



St. Lucia's C.E. Primary School and Nursery



Risk Assessment/Action Plan for the Full Re-opening of Schools from September 2020
16th November 2020

This risk assessment/action plan has been developed in line with the DfE guidance, scientific guidance and Local Authority advice.

Contents

Reference has been made to the specific guidance from Department for Education

Issued on 2nd July 2020

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

Further guidance/updates 22nd October 2020

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Latest Guidance 10th November 2020

Appendix 1- Management of Covid19 symptoms (advice from Public Health England)

Risk Assessment/Action Plan

Identified risk, Hazards and Actions linked to the DfE guidance	Key Actions	Who?
The School site		
H&S check of building	No further actions needed (school has remained fully open from 2 nd September and was previous open since 23/3/20). Continue to follow Health and Safety and LA guidance	SW and Shires Cleaning Team
<p>Cleaning and hygiene</p> <p>Cleaning and hygiene</p>	<p>Daily cleaning - All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day. Backs of chairs and all tables are being carefully disinfected daily.</p> <p>Antibacterial spray and wipes have been made available for each group.</p> <p>Mid-day clean of touch points e.g. door handles.</p> <p>Hand Sanitiser station in foyer and in class bases (for adult use and use in addition to frequent hand washing where appropriate after break times/lunchtimes and at the end of the day).</p> <p>Children wash hands at the basins within their identified toilet areas</p> <ul style="list-style-type: none"> - Nursery –Nursery toilet - Reception-Class 1 toilets - Year 1 and Year 2-Class 2 demountable - Year 3 and Year 4 -main toilets - Year 5 and 6 -main toilets (and in the library sink if needed) <p>Each classroom has a lidded bin and supplies of tissues.</p>	<p>Shires Cleaning Team.</p> <p>SW, Adults within the identified bubbles. PPE – gloves are readily available.</p> <p>Lunchtime supervisors will help with cleaning and hand washing supervision in their identified bubbles.</p>
Movement around the school	Main corridor from entrance area is too narrow to operate the suggested 'one way system.' Double doors will remain open all day to ensure increased visibility in corridors. Red and white floor tape has been used to mark out areas for social distancing in the corridor and library area. A one way system is also in place for break times.	SW, Teachers and Teaching Assistants

The separate entrances/exits will reduce corridor traffic. Group times will be staggered for:

- Arrival to school
- Break time
- Lunchtime
- Home time

Only 3 adults will be able to use the staff room at any one time (plus 1 adult in separate photocopying room). Contact between other adults from different bubbles will be minimised as much as possible to limit contact with others in the main building and in the staffroom. Further guidance from the LA has been sought regarding staffroom arrangements.

The option of masks will be made available for staff to use on arrival/collection times and within communal areas.

Children are to remain within their class bubbles and avoid contact with other groups. Outlined below is the provision for the first half-term.

The full return arrangements for September will be subject to regular reviews.

- Nursery (12 children on register in September) with Miss J Reacord and Miss L Binnersley, Mrs R Lloyd. Mrs M Pugh to assist with two lunchtimes
- Class 1 (13 Reception children) with Mrs Smith with some support from Mrs Sims in the mornings and Mrs Wood for limited time over 1-2 afternoons. Mrs Sims will support for lunchtime.
- Class 2 (7 Year 1 and 13 Year 2 children) with Mrs Collins/Mrs Woolley and Mrs Price and Mrs Cresswell. Mrs Cresswell will support lunchtimes (the hall will be used for this group's lunch due to higher numbers of UIFSM)
- Class 3 (10 Year 3 and 13 Year 4 children) with Mrs Brennan and Mrs Nelson, and Mrs Allen 1:1, Mrs Law will support lunchtimes.
- Class 4 (17 Year 5 and 14 Year 6 children) Mrs Carroll and Mrs Broome, Mrs Wood 1:1 and Mrs Allen 1:1. Mrs Marais on Fridays and Mrs Wood will support lunchtimes (with Mrs Allen)

<p>Site examination - Classroom bases</p>	<p>There are 5 classroom bases in the whole school, all will continue to be used after the October half-term as before.</p> <p>Extended schools –Sunrise and Sunset continue to be held in the school hall with a separate arrival/collection point for parents.</p> <p>The classrooms can accommodate the physical space required for numbers in each class. Tables will continue to be front facing.</p> <p>The maximum number of children the school would be able to be accommodated at any given time would be 140 children (including the capacity for nursery children.)</p> <p>Children will move to a new bubble after the half-term following the initial return of children to their previous class and familiarity of teachers, peers and their environment on return in September. These arrangements have allowed school to effectively support assessment, catch up, next steps, transition, mental health and well-being with very positive rates of attendance since September.</p> <p>Resources that are not easily washable or wipe-able will be removed from the classrooms. (The hall will continue to provide some limited storage space where still required after the half-term, although this will be minimised further where possible.) Handwashing posters have also been displayed in every classroom. Science and PSHE links have also focused upon hygiene and safety during the first half-term.</p>	<p>SW and Teachers</p>
<p>Staffing</p>		
<p>Staff availability - 'Clinically extremely vulnerable' & 'Clinically vulnerable' members of staff.</p>	<p>Following a staff audit and further reviews of the DfE guidance, all staff will be able to return to work in school from September.</p>	<p>SW</p>
<p>Staff ratios & roles</p>	<p>Identified staff will work with each cohort. Movement between bubbles will be minimised when possible.</p> <p>Headteacher to be available at all times.</p>	<p>Teachers and Teaching Assistants</p> <p>SW</p>

	<p>A qualified First Aider with Paediatric training will be available in line with EYFS requirements (Reception).</p> <p>The majority of staff are First Aid trained. Each cohort group will have at least one First Aider available at all times. First Aiders have been made aware of the protocols with regards to COVID-19.</p> <p>The green recording system has now been re-established for first aid treatment of accidents.</p> <p>All Designated Safeguarding Leads or Deputy Leads will be available (updated training has also been recently completed).</p> <p>Keep staffing arrangements / timetables as consistent where possible.</p>	<p>Teaching Assistants</p> <p>HS, AC, LC, SP, SC, SB, JR, LN, TW, NA, SW, SM, JB, SS, BA, TP</p> <p>All staff</p> <p>SW, SB, HS</p> <p>SW</p>
<p>Determining safe group size</p>		
<p><u>Obstacles</u></p> <ul style="list-style-type: none"> - Limited additional spaces - Narrow corridor (125cm wide) - No 'one way' system possible all the time to access main toilets - Limited access to toilets through regular break times/lunch/hand washing opportunities - Unable to prevent cohorts mixing 	<p>Young children cannot be expected to socially distance 2m apart.</p> <p>The school is implementing the DfE's 'hierarchy of measures' to implement protective measures. Control measures are below.</p> <p><u>Avoiding contact with anyone with symptoms</u></p> <ul style="list-style-type: none"> - Guidance has been provided to parents and regular updates have also been shared. - School office hatch will remain closed. - No visitors in school unless with prior appointment (emergency work etc). - Only one parent/caller in the entrance area at a time. - Appropriate signage around site, including 'No mask, no entry' - Face coverings to be worn by visitors in Reception. <p><u>Frequent handwashing and good respiratory practices</u></p> <ul style="list-style-type: none"> - Children to wash hands with clean hot water on arrival, before/after play, before lunch, before home time. 	<p>SW, Teachers and Teaching Assistants and Lunchtime staff</p>

	<ul style="list-style-type: none"> - Hand sanitiser can be used before children use the toilets. - Children to be taught about the need for good respiratory practice and of social distancing. - Use of paper towels whenever possible, although recent guidance has shown that hand dryers may also be used if required in all toilets. <p><u>Regular Cleaning of Setting</u></p> <ul style="list-style-type: none"> - The school and nursery setting will be subject to daily cleans. - Contact/touch points to be cleaned after lunchtime - Pupils' chairs and tables disinfected daily. <p><u>Minimising contact and mixing</u></p> <ul style="list-style-type: none"> - Children and attached adults to stay with their class bubbles throughout the day. - Staggered arrivals, playtimes, lunchtimes and collection times will continue. - The number of adults working across bubbles will be minimised as much as possible. Social distancing measures will be followed where possible. <p>Based on an assessment of risk and available space, classes can currently accommodate no more than 30 children in each class in key stage one in lined with the national guidance. The two key stage 2 classes can accommodate numbers just above this threshold where necessary.</p> <p>Children will be organised into their identified year groups/classes and will not mix across other classes. Break times, lunchtimes, arrival and depart times will be staggered to avoid contact with other groups (The only exception will be for children attending Sunrise and Sunset provision. These children will be socially distanced/sit with their siblings/class peers. We expect this to be a small, regular group of children attending this provision). Children have clearly identified zoned areas outside for lunchtime play separate to other classes.</p>	<p>SW, Teachers and Teaching Assistants and Lunchtime staff</p>
<p>Creating and staffing your classes</p>		

	<p>Playtimes will be staggered. Each group will have playtime with their own group during agreed times between 10.15 - 11.00am.</p> <p>Any snacks need to be brought in a disposable/wipe-able bag/container. Fruit and healthy snacks are encouraged to reduce litter and packaging.</p> <p>Water bottles will be needed as the water fountains will remain out of use.</p> <p><u>Lunchtimes</u></p> <p>Lunch will be ready for collection at an agreed time for each class.</p> <p>The school meals are now provided by the previous kitchen staff, but managed directly by the school using WLP for consultancy. A lunch choice will continue to be provided each day and meals will be prepared for individual children.</p> <p>There will be a lunch time supervisor assigned to each class. Trays will be used and sterilised straight after use.</p> <p>The hall will be used for Class 2 after the October half-term due to the higher number of UIFSM to serve from the kitchen. Lunches will be eaten in the classrooms for all other bases, or outside if the weather makes this possible.</p> <p>Shelters have been made available where required to provide outdoor learning and shade.</p> <p>Separate areas of the playground and field will remain coned off with clearly identified zones for all classes on a weekly rota. This provides separate safe play spaces away from other classes.</p> <p><u>No playtime toys will be shared outside of each class.</u></p> <p>A small selection of playtime equipment will be made available for sole use to each class bubble. Any equipment will be used on a rota basis.</p> <p><u>End of Day</u></p> <p>Staggered collection times/points which have been agreed for each class will remain through 5 minute windows from 2.45pm-3.10pm.</p> <p>Keep within the 5 minute allocated window.</p> <p>Parents to maintain social distancing and collect their child within the agreed time window. Parents to leave the school site safely using the one way system as soon as your child joins you and not congregate on the path, or outside of school.</p> <p><u>Childcare</u></p> <p>Sunrise and Sunset provision will continue to be arranged in the school hall.</p>	<p>group.</p> <p>BA and TP to prepare lunches</p> <p>Teachers, Teaching Assistants and Lunchtime supervisors</p> <p>Parents and children</p> <p>SS and TW</p>
--	--	---

	<p>Advanced bookings and payment will be required. Children will sit with children in their bubble, with their siblings or separate to others.</p> <p><u>Social distancing for adults</u> Staff will minimise the contact they have with other adults as much as possible. Where this is necessary, staff will socially distance. Where staff do need to work across bubbles due to their various roles in school, social distance will also be followed as much as possible. Lunchtime staff will support one class to provide breaks, supervision with hand washing and play and to assist with any cleaning.</p> <p><u>Control of toys and soft furnishings</u> Resources will remain limited so that they can be cleaned at the end of each day. Soft furnishings will be removed from the classrooms or strictly limited if these can't be easily washed on a regular basis.</p> <p><u>School events (assemblies, etc.)</u> There will not be any whole school, wider group, or large gatherings until the national guidance changes. No Open the Book assemblies or clergy assemblies until further notice (some may be made available remotely from the Deanery). Collective Worship will remain in the classes. Harvest celebrations and the Reception welcome assembly have been held separately in classes not in the church this term. Trips and events involving groups and gatherings will not take place until the national guidance changes.</p> <p><u>Uniform</u> School Uniform needs to be worn. It is encouraged that children wear clothing which is clean and that is it regularly washed as before. Staff are able to wear comfortable clothing which can be easily cleaned/washed and which can also be suitable for outdoor activities. Pupils will need a P.E. kit in school. Class 1 will be advised to come to school ready in their P.E. kits on specific days. Children are to wear sensible dark shoes which are suitable for outdoor use (but not trainers).</p> <p><u>Taking books home</u> The latest DfE guidance advises that there should continue be a limited</p>	<p>Teaching assistants</p> <p>Teachers and Teaching Assistants</p> <p>Children</p> <p>Parents</p> <p>Adults in school</p> <p>Teachers and</p>
--	---	---

	<p>exchange of resources between home and school and this will be followed unless instructions are given by your child's class teacher.</p> <p>A 'Reading Diary' will be sent home to provide communication with school and home. For any other queries which cannot be communicated through the book, please see your child's class teacher on arrival/collection (KS1), or contact the school office either electronically or by phone (KS2).</p> <p><u>Use of shared equipment</u> Laptops will be labelled for individual use where possible, or cleaned in between use. Children will use their own individual plastic tray to store pencils, pens, whiteboard and other essential learning equipment. Children will not be able to bring any other items to school apart from coats, water bottles, snack, school lunch (if required).</p> <p><u>Reducing risks for staff</u> Staff can undertake 1:1 reading but only with children in the class they are working with.</p> <p>If staffing capacity reduces, it may be necessary to use other staff within the school, or to use a supply teacher if all other options have been explored.</p> <p><u>Meetings</u> All meetings, including those with parents and governors will be held online until further notice. Exception has been made to recent parent appointments but with COVID safe measures. (National guidance still allows up to 6 people to meet at safe distance outside.) Staff meetings will take place remotely or through distancing if in a small group. The school council will not meet until guidance changes.</p> <p><u>Music Lessons</u> No peripatetic music lessons, including the whole class music will operate during the autumn term. The remote paid 'Zoom' lessons provided by the Shropshire Music Service will continue for individual families where this provision was previously arranged.</p>	<p>Teaching Assistants</p> <p>Staff</p> <p>Children</p> <p>Parents, children</p> <p>Teachers and teaching assistants</p> <p>Governors and staff</p> <p>Shropshire Music Service</p>
--	--	---

The use of Personal Protective Equipment (PPE) and the management of sickness.		
Staff may have to attend to children who are need first aid and who are exhibiting signs of illness or Covid-19 symptoms.	<p>A box of PPE (masks, visors, goggles and aprons) is available for school use. Guidance for the use of PPE has been updated and this will only need required if a child shows exhibiting symptoms of COVID-19 and other illness (or for cleaning purposes).</p> <p>The GP room has been identified as a space which can be used in the event of a sick bay being required. This space will used to isolate children who await collection. Where children are experiencing non-Covid-19 symptoms, they will wait in the GP room for collection.</p> <p>Where children are exhibiting Covid-19 symptoms, guidance from Public Health England will be followed (see Appendix 1). The parent of the child will be contacted to request immediate collection of a child and a test will be necessary.</p>	Teachers and Teaching Assistants, Lunchtime staff, SW
External support for SEND and Behaviour		
Lack of support for SEND pupils	School has a low number of children currently in receipt of an ECHP. Children with identified SEND will continue to be supported by their Special Support Assistant if these adults are well and are present in school.	TW, NA, AC, BL
Communicating with staff		
Need to ensure that staff understand procedures	Staff have been consulted on re-opening arrangements, to ensure everyone is of the procedures during the autumn term. Staff also experienced the wider re-opening model which was adopted in June. Further updates and guidance are shared in the staffroom and where relevant with parents on the school noticeboard and via the website.	SW, Teachers, Teaching Assistants, Lunchtime supervisors and cleaners.

Communicating with parents		
Need to ensure that all parents understand procedures	<p>A letter explaining full re-opening details was sent home to all families before the start of the autumn term and updates have been provided through written communication since. All information is uploaded to the school website. Texts messages and phone calls have also been sent to parents to share updates.</p> <p>The school made provision for all children whose parents wished them to return to school during the summer term. All children have returned to school since September.</p> <p>A copy of the risk assessment and FAQs regarding wider re-opening arrangements continues to be shared with all parents via our website.</p>	<p>SW, HD and governors</p> <p>Teachers, SW and JB</p> <p>(Staff consultation has previously taken place and views sought.)</p>
Managing pupil and staff wellbeing and mental health		
Wellbeing and Mental Health effects from Covid-19	<p>There has been support for pupils' well-being and mental health within their cohorts through the return of familiar adults, peers and their environment since the full return to school in September. A wide range of PSHE activities have been undertaken, including discussions, opportunities to share concerns with an adult/ peers. Expressive arts activities have and will continue to support well-being and mental health.</p> <p>Use of Early Help processes in relation to support for anyone effected by</p>	Teachers and Teaching Assistants

	<p>bereavement since school closure will be actioned if required.</p> <p>Staff have been signposted to the Shropshire EP team contact details for individual health and well-being support for the adults in school and to antibody tests.</p> <p>The school will continue to signpost parents and children to mental health and well-being resources via the school website and update any new information which is received.</p> <p>Phone communication was previously made with all families to support pupils' home learning and listen to any concerns/signpost to appropriate specialist support if required. Face to face parent appointments at distance with COVID safe measures were held before the half-term, but the November appointments have been postponed due to the second national lockdown.</p> <p>Remote learning via email is being prepared in the event of a partial school closure being required.</p>	<p>SW and HD</p> <p>Teachers</p>
Review of Risk Assessment		
<p>Need to reflect changing national and local guidance and Covid-19 alert state.</p> <p>Further guidance has been included linked to the over 60s.</p>	<p>This risk assessment will be regularly reviewed to reflect any necessary changes/further national/regional advice.</p> <p>At all times, the health and safety of children, staff and parents will remain paramount.</p>	<p>SW, Governors, Teachers, Teaching Assistants, all school staff.</p>

Appendix 1 - Management of Covid19 symptoms (advice from Public Health England)

What happens if there is a confirmed case of coronavirus in a setting?

- 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. Access to a test must be completed as soon as possible if they display symptoms of coronavirus. The child should not return to school until the test is confirmed as negative and they are feeling fully well again.

- When 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, it is strongly advised that the rest of their class receive a test. Schools should receive the support needed from Public Health for the exact situation if this was to occur.
- 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 the most appropriate action to take.
- 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. In the event of any possible outbreak, advice and guidance will be taken immediately.

FAQs for Parents

National Guidance DfE 2nd July 2020

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

Further guidance/updates 22nd October 2020

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Further guidance 12th November 2020

Does my child have to attend school?

Yes. The government have stated that from September, it will be a requirement for parents to send their child to school.

Will my child be taught with their existing class?

Yes, as previously explained new bubbles will be formed after the October half-term following transition and support for learning and mental health and well-being from September.

At what time will my child be expected to arrive at school and at what time will they need to be collected?

Children should arrive within their 5 minute window of identified drop off times (between 8.45, 8.50am, 8.55am, 9.00am and 9.05am) and collection times (2.45pm, 2.50pm, 2.55pm, 3.00pm and 3.05pm). Parents should wear face coverings before entry to the school site and follow the marked path around the school to the identified gate/entrance. Parents should then continue around the pathway and exit the site via the coned area of the staff car park.

Please ensure that no more than 1 parent/carer is present with children at all times.

Parents must not congregate outside the school gate in close proximity to other parents. This may prevent the children and adults from entering and leaving the site safely. Please also park considerately and safely. Please support us to keep our whole school community safe.

Will staff and children wear masks or PPE?

Secondary schools are now wearing face coverings. Face coverings are thought to be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained.

Following the latest government guidance, the use of PPE for certain tasks (supporting children who are unwell and showing COVID symptoms) will remain. Use of PPE outside of these occasions will be determined by the school's risk assessments. Staff have the option to use a face covering whenever they feel this is appropriate, including arrival/collection times, in communal areas, or when working in close proximity to others.

Will children and young people be eligible for testing?

The government advice is:

All children and young people and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will use the 119 online coronavirus service if their child is 5 or over. Parents will be able to call 119 or 111 if their child is aged under 5.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers.

What happens if there is a confirmed case of coronavirus in school?

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and be tested as soon as possible. If the test shows to be positive, the person needs 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.
- When the child, young person or staff member tests negative, they can return to their setting if they are feeling well 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 tested. The amount of close contact with the adult or child will also be ascertained. The other household members of that 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. Advice will always be sought from the local authority and Public Health teams.
- 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 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. Again, advice will always be sought from the local authority and Public Health teams.
- In the event of a bubble having to close, the school will contact parents to set up remote learning arrangements relevant to the affected class/bubble.
- Please bear in mind that if the teacher becomes unwell, a supply teacher will be sourced if the bubble remains open. In the event a teacher becomes unwell during the partial bubble closure, remote learning opportunities will continue but in the form of booklets, or paper based learning rather than signposting to online learning activities.

