

# COVID-19

## Return to School Risk Assessment: Whole School

St Cuthbert's RCVA Primary



<b>Approved by:</b>	Governing Body	<b>Date:</b> 1 <sup>st</sup> March 2021
<b>Last reviewed on:</b>	3 <sup>rd</sup> January 2021	
<b>Next review due by:</b>	12 <sup>th</sup> April 2021	

# Contents

1. Overview .....	2
2. Expectations .....	2
3. General Risk Assessment .....	3
4. Daily Timeline .....	5
5. Links with other policies .....	12

---

## 1. Overview

This is a dynamic risk assessment out-lining the key measures that our school is putting in place to ensure the health and safety of all of our pupils and staff building on our phased return to school from 1st June 2020. This has been produced in adherence to the Department for Education's guidance documents

## 2. Expectations

### 2.1 DfE Expectations

The DfE expect schools to:

- Welcome all pupils back to school
- Comply with H&S law which requires schools to assess risks and put in place proportionate control measures
- Follow ESSENTIAL prevention & response measures:
  - Requiring people who are ill to stay at home
  - Following robust hand and respiratory hygiene – 'catch it, bin it, kill it'
  - Undertaking enhanced cleaning arrangements
  - Consider how to best reduce contacts e.g. grouping children, avoiding contact between groups, arranging classrooms with front facing desks, maintaining staff distance where possible
  - Have PPE to be used where necessary
  - Actively engaging with NHS Test & Trace
  - Managing confirmed cases of COVID-19 within the school community
  - Contain any outbreak following local health protection team advice

### 2.2 These expectations in school context

To meet DfE expectations using resources available to school we will:

- Limit movement of pupils and staff in 'bubbles'
- Yellow bubble will comprise EYFS and Y1; Red bubble will comprise Y2 and Y3; Green bubble will comprise Y4, Y5, & Y6
- Employ an additional cleaner to work over lunch time each day
- Use designated drop off and pick up points and times to limit numbers on site
- Require KS2 pupils to be forward facing in classrooms initially
- Have assemblies and liturgies in bubbles with classes spaced
- Ensure pupils to do not access shared spaces

### 3. General Risk Assessment

Section	Potential Risk(s)	Risk prevention measure(s)
1	Spread of the virus	<p><b>COVID-19 Symptoms:</b></p> <ul style="list-style-type: none"> <li>• If at any time, your child or a member of your household begins to exhibit symptoms of COVID-19 (persistent cough and/or high temperature), you must inform the school immediately.</li> <li>• Pupils, staff and other adults must not enter school premises if they are displaying any symptoms of COVID-19 <b>or</b> a member of their household is displaying symptoms <b>or</b> they have had a positive test result.</li> <li>• If during the school day, a child begins exhibiting these symptoms, they will immediately be isolated in a well-ventilated room. (Staff Room) Parents/carers will be instructed to collect their child from the main school office immediately. Parents will be directed to the NHS website for testing or given a home testing kit if available. They should not use public transport.</li> <li>• School will follow guidance given by DfE about managing confirmed cases of COVID-19  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></li> <li>• School will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• The local health protection team will provide definitive advice on who must be sent home.</li> </ul>
2	Spread of the virus	<p><b>Personal hygiene:</b></p> <ul style="list-style-type: none"> <li>• Children should wear clean uniform although there is no requirement for clean clothes each day</li> <li>• Hand washing - facilities with soap available</li> <li>• Hands to be dried using paper towels/hand dryers-ensure totally dry. Lidded bins being used.</li> <li>• Hand sanitising units in any space where hand washing facilities are unavailable-ensure liquid is evaporated before touching any surfaces - children will be trained to wave hands around before touching any surfaces.</li> </ul>

Section	Potential Risk(s)	Risk prevention measure(s)
		<ul style="list-style-type: none"> <li>Stations in each classroom- tissues/hand sanitiser/small lidded bin- to encourage good hygiene.</li> <li>Daily reminders to all children about hygiene. Follow 'Catch it, Bin it, Kill it'. Regular reminders to try and avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Pupils are not required to wear face masks, however, where 2m social distancing is not possible, staff should wear face masks. Visors should not be used as an alternative. Safe wearing of face coverings requires the cleaning of hands (before and after touching – including to remove or put them on) and safe storage of them in individual, sealable plastic bags between use.</li> </ul>
3	Spread of the virus	<p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>Ensure all doors (except those which act as prevention of greater risk (e.g. fire/abduction) are kept propped open to negate the need for pupils and staff to use door handles.</li> <li>Weather permitting, ensure windows are left open to increase ventilation.</li> <li>Weather permitting, utilise the outdoor space for learning, remembering to continue to enforce social distancing. Only staff members operate light switches. Ensure hands are washed/sanitised immediately after.</li> <li><b>Parents and carers must not come to the main entrance without an appointment.</b></li> </ul>
4	Spread of the virus	<p><b>Engaging with Test &amp; Trace</b></p> <ul style="list-style-type: none"> <li>School will ensure all staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</li> <li>School will ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</li> <li>Staff will complete Lateral Flow Tests twice a week and report the results to school and the Government website.</li> <li>School will timetable staff to reduce contact between staff and</li> </ul>

Section	Potential Risk(s)	Risk prevention measure(s)
		<p>pupils <b>as much as possible</b>. This will be achieved through maintaining separate bubbles.</p> <ul style="list-style-type: none"> <li>Pupils will be kept in class groups wherever possible but will mix in wider 'bubble' groups for wraparound care at breakfast club.</li> </ul>
5	<b>Monitoring potential cases</b>	<p>School will ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>if someone tests positive, they should follow the <a href="#">'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</li> </ul>

## 4. Daily Timeline

## 4.1 Arrival & Departure times

**Please note: arrival times for ALL PUPILS are now drop offs between 8:40 and 8:55. If you need your child to be in school before this time, you must book a slot at breakfast club.**

Year group	Arrival	Departure	From	Location	Enter through...
Yellow Bubble EYFS	<b>8.40 – 8:55 am</b>	<b>3.00pm</b>	Daisy path	Yellow Zone EYFS yard	EYFS classroom door
Yellow Bubble Year 1	<b>8.40 – 8:55 am</b>	<b>3.15pm</b>	Daisy path	Yellow Zone EYFS yard	EYFS Main Door
Red Bubble Year 2	<b>8.40 – 8:55 am</b>	<b>3.15pm</b>	Main gate	Main Yard queueing path	Year 2 classroom door
Red Bubble Year 3	<b>8.40 – 8:55 am</b>	<b>3.15pm</b>	Main gate	Main Yard queueing path	Year 3 classroom door
Green Bubble Year 4	<b>8.40 – 8:55 am</b>	<b>3.25pm</b>	Main gate	Main Yard queueing path	Year 4 classroom door
Green Bubble Year 5	<b>8.40 – 8:55 am</b>	<b>3.25pm</b>	Main gate	Main Yard queueing path	Year 5 classroom door
Green Bubble Year 6	<b>8.40 – 8:55 am</b>	<b>3.25pm</b>	Main gate	Main Yard queueing path	Year 6 door

## 4.2 Detailed daily timeline assessment of risks

The following risk assessment is set out in chronological order to track a 'typical' day following the planned return to school. Please read this very carefully and refer to it regularly.

Section	Time	Potential Risk(s)	Risk prevention measure(s)
A	From 7:30am and no later than 8:20am	Staff arrival at school	<ul style="list-style-type: none"> <li>• Staff dress code: Staff should dress appropriately following Staff Handbook guidelines. There is no requirement for daily clean clothes although staff should have a change of clothes in school</li> <li>• No entering the office at any point. Staff will use the telephones in class.</li> <li>• No entering other bubbles</li> <li>• Staff to be aware of each other when exiting vehicles</li> <li>• Staff to enter through main school office. Staff will not use the kitchen as an entrance/exit.</li> <li>• Staff to sanitise their hands on entering the building</li> <li>• Encourage use of hand-sanitising units placed at every entry/exit point</li> </ul>
B	From 8.40am and no later than 8:55	Children from Green Bubble arrive on main yard	<ul style="list-style-type: none"> <li>• Children <u>must</u> be accompanied by one adult only unless walking to and from school independently where written permission from parents is required (YEAR 5 &amp; 6 ONLY)</li> <li>• Accompanying adults should exit the site as soon as their child has entered the school gate.</li> <li>• Children enter the yard and go straight into the classroom or join the social distance queue marked out on the yard. Prior to opening, parents will be made aware of which door their child should use.</li> <li>• Pupil entry to their classroom to be marshalled by staff</li> <li>• Pupils will wash hands/use hand sanitiser upon entrance to school</li> <li>• Pupils will change into indoor shoes</li> <li>• Pupil to keep a coat/bag at their designated desk until an adult directs them to the cloakroom to avoid congestion</li> <li>• Please only send your child with laces if they can fasten them themselves.</li> <li>• Pupils are not permitted to bring in toys or own stationery from home.</li> </ul>

Section	Time	Potential Risk(s)	Risk prevention measure(s)
C	From 8.40am and no later than 8:55	Children from Red Bubble arrive on main yard	<ul style="list-style-type: none"> <li>Children <u>must</u> be accompanied by one adult only</li> <li>Accompanying adults should exit the site as soon as their child has entered the school gate.</li> <li>Children enter the yard and go straight into their classrooms or join the social distance queue marked out on the yard. Prior to opening, parents will be made aware of which door their child should use.</li> <li>Pupil entry to their classroom to be marshalled by staff</li> <li>Pupils will wash hands/use hand sanitiser upon entrance to school</li> <li>Pupils will change into indoor shoes</li> <li>Pupil to keep a coat/bag at their designated desk until an adult directs them to the cloakroom to avoid congestion</li> <li>Please only send your child with laces if they can fasten them themselves.</li> <li>Pupils are not permitted to bring in toys or own stationery from home.</li> </ul>
D	From 8.40am and no later than 8.55am	Children from Yellow Bubble arrive on EYFS yard	<ul style="list-style-type: none"> <li>Entrance for pupils in EYFS and Y1 should be via Daisy Path Gate. Children <u>must</u> be accompanied by one adult only.</li> <li>Accompanying adults should exit the site as soon as their child has entered the school building.</li> <li>Children enter the yard and join the social distance queue marked out on the yard. Prior to opening, parents will be made aware of which door their child should use.</li> <li>Pupil entry to their classroom to be marshalled by staff</li> <li>Pupils will wash hands/use hand sanitiser upon entrance to school</li> <li>Pupils will change into indoor shoes</li> <li>Pupil to keep a coat/bag at their designated desk until an adult directs them to the cloakroom to avoid congestion</li> <li>Please only send your child with laces if they can fasten them themselves.</li> <li>Pupils are not permitted to bring in toys or own stationery from home.</li> </ul>
E	Lesson time	Pupils in close proximity to one another - risk of spreading virus	<ul style="list-style-type: none"> <li>Pupils to be taught in the current bubble classrooms.</li> <li>KS2 pupils to have forward facing desks</li> <li>Each child to be provided with individual</li> </ul>



Section	Time	Potential Risk(s)	Risk prevention measure(s)
			<p>frequent use equipment to be kept at their designated desk. These will be kept in their own tray.</p> <ul style="list-style-type: none"> <li>• Children remain at desks unless instructed by the class teacher.</li> <li>• Children encouraged to use toilet facilities independently as required.</li> <li>• Hand washing and use of hand sanitiser to be encouraged throughout the day.</li> <li>• Access to the outside is via their entry/exit doors</li> <li>• Soft-furnishings and unnecessary equipment will be stored away.</li> <li>• Staff should remain distant from pupils where possible and avoid face to face contact</li> </ul>
F	Break times	Pupils in close proximity	<ul style="list-style-type: none"> <li>• Access to the outside will be via the bubble classroom entry/exit door.</li> <li>• Children use toilet facilities before going outside.</li> <li>• Children are provided with a range of play equipment for each bubble, which is to be wiped after each use.</li> <li>• Each bubble has its own designated outdoor area.</li> <li>• Children use hand sanitiser when entering the building and wash hands as directed by members of staff.</li> <li>• Staffing for yard should be on a rota within the bubble</li> <li>• Yellow Bubble field 10:00</li> <li>• Red Bubble yard 10:00</li> <li>• Green Bubble yard or field 10:30</li> </ul>
G	11:50-1:20pm Lunchtime	Pupils in close proximity	<ul style="list-style-type: none"> <li>• Children having a hot meal can access the hatch one class at a time.</li> <li>• Parents should try to ensure that their child can independently access different component parts of their lunch (e.g. they can open tupperware boxes or yoghurt pots etc)</li> <li>• Staff will be provided with protective gloves and aprons to assist children where necessary.</li> <li>• All children will wash their hands before and after eating.</li> <li>• Tables will be wiped after eating.</li> </ul> <p>Lunch timings:</p> <ul style="list-style-type: none"> <li>• Yellow Bubble – 11.50 -12:50pm lunch in hall play area on EYFS yard. Staff: Daniel and Nicky</li> <li>• Red Bubble – 12:15 -1.15pm lunch to be collected from hall and eaten in class. Play</li> </ul>

Section	Time	Potential Risk(s)	Risk prevention measure(s)
		Staff in close proximity	<p>area school yard. Staff: Wendy and Jean.</p> <ul style="list-style-type: none"> <li>Green bubble – 12:30 – 1:20pm lunch in hall play area school field. Staff: Marie and Alison/Donna.</li> <li>Use of the staffroom should be kept to a minimum. Staff are entitled to their usual break time but should always maintain 2m distance and should share space only with other staff members in their bubble.</li> </ul>
H	12:00 – 1:15pm	Contamination of surfaces	<ul style="list-style-type: none"> <li>Cleaner on duty in classrooms, corridors and toilet.</li> </ul>
I	3:00pm	Number of people on school yard at EYFS collection	<ul style="list-style-type: none"> <li>Children wash hands before exiting school.</li> <li>Adults must enter school through the daisy path gate. <b>ONLY ONE ADULT TO COLLECT PUPILS. Adults must not congregate at the gate or in the church car park.</b></li> <li>Adults wait for collection at clearly marked 2m intervals.</li> <li>Children to be picked up one at a time from Reception class fire door and to leave the school grounds as quickly as possible</li> <li>Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.</li> </ul>
J	3:15pm	Number of people on school yard at Year 1 collection	<ul style="list-style-type: none"> <li>Children wash hands before exiting school.</li> <li>Parents must enter school through the daisy path gate. <b>ONLY ONE ADULT TO COLLECT PUPILS. Adults must not congregate at the gate or in the church car park.</b></li> <li>Parents wait for collection at clearly marked 2m intervals.</li> <li>Children to be picked up one at a time from the main EYFS door and to leave the school grounds as quickly as possible</li> <li>Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.</li> </ul>
K	3:15pm	Number of people on school yard at red bubble collection	<ul style="list-style-type: none"> <li>Children wash hands before exiting school.</li> <li>Parents must enter school through the main gate and enter the school yard. <b>ONLY ONE ADULT TO COLLECT PUPILS. Adults must not congregate at the gate or in the church car park.</b></li> <li>Parents wait for collection at clearly marked 2m intervals along the pathway.</li> <li>Children to be picked up one at a time from their own classroom door and to leave the school grounds as quickly as possible</li> </ul>

Section	Time	Potential Risk(s)	Risk prevention measure(s)
			<ul style="list-style-type: none"> <li>Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.</li> </ul>
L	3:25pm	Number of people on school yard at green bubble collection	<ul style="list-style-type: none"> <li>Children wash hands before exiting school.</li> <li>Parents must enter school through the main gate and enter the school yard. <b>ONLY ONE ADULT TO COLLECT PUPILS. Adults must not congregate at the gate or in the church car park.</b></li> <li>Parents wait for collection at clearly marked 2m intervals along the pathway.</li> <li>Children to be picked up one at a time from their own classroom door and to leave the school grounds as quickly as possible</li> <li>Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.</li> </ul>
M	3:00pm onwards	Risk of spreading virus in the home	<ul style="list-style-type: none"> <li>Children to wash hands thoroughly.</li> <li>Ensure any containers for drinks are cleaned in hot soapy water.</li> </ul>
N	3:00pm onwards	Minimise the spread of virus	<ul style="list-style-type: none"> <li>TAs to ensure they have all PPE each replenished for the next day.</li> <li>Staff to wipe clean any equipment used and put to one side any equipment that needs disinfecting before tomorrow.</li> </ul>
O	4:00pm onwards	Staff departing site	<ul style="list-style-type: none"> <li>Staff to exercise caution upon leaving the site.</li> <li>Upon arrival at home, carry out directions mapped out in section M just like the children.</li> </ul>
P	3:30pm-6:00pm	School cleaning to prevent risk of virus spreading	<ul style="list-style-type: none"> <li>All classrooms to be cleaned thoroughly including: <ul style="list-style-type: none"> <li>All tables, chairs (including legs)</li> <li>All hard surfaces</li> <li>Vacuuming throughout</li> <li>Doors, frames and handles</li> <li>Sinks</li> <li>Replenishment of paper towels, handwash and hand sanitizer.</li> <li>Emptying bins</li> <li>Any equipment put aside by staff</li> </ul> </li> <li>Toilets</li> <li>External door handles and gate latches</li> </ul>

Section	Time	Potential Risk(s)	Risk prevention measure(s)
Q	8:00pm	Staff engaging in Lateral Flow Tests	<ul style="list-style-type: none"> <li>Staff to complete LFD tests by 8pm on allocated days (Sunday and Wednesday for full time staff).</li> </ul>

## 5. Links with other policies

This policy links to the following policies and procedures:

- Home - School Agreement
- Behaviour policy & Addendum
- Attendance policy
- Health and safety policy & Addendum
- Infection Control Policy
- Remote Learning Policy