



Coronavirus (COVID-19): Risk assessment for reopening September 2020

Name of school: St Mary's Catholic Primary School.

<u>Assessment conducted by:</u> <u>K. Yuen</u>	<u>Job Title:</u> <u>Executive Headteacher</u>	<u>Covered by this assessment:</u> <u>staff, pupils, parents, visitors and volunteers.</u>
<u>Date of assessment:</u> <u>28/8/20</u>	<u>Review interval:</u>	<u>Date of next review:</u>

<u>Risk rating</u>	<u>High</u>	<u>Medium</u>	<u>Low</u>
	Urgent action required as any impact is critical.	Some controls in place but further actions to be implemented.	No action required. Sufficient management controls in place.

School to include description of re-opening plan for [September 2020](#)

Arrangements are in place to welcome all pupils back. Staggered start and finish times have been communicated to staff and parents. The children will be taught in their bubbles (classes). Allocated areas for breaks and staggered breaks will ensure bubbles do not mix. A drop off system and allocated entrances for different years will minimise contact. A one-way system for pick up will enable us to manage and monitor the people the on-site.

<u>Area for concern</u>	<u>Risk rating prior to action</u> <u>H/M/L</u>	<u>Recommended controls</u>	<u>In place?</u> <u>Yes/No?</u>	<u>By whom?</u>	<u>Deadline</u>	<u>Current risk rating</u> <u>H/M/L</u>
Safeguarding and Behaviour	<u>L</u>	The Safeguarding policy has been approved by LAC and is current .Once the 2020/2021 Safeguarding Policy has been updated and approved by the LAC, please replace to reflect the changes recommended by the government.	<u>Yes</u> New policy 20-21 need LAC approval	<u>K Yuen</u>		<u>L</u>
	<u>L</u>	The Behaviour policy has been amended to reflect changes required due to Coronavirus.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
	<u>M</u>	Have staff been made aware of the changes to the above policies and have they been directed to the links?	<u>Yes</u>	<u>K Yuen</u>	<u>INSET</u> <u>Days</u> <u>1/2nd</u> <u>Sept</u>	<u>L</u>

Communication	<u>M</u>	The school's website is kept up to date with any information regarding reopening e.g. dates and local arrangements.	<u>Yes</u>	<u>K Yuen + K Burdett</u>	<u>On going</u>	<u>L</u>
		Parents are informed about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.	<u>Yes</u>	<u>K Yuen + K. Burdett</u>	-	<u>L</u>
	<u>M</u>	<p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. Display posters in school building.</p> <p>All staff and parents to be informed of requirements of '<u>Test and Trace</u>'.</p> <p style="text-align: center;"><u>Notes:</u></p> <p>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they (or their child) display symptoms. • Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. <p>Anyone in school who displays symptoms is encouraged to get a test.</p> <p>Parents and staff are asked to inform the school immediately of test results.</p>	<u>Yes</u> <u>But needs attention as guidance changes</u>	<u>J. Blincow + K Yuen</u>	<u>1st Sept.</u>	<u>M</u>

	<p>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</p> <p>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</p>				
<u>M</u>	Headteachers are aware of the process of how to deal with <u>confirmed cases of coronavirus</u> .	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
<u>L</u>	Staff are informed of the process of how deal with <u>confirmed cases of coronavirus</u>	<u>Yes</u> However reminder and repeat training to be given	<u>K Yuen</u>	1/9/20	<u>M</u>
<u>M</u>	<p><u>Confirmed Cases of Coronavirus Notes:</u></p> <p>Where an individual in the school community tests positive for coronavirus, the <u>headteacher</u> contacts the local HPT immediately.</p> <p>The school works with the local HPT to manage the response. Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:</p> <ul style="list-style-type: none"> • Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face 	<u>Yes</u>	<u>K Yuen + J. Blincow</u>	<u>1/9/20</u>	<u>M</u>

		<p>conversation, or unprotected physical contact (skin-to-skin).</p> <ul style="list-style-type: none"> • Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle, like a car, with an infected person. <p>Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</p> <p>A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</p> <p>If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</p> <p>The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</p> <p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</p> <p>[New] [Early years settings] Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels.</p>				
		<p>Staff and volunteers are informed about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</p>	<u>Yes</u>	<u>K Yuen +</u> ↓ <u>Blincow</u>	<u>July /</u> <u>August</u> <u>20</u>	<u>L</u>

		Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.	<u>Yes</u>	<u>K Yuen + J. Blinchow</u>	<u>1/9/20</u>	<u>L</u>
		The school communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods e.g. catering, sports coaches.	<u>Yes</u>	<u>Office Staff</u>	<u>July onwards 2020</u>	<u>L</u>
<u>Staffing</u>	<u>L</u>	Staff unable to attend work due to self-isolating. Trust HR guidance in place advising to follow Government guidance and obtain an isolation note from the NHS website.	<u>Yes</u>	<u>K Yuen/ K. Burdett</u>		<u>L</u>
	<u>M</u>	Staff reporting as sick with COVID – Trust HR guidance in place advising obtain isolation note and follow Government guidance for self-isolating for 10 days. <u>New guidance on symptoms: new continuous cough, high temperature and/or loss of, or change in, normal sense of taste or smell.</u>	<u>In part</u>	<u>K. Burdett</u>	<u>1/9/20</u>	<u>M</u>
	<u>L</u>	Staffing models? Confirm to staff awareness of rotas, Working from home protocols, redeployment options.	<u>Yes</u>	<u>K Yuen + J. Blinchow</u>	<u>As needed</u>	<u>M</u>
		Have social distancing measure been considered & recorded? <ul style="list-style-type: none"> Staggered school drop off/pick up times Staggered or limited moving around the school/corridors Classroom redesign Staggered break and lunch times Toilet arrangements Office environments? Entry/exit points 	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>

		<ul style="list-style-type: none"> Staff areas 				
		Update all contact details for staff and Next of Kin/Emergency contact details.	<u>Yes</u>	<u>Office Staff</u>	-	<u>L</u>
		Evaluate status of outstanding disciplinary/capability/grievance processes.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
		Bereavement – are staff aware of policy and support available	<u>In part</u>	<u>K Yuen</u>	<u>3/9/20</u>	<u>M</u>
		Furlough – <u>Check furloughed staff are off furlough and back at work.</u>	<u>Yes</u>	<u>K Yuen</u>	<u>3/9/20</u>	<u>L</u>
		Insufficient staff due to inability to attend work. <u>Should this occur due to staff developing COVID, school to discuss closure with the CEO then seek approval from Directors.</u>	<u>Yes</u>	<u>K Yuen</u>	As required	<u>M</u>
		Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. <u>Managers to use individual risk assessments to assist conversations.</u>	<u>Yes in part</u>	<u>K Yuen</u>	<u>3/9/20</u>	<u>M</u>
		<u>Travelling abroad – Refer to Trust HR guidance regarding staff who have travelled abroad and are now affected by quarantine restrictions delaying return to work on 1st September.</u>				
	<u>M</u>	The headteacher will work with teaching staff to ensure education can continue to be delivered to all pupils.	<u>Yes</u>	<u>K Yuen</u>	<u>30/9/20</u>	<u>M</u>

Access to learning	<u>L</u>	The headteacher will work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
		The headteacher will work together with staff to ensure the wellbeing of all pupils are supported.	<u>Yes</u>	<u>K Yuen</u>	-	<u>M</u>
Policies and documents	<u>M</u>	<p>All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> <p style="text-align: center;"><u>Notes:</u></p> <ul style="list-style-type: none"> • Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. • Pupils and staff are separated into groups (or 'bubbles'). • [Primary schools] Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble. • Staff can move between bubbles, but minimise close contact with others whilst doing so. • Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. 	<u>Yes all in place,</u> but reminders and monitoring will be necessary to be effective.	<u>K Yuen +</u> <u>J Blincow</u>	On going	<u>M</u>

		<ul style="list-style-type: none"> • Pupils' educational and care support plans are provided as normal. • Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space • Visual aids are used to display social distancing measures. • Pupils take breaktimes and lunchtimes in their groups, and these breaks are staggered throughout the day. • Assemblies are staggered throughout the day within pupils' groups where relevant. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <u>headteacher</u> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Start and finish times are staggered. • Parents are briefed on new provision for the drop-off and collection of their children. • Public transport to and from school is minimised as far as possible. Where it is totally necessary, pupils are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible. 				
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	<ul style="list-style-type: none"> Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. Social distancing measures are explained to all contractors and visitors upon their arrival. 				
	The Social Distancing Statement is shared with all relevant members of the school community and adhered to as far as possible.	<u>Yes</u>	<u>K Yuen</u>	-	L
	All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	<u>Yes</u>	<u>K Yuen</u>	-	L
	The relevant staff receive any necessary training on measures that have been implemented and helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.	<u>Yes</u>	<u>K Yuen</u>	-	L
	The school keeps up-to-date with advice issued by, but not limited to, the following:	<u>Yes</u>	<u>K Yuen</u>	-	L

		<ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) 				
		All staff, volunteers, parent, <u>pupils, visitors and contractors</u> are made aware of any infection control procedures and social distancing arrangements.	<u>Yes</u>	<u>K Yuen</u> + <u>Office Staff</u>	-	<u>L</u>
		The school conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening e.g. caterers, contract cleaners	<u>Yes</u>	<u>K Yuen</u> + <u>Office Staff</u>	-	<u>L</u>
		<u>The school reviews current policies to ensure they account for any changes in procedures e.g. fire evacuation.</u>	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
Community wellbeing		The school continues to liaise with the school community to monitor and evaluate procedures in place and any concerns.	<u>Yes</u>	<u>K Yuen +</u> ↓ <u>Blinco</u>	-	<u>L</u>
		The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.	<u>Yes</u>	<u>K Yuen +</u> ↓ <u>Blinco</u>	-	<u>L</u>
		The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.	<u>Yes in part</u>	<u>K Yuen</u>	-	<u>M</u>

		The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support.	<u>Yes in part</u>	<u>J. Blincow + K. Yuen</u>	<u>Sept 2020</u>	<u>M</u>
Cleaning		The school arranges enhanced cleaning to be undertaken where required.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
		The school has protocols in place to clean the school throughout the day as required	<u>Yes</u>	<u>K Yuen + J. Blincow</u>	-	<u>L</u>
		Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning.	<u>Yes</u>	<u>K Yuen + J. Blincow</u>	-	<u>L</u>
		The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy	<u>Yes</u>	<u>N. Fox</u>	-	<u>L</u>
		All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.	<u>Yes</u>	<u>N. Fox</u>	-	<u>L</u>
		All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.	<u>Yes</u>	<u>N. Fox</u>	-	<u>L</u>
		Adequate amounts of suitable cleaning agents are available.	<u>Yes</u>	<u>N. Fox</u>	-	<u>L</u>
		Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners, first aiders.	<u>Yes</u>	<u>K Yuen + J. Blincow</u>	-	<u>L</u>

Infection control and social distancing	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
	Staff aware what procedure to follow if a child falls ill whilst in school.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
	A COVID-19 room/space has been identified for a child with symptoms to wait for collection by a parent.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
	Where necessary, school transport is restricted to essential use only.	<u>N/A</u>			
	Where practicable, infection control and social distancing measures are put in place on school transport.	<u>N/A</u>			
	Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
	Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
	Adequate amounts of soap, tissues and bins are available in the relevant areas.	<u>Yes</u>	<u>N. Fox</u>	-	<u>L</u>
	Reopening plans are in line with the relevant local and national advice.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>

		The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
		Where required, the headteacher works with staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
		The use of communal areas should be regulated, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
		Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
		Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and are sent home as soon as possible.	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>
Resources		<p><u>Staff are aware of procedures of using resources.</u></p> <p style="text-align: center;"><u>Notes:</u></p> <ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different 	<u>Yes</u>	<u>K Yuen</u>	-	<u>L</u>

		<p>bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones. • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 				
Premises		<p>Have the responsible school staff reviewed the COVID-19 Re-Opening Checklist. OLICAT Building Re-Occupation Checklist.</p>	<u>Yes</u>	<u>N. Fox</u>	-	<u>L</u>