Lunch rota by DH</p>	<p>From 11 May</p> <p>w/c 18 May</p> <p>w/c 18 May</p> <p>w/c 18 May</p> <p>w/c 18 May</p>



Communication of plans	<ul style="list-style-type: none"> Parents are sent weekly newsletter with updates Following government address, parents have been sent letter explaining school will let them know when decisions have been made Parents in N/R/Y1/Y6 asked if intending to send their children to school Clear directions to be provided to parents to inform them of day/s of attendance, drop off and pick up safety information to be communicated in advance of school opening Guidance around school opening is changing regularly Regular staff briefings held to keep staff updated Risk assessment and procedures for reopening to be shared with staff prior to opening at Inset day Amendments to risk assessment to be shared as they are added 	HT sends weekly Office manager HT and Office manager HT + leadership team	Ongoing Most recent communication 12 May Email survey sent 12 May Opening date tbc
Cleaning and Hygiene <ul style="list-style-type: none"> DfE guidance is followed 	<ul style="list-style-type: none"> All pupils and adults to wash their hands on entry to the site Regular handwashing by everyone present in school to be carried out each day Hand sanitiser to be available in every classroom Frequently touched surfaces to be cleaned throughout the day by site team Spray cleaners and paper towels available in each classroom for more frequent cleaning of desks, door handles etc Soft toys to be removed where possible and appropriate. Minimum sharing of play equipment to be encouraged. KS1 and KS2 pupils to wash hands before and after use of any equipment such as a ball at playtime. Resources to be allocated to each group, not to be shared Bins to be emptied through the day Windows and doors to be kept open where possible (internal fire doors to be kept closed) Shared play equipment, such as the trimtrail, is not to be used, and taped off by site manager 	All Site team/ LSAs Staff to monitor Site manager to cordon off. Equipment not to be played with is clearly marked	Ongoing Daily w/c 18 May w/c 11 May



<p>Adequate Staffing</p>	<ul style="list-style-type: none"> • Staffing levels have been assessed and agreed at Trust level • Staff health concerns have been assessed and taken into account. • Staff work with small group of regular pupils • Timetables minimise mixing between groups • Staff PPA taken on Fridays to allow for planning and catching up with own class online work • Staff who have been allocated as homeworkers due to health manage online learning for their allocated year groups as distinct from the in-school provision for the named year groups and key worker pupils • Parents are informed that school is running dual system and that their child may not receive individual feedback from their own class teacher at the previous level 	<p>Regular communication with staff</p> <p>Rota allows for capacity to be built as numbers increase</p> <p>Staff in two teams – on-site and remote learning</p>	<p>Ongoing</p> <p>Rota shared 1st June</p>
<p>Safeguarding</p>	<ul style="list-style-type: none"> • The safeguarding policy applies to all pupils whether in school or at home • Level 3/4 trained safeguarding staff are on site at all times (HT, DHT, Safeguarding Officer) • Staff are aware that new safeguarding concerns may present themselves and follow procedures as set out in the safeguarding policy • Regular safeguarding updates are communicated with staff • Safeguarding Officer works on and off site and continues to make weekly contact with the families of all vulnerable pupils • Attendance of children who are not officially classed as vulnerable, but are known by the school to be vulnerable of the invited year groups is noted and if pupils are not attending, parents are contacted regularly to ascertain how school can support with online work, work packs or telephone contact • All small groups will have lists of pupils' medical needs and inhalers etc will be in the classroom allocated to that child 	<p>All staff reminded of statutory safeguarding responsibility at Inset day 1st June</p> <p>All staff record notes, concerns and actions on CPOMs. Every entry raising a concern MUST have an action. Simply recording on CPOMs is not an action</p>	
<p>Remote Education</p>	<ul style="list-style-type: none"> • Online work continues to be set using the Seesaw platform by staff working from home • The school operates a parallel system of in-school and online work. Homeworkers set and manage the online work, setting appropriate daily activities for children to complete 	<p>All staff</p> <p>Staff rota clearly states staff responsibility</p>	<p>Ongoing</p> <p>Effective 4th June</p>



	<ul style="list-style-type: none"> • Parents are informed that the provision to date will change once the school opens to larger numbers of pupils due to the demands on staff working in school • Online safety is prioritised and regular reminders and links are sent by the staff managing the online system 	<p>Lead for online learning established (AM)</p> <p>Safeguarding officer to suggest resources</p>	<p>Weekly</p>
<p>Inclusion</p>	<ul style="list-style-type: none"> • Pupils with EHCPs are able to attend school if parents wish them to • Pupils who are staying at home will have additional remote support through a variety of possible channels: Phone calls to parents to support with accessing work; differentiated work set on online platform; specific speech and language support; differentiated paper packs of work; videos to model fine and gross motor skills shared on online platform • Risk have been completed with and signed by parents. These are live working documents updated weekly • Weekly risk assessments are updated by SENCO and shared with local authority • Annual reviews will be conducted remotely if parents agree, or can be delayed if this is the preferred option • Appropriate space and staffing will be used to ensure provision for pupils not able to understand the concept of social distancing • Pupils who do not have the cognitive ability to understand social distancing will not be disadvantaged • In co-operation with parents and the local authority, an appropriately reduced timetable may be agreed • Pupils who are not able to socially distance due to cognitive needs will access school in a small, discrete group • Pupils who do not have the cognitive ability to socially distance will be accompanied into Resource Base by their parents who will assist with hand washing • PPE is available for Resource Base staff (gloves, masks, aprons, visors) to wear if requested 	<p>Regular contact with parents, notes kept on CPOMs</p> <p>SENCO</p> <p>See staff and group rota</p> <p>See staff and group rota</p> <p>Site manager and SBM to assist with the supply of PPE</p>	<p>Ongoing</p> <p>Ongoing</p> <p>From 8th June</p> <p>From 8th June</p>



	<ul style="list-style-type: none">• The outdoor space will be used as much as possible as per Government advice• After use, all PPE will be double bagged and placed in the lidded bin in the Covid medical room• PPE is readily available if any toileting accidents take place. In the case of soiling, parents will be called immediately to assist with their child• Soft toys, cushions and blankets will be removed from the Resource Base prior to any children attending• At the end of each session, the Resource Base will be thoroughly cleaned and all the toys cleaned in Milton fluid	Support staff and daily cleaning staff	
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