

St John Boste Catholic Primary School

Risk Assessment and plan for the opening of school to all pupils during the COVID-19 pandemic

This plan has been informed by following the guidance:

Guidance for full opening – schools
Published 2.7.20:

‘The public health advice in this guidance makes up a PHE-endorsed ‘system of controls’, building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of infection is substantially reduced’

Section 1: System of controls – protective measures	
Prevention:	
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, does not attend school	No pupil should attend school if they show any of the coronavirus symptoms, or have tested positive in the last 10 days. Parents should inform the school as soon as they are able to.
	No staff member or any other adult should attend school if they show any of the coronavirus symptoms, or have tested positive in the last 10 days. They should inform the Head teacher as soon as they are able to.
	If any pupil or adult in school 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, they must be sent home immediately. They must follow the ‘stay at home’ guidance (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), meaning they must self-isolate for at least 10 days and should arrange to have a test. They can return to school if test is negative -details given in Test and Trace section.
	Any siblings of pupils who present with symptoms must also be sent home and self-isolate for 14 days from when the symptomatic person first had symptoms. They can return to school prior to this if test is negative – details given in Test and Trace section.

	<p>When contacted by school if their child is displaying symptoms, a parent must arrange for their child to be collected immediately. Whilst awaiting collection, the child will be moved to the Community Room, and be seated near the open windows. The child will be supervised by an appropriate adult, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, the community room toilet should be used. If the child's needs dictate that the supervising adult cannot maintain a distance of at least 2m, the adult must wear PPE (face mask, disposable gloves, disposable apron) Once the child has been collected, any facilities/areas which have been used will be fully cleaned with disinfectant before being used by anyone else. If this cannot be done immediately, a sign will be placed on the door to advise others not to enter/use the Community Room.</p>
Clean hands thoroughly more often than usual	<p>Adults and pupils who have been in close contact with the symptomatic child do not need to go home to self-isolate unless they develop symptoms themselves, if the symptomatic person subsequently tests positive, or if they have been requested to do so by Test and Trace. All those who have been in contact must immediately follow the good hand hygiene procedures.</p> <p>The preferred method of hand cleaning will be through use of soap and running water. Hand sanitizer will be available to use if handwashing facilities aren't readily available; adults will have ready access to hand sanitizer to use when appropriate.</p> <p>Pupils will wash their hands:</p> <ul style="list-style-type: none"> • On arrival to school • When returning to the classroom from playtime, lunchtime and any other occasion when they may have left the classroom and are returning • Before eating (fruit snacks/lunchtime) • After eating • After using the toilet • Any other time it is appropriate (eg after coughing/sneezing) <p>Pupils will be supported by staff in developing robust and effective handwashing routines, including educating the children of the importance of good hand hygiene, discouraging the children from touching their faces, making this fun (rhymes etc)</p> <p>Any visitors to the school will be instructed to use hand sanitizer on entry to school.</p>
Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach	<p>Children will be taught about good respiratory hygiene, in an age-appropriate way (Catch it, bin it, kill it)</p> <p>Pedal bins with lids are available in every classroom and teaching space, along with tissues.</p>

	<p>Staff must monitor their supply of tissues and inform the office when they need replenishing, allowing time for delayed delivery.</p> <p>Bins will be emptied at least daily by the site manager and cleaning team.</p>
<p>Continue with enhanced cleaning, including frequently touched surfaces often, using standard products such as detergent or bleach</p>	<p>Cleaning resources (disinfectant sprays, cloths) are to be available in every classroom and shared space. These will be used as when appropriate to clean down surfaces and regular touch points.</p> <p>All cleaning products must be kept out of the reach of the children.</p> <p>The site manager will monitor supplies of all cleaning and hygiene-related materials, and ensure orders are placed to replenish stocks, allowing time for delayed delivery.</p> <p>Shared spaces: these must be cleaned before other children/adults use them</p> <p>Shared resources, eg PE equipment, must be cleaned before another group uses them</p> <p>Regular touch points throughout the school will be cleaned several times daily: Before the children arrive (site manager); mid-morning (site manager); lunchtime (cleaner); mid-afternoon (site manager); late afternoon (cleaner)</p> <p>Toilets will be cleaner twice daily by the cleaner, including mid-day. Additional cleaning of toilets may be needed, and will be carried out by the site manager.</p> <p>After-school thorough cleaning regime to be maintained in all school areas</p>
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Each class in school will be identified as a 'bubble'. They will predominantly stay in their classroom throughout the teaching day, eat their lunch together, and play together during playtimes. Interaction between the class bubbles will be limited as far as is possible.</p> <p>Children may be grouped outside of the class bubble on occasions, eg for small group tuition, specialist support etc. These groups will be kept consistent for a period of time.</p> <p>Children who attend wrap-around provision may be grouped outside of their class bubble. These groups will be comparatively small and be also kept consistent.</p> <p>Whilst classes will be taught by their class teacher for the majority of the school week, other staff will at times be working with the children. Some staff will therefore be working across different class bubbles/smaller groups. In these instances the adults will try and maintain a 2m distance, however it is recognised and accepted that this is not likely to be possible the younger children are. This applies to peripatetic teachers/other temporary staff too.</p> <p>Adults should limit time spent within 1m of others to a maximum of 15 minutes; avoiding close face to face contact. If giving feedback to a pupil about their work this should be done over the shoulder of a pupil, rather than face-to-face.</p>

	<p>There will be times when the needs of pupils require closer contact (eg administering first aid, intimate care needs etc). On these occasions adults should wear the appropriate PPE.</p>
	<p>Children will be encouraged to remain a safe distance away from adults; this will be applied age-appropriate to the children. Children will also be encouraged not to have physical contact with one another, although it is recognised that younger children will find this more difficult</p>
	<p>Adults in school should try and maintain a distance of 2m from other adults at all times. It is the responsibility of every staff member to adhere to this as far as is possible, to maintain their own safety and that of colleagues.</p>
	<p>In KS2, furniture in classrooms will be arranged, as far as is possible, to allow children to be seated side by side, facing the teacher, rather than facing one another at close proximity. In KS1 and KS2, children will be allocated a seat in the classroom and will remain in this seat as far as possible. If children need to move tables during the day, the table/chair will be cleaned in between.</p>
	<p>Windows are to be kept open to allow for ventilation</p>
	<p>Resources such as soft toys and furnishings will remain out of use, as they cannot be easily cleaned on a regular basis.</p>
	<p>There will be no large gatherings whereby more than one class bubble gathers together (eg assemblies, hymn practice, collective worship). Collective worship will take place within class bubbles. Singing in groups of more than 15 is discouraged, unless outdoors (eg in the Prayer Garden). Music lessons will be adapted to take this into consideration.</p>
	<p>Playtimes and lunchtimes will be timetabled to avoid congestion in corridors and cloakroom areas. Class bubbles will have designated play areas and play equipment; where equipment is shared between bubbles it will be cleaned in between.</p>
	<p>Reception, Year 1 and Year 2 will eat their lunch in the hall, at designated tables with staggered start times. KS2 children will eat their lunch in their classroom.</p>
	<p>Arrangements will be put in place to limit the number of children using the toilet facilities at any one time. Class bubbles will be directed to use the toilet facilities at appropriate times; three children can be using the facilities at any one time. For ad hoc visits where pupils from different class bubbles may be present, children should ensure that they use the facilities one at a time.</p>
	<p>Warm air hand driers will remain disabled to prevent particles from being blown around; paper towels will be provided in the toilet areas. The site manager will check supply of soap and hand towels every morning in all toilet areas to ensure an adequate supply is available for the day.</p>

	<p>Only essential movement around the school will be permitted; children should not be sent to the school office with a message, for example. Staff will escort general movement of their class bubbles, eg when going out for playtime.</p>
	<p>The one-way system for staff moving around the identified part of the building will remain in place, as corridors in this area do not allow for physical distancing.</p>
	<p>Staff lunchtimes will be staggered to allow for social distancing in the staffroom area. Every staff member is responsible for cleaning whatever equipment is used (the dishwasher may be used). Disinfectant spray will be readily available for use to clean touch-points etc. Areas which are used for teaching groups should not be used for groups of staff gathering, as these would require cleaning before children occupy the space</p>
	<p>Hand sanitizer will be kept near to the photocopier in the staff, and staff must sanitize their hands before touching the control panel.</p>
	<p>Staff meetings will take place, using a room which allows for social distancing between all adults.</p>
	<p>Pupil arrival times will be staggered. Siblings groups will arrive first at their designated time, followed by other year groups at designated times. The one – way system will remain in place, and only one adult per family should enter the school premises when dropping off children. It is important that parents adhere to their designated time, and don't loiter at the school door or gather on the school premises. The main vehicle entrance gate will be closed at these times to ensure the one-way route in maintained.</p>
	<p>Pupil departure times will be staggered. Sibling groups will be collected first, then other year groups at their designated times. Classes will be taken onto the school yard to be collected by one adult per family.</p>
	<p>Parents and carers will be asked to communicate via email or phonecall; admittance to school will not be permitted without a prior appointment. Parents and carers will be encouraged to pay cashless whenever possible (eg dinner monies on-line). Where money etc is received into the office, staff are to observe strict hygiene measures. Disposable gloves will be available for use (optional) for handling money, deliveries etc.</p>
	<p>Professional colleagues (eg educational psychologist, social worker) will be allowed on site; an advice briefing will be prepared to give to any such visitor providing guidance on the physical distancing and hygiene measures which are in place and must be adhered to. Essential contractors will also be admitted; where this can be arranged it will be before or after the normal school day. They will also be given the advice briefing. A record will be kept of all visitors, with a</p>

	<p>request for their contact details.</p> <p>Each child will have their own stationery pack for use in school; resources from this pack will not be shared. Stationery/pencil cases must not be brought into school from home. Staff shouldn't share pens etc either. Other, less frequently used resources can be shared, including books and games in the classroom. They should be cleaned regularly.</p> <p>Reading books and homework resources will be sent home. This will be organised so that they are returned on a Friday, left untouched over the weekend and changed on the Monday, giving 72 hours between handling.</p> <p>Children in KS2 will choose a book from their class library on a Monday morning, which they will keep in their pack for the week. It will be placed in the returns box on a Friday; these books will be left untouched until the following Monday, allowing 72 hours.</p> <p>Guided reading books will also be left 72 hours before use by another child.</p> <p>Resources that are shared between class bubbles should be cleaned between uses (sport, science, art equipment for example)</p> <p>SLT will visit classrooms, but will ensure a distance of 2m is maintained at all times.</p> <p>Outside play equipment can be used if it can be cleaned easily between uses. The adventure trail must not be used, as the materials it is made from would make regular cleaning difficult.</p>
	<p>The sliding windows between the school office and the public areas will be kept closed, and opened only in the need to communicate; this can be done whilst maintaining a distance of 2m.</p>
Where necessary, wear appropriate PPE	<p>PPE should be worn: by a staff member is supervising a child who is symptomatic and a distance of at least 2m cannot be maintained; intimate care, first aid or SEN needs require close contact. A stock of fluid resistant face masks, disposable gloves and disposable aprons will be kept easily accessible in key areas of the school. Plastic visors are also available to be worn if necessary. The First Aid supervisor (Mrs Wilson) will monitor stock and ensure orders are placed to replenish stock as necessary, allowing for delays in delivery times.</p>
Engage with the NHS Test and Trace process	<p>Staff and parents/carers should understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms • Provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace • Self-isolate if they have been in close contact with someone who develops symptoms or someone who tests positive for COVID-19 • If any member of the school community has been tested, staff or parents should inform

	<p>school immediately of the results.</p> <p>If a test is negative, the person can stop self-isolating, along with the members of their household.</p> <p>If someone tests positive, they need to follow the 'stay-at-home' guidance</p>
Manage confirmed cases of coronavirus amongst the school community	<p>As soon as school becomes aware of a positive test result for COVID-19, we will contact our local health protection team. Likewise, this team will contact school if they become aware of a positive test of someone who has attended school – as identified by Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment, working with schools to advise us on actions which need to be taken. If the health protection team advise that individuals or groups of pupils need to be sent home to self-isolate, we will implement this advice swiftly.</p>
	To assist with any necessary risk assessment, we will keep a record of who has had contact within bubbles and also in different groups. We will liaise with Lamesley childcare in ensuring records are accurate across the school.
Contain any outbreak by following local health protection team advice	If school has two or more confirmed cases within 14 days, this indicates a possible outbreak, and we will work with our local health protection team and follow their advice.
Section 2: School Operations	
Transport	Parents and carers are encouraged to walk/cycle to school if possible. Parking congestion around school should be avoided.
	Staff should be mindful of others arriving in the carpark and maintain social distancing at all times.
	Parents bringing/collecting children for Lamesley childcare should not park in the school car park.
Attendance	<p>Usual attendance procedures will be implemented from September 1st.</p> <p>School will work with families to alleviate any anxieties they may have regarding children returning to school.</p> <p>It is, however, understood that there may be occasions where pupils must remain at home, eg for self-isolation.</p> <p>In a small number of cases specialist health professionals may advise that a pupil remains at home for health reasons.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, home learning support will be provided by school.</p>

School workforce	School will adhere to the advice regarding mitigating risks to all staff, and in particular those who are clinically vulnerable or extremely clinically vulnerable. All measures in place will be discussed with all staff, and any concerns or anxieties taken into account and steps taken to mitigate additional risk if required. Individual meetings will take place with any staff member who is clinically vulnerable or extremely clinically vulnerable, to ensure any measures are in place to mitigate exceptional risk.
Staff deployment	At times when it is necessary to have supply teachers on site, they will be expected to be stringent in adhering to all measures in place.
	In order to ensure pupils, in particular those with SEN, are fully supported it will be necessary to deploy staff, in particular teaching assistants, to work with children from different class bubbles.
	Staff will also be deployed, where possible, to supporting children with catch-up provision and targeted interventions.
	Any individual working on a voluntary basis will be checked and vetted using the appropriate measures, and will be expected to adhere to all measures which have been put in place.
	Peripatetic music teachers will be invited back to resume small group music lessons. The instruments are percussion and strings; we have no wind/brass small group tuition.
Staff well-being and support	Staff well-being is a high priority. Staff will be working in more challenging circumstances than usual; it is essential their well-being is monitored and support provided as and when necessary. This could be from the mental health first aider (Mrs Allon), the leadership team offering support, or signposting to appropriate agencies to access support externally. Staff are encouraged to be open and share any concerns with appropriate personnel.
Safeguarding	Safeguarding will remain a high priority, and all procedures will be followed rigorously in identifying any concerns and working with families and agencies to fully support all of our pupils.
Catering	School meals service will resume the provision of hot meals, although this may require a more limited choice. Pupils may bring a packed lunch from home.
Estates	The site has been fully maintained during partial closing, and all regular safety checks have/ are carried out.
Educational visits	Whilst educational visits are permissible, it is unlikely that any will take place in the autumn term. We are awaiting advice regarding swimming lessons.
School Uniform	Full school uniform should be worn on return in September. Uniforms do not need to be cleaned any more often than usual.
Extra-curricular provision	Lamesley Childcare will resume operation from September. Lamesley childcare will have in

	<p>place a stringent risk assessment, will which be in-line with this school risk assessment. Children who attend wrap-around provision may be grouped outside of their class bubble. These groups will be comparatively small and be also kept consistent.</p> <p>After school clubs will not take place during the autumn term</p>
Section 3: Curriculum, Behaviour and Pastoral support	
Curriculum expectations	<p>Teachers will use a mixture of formal and informal assessment procedures to identify any key gaps in learning. Long and medium term plans will be used flexibly, taking into account key objectives from the previous year group which have been identified, to ensure the children progress well in each subject. There will be a broad and balanced curriculum provided from September.</p> <p>Targeted intervention will be put in place, focusing on key knowledge and skills in phonics, reading, writing and maths. These core skills will also be addressed through cross-curricular subjects; this reflects normal practice and teachers are skilled at providing for pupil needs. It is recognised that catching up key skills will be a long term process.</p>
Remote Education	<p>We will continue to use Class Dojo as the vehicle for sharing work remotely; remote learning will reflect the work being taught in class and the curriculum plans. Completed work is to be returned to school using Class Dojo, and feedback will be given by the class teacher. Hard copies will be provided where there is limited access to technology.</p>
Physical activity	<p>Pupils will be taught PE in class bubbles. The PE curriculum will be adapted so that contact sport is not taught in autumn or spring. Equipment used will be cleaned between groups. PE will be taught outdoors whenever possible. Distance between pupils will be maximised during PE lessons.</p> <p>The Daily Mile will be resumed, ensuring children are spaced around the track.</p> <p>Active playtimes and lunchtimes will be encouraged, with equipment assigned to a class bubble and/or cleaned between uses.</p>
Pupil well-being and support	<p>School has well-established systems in place to support the mental well-being of pupils. All staff will be vigilant in monitoring the emotional wellbeing of our pupils, and will follow procedures regarding any concerns. The PSHE curriculum will be in place and modified as needed to address the needs of pupils as they are identified. Our school counsellor (The Road Centre) will resume services to support identified pupils.</p> <p>School will work closely with professional colleagues in ensuring all pupils are supported appropriately, including those with SEND.</p>

Behaviour expectations	Behaviour in school is generally excellent. Pupils have been away from school for some months, and will need reminding about routines, procedures and behaviour expectations. These will be consistently applied, with appropriate consequences given if policy is breached by pupils. School anticipates that, with support, pupils will settle back quickly into school life and expectations.
Section 4: Contingency planning for outbreaks	
Process	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.
Contingency plan	School has efficient mechanisms for communicating swiftly with parents if there is a need to close at short notice, or send a bubble home (text, email, website, Class Dojo). If pupils do need to remain at home due to COVID-19, remote learning will immediately replace teaching in school (see above).

This risk assessment and plan will be shared with BWCET, Governors, staff, unions and parents.