

## St Helen's Catholic Primary School

### COVID -19 Risk Assessment

Reviewed 4 th January 2021 -National Lockdown

**All schools closed until February Half Term except to children of critical workers and vulnerable children**

#### **This Risk Assessment has been updated to reflect the government announcement on the 4th January 2021**

On 4th January 2021 the government announced that in order to help contain the transmission of coronavirus (COVID-19), there would be a National Lockdown from midnight on the 5th January.

These restrictions will be in place until at least February Half Term.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/948630/Contingency\\_framework\\_implementation\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948630/Contingency_framework_implementation_guidance.pdf)

All staff should continue to read this Risk Assessment alongside Government guidance

[https://www.gov.uk/guidance/national-lockdown-stay-at-](https://www.gov.uk/guidance/national-lockdown-stay-at-home?utm_source=5%20January%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#going-to-school-college-and-university)

[home?utm\\_source=5%20January%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19#going-to-school-college-and-university](https://www.gov.uk/guidance/national-lockdown-stay-at-home?utm_source=5%20January%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#going-to-school-college-and-university)

Please remember if you have had a positive COVID result-please do not get a retest for 12 weeks

<b>Potential Risk Key Theme</b>	<b>Action</b>
<b>Staffing:</b> Ensure the correct number of staff are present to maintain an appropriate ratio with pupils	<ul style="list-style-type: none"><li>● Timetable completed with correct staff/child ratios.</li><li>● All staff have been informed of the bubble concept and underlying principles.</li><li>● Staff are aware of who is in their bubble and which inside /outside areas they can use.</li><li>● The plan will be reviewed based on any staffing changes.</li></ul>

**Reduce Infection risk:**

- 2 adults to 30 children where possible. Children and adults stay as a group for the week as far as possible. Remain in the same area etc.
- Hand sanitizer and soap available in every room.
- Disinfectant sprays and designated cloths in each room.
- Classrooms must be well ventilated with doors and windows open as much as possible.
- Shared equipment must be thoroughly cleaned before use and before returning.
- Each child has a named bag of individual equipment such as pens/ pencil etc (KS2)
- As breaks are staggered staff will be able to social distance.
- Staff to be considerate of cleaners at the beginning and ends of days.
- Parents informed of no after school club due to breaking the bubble.
- Parents informed of changes to breakfast club to keep bubbles safe.
- Disposable paper towels in every classroom
- Lidded bins
- One way system in corridors and stairs
- Intervention and outdoor spaces assigned to each class.
- Children are encouraged not to touch adults.
- PPA will be for whole or part days. PPA will be arranged to ensure bubbles are secure and adults giving PPA do not move around bubbles.
- SLT will wear face coverings when on the gate.
- Member of staff at the front door in the mornings will wear a face covering.
- All staff will wear face coverings on the doors at the end of the day.
- **All staff will wear face coverings at all times;**
  - when moving around the building
  - in classrooms
  - in the staffroom except when eating
  - when on the gate/classroomdoor/etc
- Site manager will communicate with contractors and suppliers that will be needed to prepare for opening for example, cleaning, catering, food supplies, hygiene suppliers
- Cleaning staff are aware of the additional cleaning requirements. This will be reviewed regularly.
- Limit the amount of time staff are spending in school.
- Cancel any face to face or non-essential meetings.
- Staff meetings will be held either remotely or in limited numbers and kept as brief as

	<p>possible.</p> <ul style="list-style-type: none"> <li>● Any visitor entering the building will scan the NHS track and trace QR code if possible.</li> <li>● Shared equipment/ resources such as computer keyboards, telephones and any other shared equipment may be used by TA's and Middays and supply staff. It is the responsibility of the class teacher to clean shared equipment daily.</li> <li>● Jobshares should ensure shared equipment is cleaned at the end of the day before their jobshare takes over.</li> <li>● Where possible staff should not enter the office area unless necessary. Please ring the office staff where possible.</li> <li>● The side office is used by support staff who come in from other agencies. This room has limited ventilation and should not be used by others.</li> <li>● Staff and children are encouraged to take part in community testing introduced by SBC. The test should be taken before return to school on the 5th January.</li> <li>● Any tables used by staff at lunchtime must be sprayed before and after use.</li> </ul> <p><b>Staffroom</b></p> <ul style="list-style-type: none"> <li>● All staff wear face coverings in the staff room/communal spaces unless seated.</li> <li>● Hand Gel as enter from outside.</li> <li>● Paper towels for drying hands.</li> <li>● 2m social distancing to be kept to.</li> <li>● Staff to bring flasks or cups. No school crockery can be used.</li> <li>● Door taken off hot water dispenser. Wipes provided for using hot/cold water dispensers.</li> <li>● Milk provided in milk machine.</li> <li>● Microwaves and dishwasher not to be used.</li> <li>● Tea and coffee caddies to have no lids on</li> </ul>
<p><b>Safe management of Job shares/supply staff</b></p>	<ul style="list-style-type: none"> <li>● All job share staff are fully aware of the expectations, guidelines and Risk Assessments.</li> <li>● Job shares will take over a bubble at the beginning of the day, they will not take over a bubble during the course of a day. This will ensure they do not break the bubble.</li> <li>● All supply staff will be informed where sanitiser spray and cloths are kept in the classroom.</li> </ul>

	<ul style="list-style-type: none"> <li>● Supply staff should spray shared equipment at the start of a session.</li> </ul>
<b>Catering staff</b>	<ul style="list-style-type: none"> <li>● All staff to sanitize hands when they enter the building.</li> <li>● Staff to work socially distanced within the kitchen.</li> <li>● Staff to continue following good hand and respiratory hygiene.</li> <li>● Staff to continue their cleaning regime within the kitchen.</li> <li>● Delivery drivers will be required to wear masks when entering the building.</li> <li>● Staff will wash their hands after taking in a delivery.</li> </ul>
<b>Outside providers</b>	<ul style="list-style-type: none"> <li>● Peripatetic music teachers will follow SMS risk assessment as well as the current government guidelines.</li> <li>● PE providers will only enter the school building on their way to the outside area and toilets. They will wear masks while inside school. Breaks will be taken outside of the school building where possible.</li> <li>● All external providers will be aware of, and follow, our risk assessment.</li> </ul>
<b>Visitors/parents</b>	<p>All visits should be restricted to those that are absolutely necessary.  Parent/carer visits for new admissions should be suspended.  Parent carers should not enter the building. Contact should be by e-mail or phone. Only SLT will meet with parents/carers where absolutely necessary.</p>
<b>Staff sickness</b>	<ul style="list-style-type: none"> <li>● All staff are currently timetabled to belong to a bubble.</li> <li>● Known supply may be used (if available) if a teacher is unwell.</li> <li>● TA's may need to be redeployed due to staff illness.</li> <li>● In extreme staff shortages we may consider closing classes</li> </ul>
<b>Clinically Extremely</b>	<ul style="list-style-type: none"> <li>● Individuals who were considered to be clinically extremely vulnerable (<b>CEV</b>) and</li> </ul>

<b>Vulnerable Staff (CEV)</b>	<p>received a letter advising them to shield in the previous lockdown are now advised that they must shield from 22nd December until 18th January and work from home. We will follow the current guidance</p> <ul style="list-style-type: none"> <li>● For up to date information visit <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november">https://www.gov.uk/guidance/new-national-restrictions-from-5-november</a></li> <li>● <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ul>
<b>Clinically Vulnerable Staff (CV)</b>	<p>Members of staff who fall into the <b>CV</b> category should still attend school so too can staff who live with someone in the clinically extremely vulnerable (CEV) category . Please see individual CV Risk Assessment.</p>
<b>Consider flexible working arrangements</b>	<ul style="list-style-type: none"> <li>● This will be on an individual basis.</li> </ul>
<b>Staff wellbeing:</b>	<ul style="list-style-type: none"> <li>● Staff workload is manageable and discussed with all staff.</li> <li>● The majority of staff meetings will now be held in key stages to reduce numbers gathered together. Meetings will be held in well ventilated large rooms. Meetings will be held remotely wherever possible.</li> <li>● Staff wellbeing is a high priority. We are aware that this is a ‘New Normal’ and staff may have a varied number of emotions, often conflicting about the current situation. All staff have been made aware that the SLT are available at any time to discuss any anxieties, concerns etc.</li> <li>● BCCS have offered their services to any staff who feel they need professional therapeutic support.</li> </ul>
<b>Ensure all staff know new rules /routines/expectations - staff must complete a signing sheet</b>	<ul style="list-style-type: none"> <li>● All staff have been provided with a copy of St Helen’s Risk assessment. This is a working document which may change frequently based on Government guidance. Staff will be regularly updated.</li> <li>● Staff have a checklist of expectations including bubble protocol, regular cleaning, handwashing etc.</li> <li>● All staff have a copy of the Child Protection addendum to our Safeguarding Policy</li> </ul>

- Policies have been reviewed:  
Behaviour policy  
Safeguarding Policy  
Evacuation Policy

Evacuation procedure:

<u>Parle Pavilion</u>	<u>RH</u>	<u>Both Y1</u>	<u>Both Y3</u>	<u>Both Y4</u>	<u>Both Y5</u>	<u>Y6</u>	<u>Both Y2</u>	<u>RS</u>	<u>North Road</u>
-----------------------	-----------	----------------	----------------	----------------	----------------	-----------	----------------	-----------	-------------------

- All classes evacuate using normal doors as per evacuation policy.
- All classes evacuate to their signposted place on the field.
- Y4 go down yellow stairwell
- Y5 and 6 go down blue stairwell
- TA's to collect register from Mrs. Walton

**Safeguarding:**

- All three members of the SLT are trained as designated safeguarding leads.
- All staff have been given safeguarding training in line with current government guidelines
- All staff have been given a copy of the safeguarding addendum which refers specifically to the current COVID 19 crisis.
- All relevant staff have an up to date list who has permission to collect children and a list of medical conditions/allergies.

<p><b>Breakfast club:</b> Safety of staff and pupils</p>	<ul style="list-style-type: none"> <li>● Breakfast club will now start at 8am to ensure staffing will be available.</li> <li>● As staff will be with children from different bubbles face coverings will be worn by staff.</li> <li>● Pupils will sanitize hands on entering the building.</li> <li>● Pupils will go to their designated seating area where they will eat breakfast.</li> <li>● Each bubble table will have activities for pupils to use after eating. The toilet for the disabled will be the designated toilet.</li> <li>● Tables will be cleaned and sanitized at the end of the session.</li> <li>● All crockery and cutlery will be cleaned in the dishwasher.</li> </ul>															
<p><b>Parents</b> -Ensure parents have clear information- including procedures for drop off/pick up</p>	<ul style="list-style-type: none"> <li>● One adult only dropping off and picking up.</li> <li>● Markings in front of classrooms to keep social distance between parents and teachers.</li> <li>● There will be a one way system along the paths.</li> </ul> <p><b><u>Start/Finish Times (Contingency Framework)</u></b>  <b>Whilst we are under the contingency framework the times have been amended as below</b>  8.00 Breakfast Club  8.45-Start of school day  2.50 end of day for EYFS  3.10 end of day for KS1  3.25 End of day for KS2.  Siblings can be picked up at the later time.  Initially all children will enter and exit through the main door.</p> <p><b><u>Start/Finish Times -usual procedures</u></b>  <b>All staff must be in their rooms by 8.30</b></p> <table border="0"> <tr> <td>Squirrels</td> <td>8.45 Green Gate</td> <td>2.50 Green Gate</td> </tr> <tr> <td>Hedgehogs</td> <td>8.45 Green Gate</td> <td>2.50 Front Door</td> </tr> <tr> <td>Year 1 Jellyfish</td> <td>8.30 Green Gate</td> <td>2.50 Green Gate</td> </tr> <tr> <td>Year 1 Starfish</td> <td>8.40 Green Gate</td> <td>3.00 Green Gate</td> </tr> <tr> <td>Year 2 Seahorses</td> <td>8.40 Cage</td> <td>3.00 Cage</td> </tr> </table>	Squirrels	8.45 Green Gate	2.50 Green Gate	Hedgehogs	8.45 Green Gate	2.50 Front Door	Year 1 Jellyfish	8.30 Green Gate	2.50 Green Gate	Year 1 Starfish	8.40 Green Gate	3.00 Green Gate	Year 2 Seahorses	8.40 Cage	3.00 Cage
Squirrels	8.45 Green Gate	2.50 Green Gate														
Hedgehogs	8.45 Green Gate	2.50 Front Door														
Year 1 Jellyfish	8.30 Green Gate	2.50 Green Gate														
Year 1 Starfish	8.40 Green Gate	3.00 Green Gate														
Year 2 Seahorses	8.40 Cage	3.00 Cage														

Year 2 Oysters	8.30 Cage	2.50 Cage
Year 3GC	8.50 Green Gate	3.10 GG
Year 3C	8.50 Green Gate	3.10 GG
Year 4F	9.00 Front door	3.20 Stairs
Year 4G	8.50 Front door	3.20 Stairs
Year 5A	9.00 Green Gate	3.25 Lift stairs
Year 5H	9.00 Green gate	3.25 Studio stairs
Year 6	8.45 Front door	3.25 Front door

### **Collection of Family Groups**

The eldest child will collect their siblings and return to their class with them. They will then leave school at the same time and place as the rest of their class.

Extra vigilance must be taken to make sure that no child leaves without an adult. A member of SLT will be on the green gate at the end of the day.

- Parents are aware that they do not enter the building or talk to staff on the door
- Late pick up - It will be explained to parents that they are putting people at risk of infection.
- Parents know their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- It has been made clear to parents that they cannot gather at entrance gates or doors, or enter the building.
- SLT will monitor drop off and exits to ensure social distance is kept and parents enter and leave the site as quickly as possible.
- Following the School Gate Campaign all people dropping off/picking up are encouraged to wear face coverings unless exempt.
- Parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- Staff are aware of the plans (for example, safety measures, timetable changes and staggered arrival and departure times)



<p><b>Ensure parents know procedures if their child or any family member displays symptoms</b></p>	<p>Information given to parents by email including:</p> <ul style="list-style-type: none"> <li>● Children, young people, parents, carers or any visitors, such as suppliers, have been informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>)</li> <li>● Families will need to engage with the NHS Test and Trace process</li> </ul>
<p><b>Measures in the event of a suspected case:</b></p>	<ul style="list-style-type: none"> <li>● If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to book a test and follow current government guidelines.</li> <li>● If a child or staff member tests positive after community testing, their bubble will be sent home and asked to isolate for 10 days. The Headteacher will follow procedures set out by Public Health England.</li> <li>● Families should engage with NHS Test and Trace process.</li> <li>● We will follow current Government guidelines and consult with Public Health England/National Institute for Health Protection</li> </ul>
<p><b>All Pupils:</b> Reducing infection risk</p>	<ul style="list-style-type: none"> <li>● Ensure social distance is maintained throughout the day by bubbles and adults.</li> <li>● YR-separated in Reception area + Rainbow room for an initial period.</li> <li>● Children do not swap bubbles</li> <li>● Classrooms must be well ventilated with doors and windows open as much as possible.</li> <li>● Children will be reminded of social distancing/bubble rules at the beginning of the day and whenever necessary throughout the day.</li> <li>● Children work in designated areas inside and outside. The field is marked out into designated areas.</li> <li>● Hand washing and good respiratory hygiene will be emphasised throughout the day</li> <li>● KS2 desks to be forward facing.</li> <li>● KS2 to have plastic wallets for children to have individual equipment</li> <li>● No covering to be put on the tables.</li> <li>● E-bug posters in every classroom and around school , office area, etc</li> <li>● A one way system will be used along corridors and stairs.</li> <li>● Reading Book storage will be moved to allow access by all.</li> </ul>

	<ul style="list-style-type: none"> <li>● Returned books kept in boxes for three days before being returned to shelves.</li> <li>● Shared equipment will be thoroughly cleaned before being used and again before being returned to the correct place.</li> <li>● All classroom chairs to be stacked in groups of six. The cleaners will be able to spray the sides and the backs. They can then just be left to dry.</li> <li>● Most tables will still need to be cleaned by TA's at the end of the day (Except 5 and 6 as they finish later)</li> <li>● Any intervention tables used e.g., outside classes, library, music room etc be cleaned by the class TA 's using them and chairs stacked.</li> <li>● Cleaning staff are aware of the additional cleaning requirements. This will be reviewed regularly.</li> </ul>
<b>Clinically Extremely Vulnerable children (CEV)</b>	<p>Those children whose doctors have confirmed they are still CEV are advised not to attend education whilst we are in Tier 4 and under the contingency framework.</p> <p>Children who live with someone who is CEV , but who are not CEV themselves should still attend education. Parents of CEV children should receive a letter confirming this advice.</p>
<b>Clinically Vulnerable children (CV)</b>	<p>Children who are CV or who have underlying health conditions but are not CEV should continue to attend school in line with current guidance.</p>
<b>Pupil wellbeing :</b> Recovery curriculum Contact with school counsellor Contact with EP Services	<ul style="list-style-type: none"> <li>● Staff made aware of the Recovery Curriculum and expectations on coverage put in place.</li> <li>● Settling back into school and emotional well being will be a major factor in planning.</li> <li>● Staff to update SLT with any issues regarding children's health and wellbeing.</li> <li>● Lots of books, internet stories etc available to support children in understanding their feelings.</li> <li>● Regular contact with our school counsellor.</li> <li>● EP services are available for specific questions, concerns and support</li> </ul>
<b>Lunch time:</b>	<ul style="list-style-type: none"> <li>● Each class will have their own designated midday supervisor.</li> <li>● Due to change in weather children now eat inside.</li> <li>● Children will wash hands before lunch and use gel after they have finished eating.</li> <li>● Downstairs classes will have lunch in the hall from January. Tables will be socially</li> </ul>

	<p>distanced and entrance and exit to the hall will be staggered. Children will be served by staff to limit movement.</p> <ul style="list-style-type: none"> <li>● Upstairs classes will collect their lunch from the studio in January and eat in their classrooms. Entrance and exit to the studio will be staggered and monitored by the class Midday .</li> <li>● A member of SLT will be present in the hall as much as possible.</li> <li>● Staff spray tables before children eat. Middays spray tables after children have eaten.</li> <li>● All rubbish must be put in the bin by children.</li> <li>● Children must stay in their designated indoor or outdoor space.Each class now has a designated space on the playground as the field cannot be used due to the weather conditions.</li> <li>● Children should keep away from the outside edge of their outside space if the space beside them is occupied.</li> </ul>
<p><b>Protective measures and hygiene:</b> Regular cleaning and safety measures put in place.</p>	<ul style="list-style-type: none"> <li>● All staff have wipes/disinfectant spray to be used throughout the day on equipment surfaces etc.if needed.</li> <li>● Additional cleaning of handrails, doors, heavy use areas by cleaners.</li> <li>● Regular handwashing/sanitising entering the building, playing inside/ outside, before and after eating and exiting the building as a minimum.</li> <li>● All toilets cleaned at midday by cleaners.</li> <li>● Doors will be propped open where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>● New cleaning schedule made to include tables, chairs etc</li> <li>● New schedule to be discussed with cleaners and Site Manager</li> <li>● Reception staff to wash identified construction and other equipment at the end of the day and leave outside to dry.</li> <li>● Classroom equipment that will need daily cleaning to be identified.</li> <li>● Equipment that will be impossible to keep clean to be removed from classes.</li> <li>● All spaces are well ventilated using natural ventilation (opening windows) or ventilation units , doors and use of outside space.</li> </ul> <p>All adults and children are aware that they must:</p> <ul style="list-style-type: none"> <li>● frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> </ul>

	<ul style="list-style-type: none"> <li>● clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>● are encouraged not to touch their mouth, eyes and nose</li> <li>● use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>
<p><b>Measures to take if a suspected case in school:</b></p>	<p>If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), sickness/diarrhea, they must be sent home.</p> <p>If a child is awaiting collection, see below:</p> <ul style="list-style-type: none"> <li>● The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>● PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>● In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</li> </ul>
<p><b>First aid:</b> Separate room available. Sufficient PPE equipment available .</p>	<p>All staff know procedures when dealing with a sick child. The medical room has been identified so that sick pupils can be kept there until parents come to collect them. It has:</p> <ul style="list-style-type: none"> <li>● A door that can close</li> <li>● A window that can open for ventilation</li> <li>● A separate sink/toilet</li> </ul> <p>Our Medical room has all of these but the small office off the main office could also be used in an emergency.</p> <ul style="list-style-type: none"> <li>● All staff dealing with a child coughing, sneezing, vomiting supplied with gloves, apron, eyewear, mask</li> <li>● Parent contacts always up to date</li> </ul>
<p><b>Attendance register:</b> Daily attendance registers to be taken as</p>	<ul style="list-style-type: none"> <li>● Teachers know that the usual attendance register must be taken.</li> </ul>

<p>well as daily online DfE register</p>	
<p><b>Food requirements:</b>          Ensure meals are available for all children in school- hot options available from after October half term. Hot lunches served in hall from January 2021.</p>	<ul style="list-style-type: none"> <li>● Kitchen will provide packed lunches , including hot options.</li> <li>● A member of Kitchen staff will serve lunch from the studio to classes who are upstairs.</li> <li>● Children can take their grab a bag and then dispose of rubbish etc themselves.</li> <li>● Lunch will be eaten in classrooms for Years 4, 5 and 6.</li> <li>● Lunch will be eaten in the hall for all other classes.</li> </ul>
<p><b>Other arrangements:</b>          Deliveries, maintenance, outside work</p>	<ul style="list-style-type: none"> <li>● Site manager will communicate with contractors and suppliers .</li> <li>● Suppliers, have been informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</li> </ul>