



# St Cuthbert's RC Primary School Risk Assessment and Plan for Return to School September 2020

This plan serves to support pupils, families and staff in the return to school following the Covid19 pandemic and through and has been informed by the following government guidance:

[Guidance for full opening: schools updated 7<sup>th</sup> August 2020](#)

This plan has also been informed by the Infection Control COVID-19 General Risk Assessment Form from Durham County Council.

The plan is subject to change as a consequence of renewed advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body.

The plan has been agreed by: The Governing Body, 19<sup>th</sup> August 2020

The impact of the plan will be reviewed weekly by the Leadership Team, or sooner if necessary.

Mrs Clare Swales  
Head Teacher

Mr Paul Dodds  
Chair of Governors

## Section 1: St Cuthbert's RC Primary School COVID-19 Risk Assessment

<b>Date of Assessment:</b>  13 <sup>th</sup> August 2020	<b>Review Date:</b> 11 <sup>th</sup> September 2020, or sooner if required	<b>Persons involved in activity:</b> Mrs C. Swales and Leadership Team
<b>People at risk</b>	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Parents/carers accompanying children to school</li> </ul>	
<b>Hazards Identified</b>  (these are to be addressed within each Area of Consideration in the following document)	<ul style="list-style-type: none"> <li>• Infection through droplets which can be inhaled into the lungs</li> <li>• Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eyes</li> <li>• Infection through lack of social distancing</li> <li>• Mental health/anxiety</li> <li>• Communication</li> <li>• Limitations of learning opportunities due to current restrictions</li> <li>• Meeting the additional needs of children</li> </ul>	

Hazard Identified within the Area of Consideration	Action Taken to Reduce Risk
<b>Rapidly</b> Changing Government, PHE and DfE Information and Guidance	Head Teacher to monitor Government updates and plans reviewed and changed in light of any updated guidance. <b>ALL PUBLIC HEALTH ADVICE WILL BE IMPEMENTED FULLY</b> Families and staff to be informed of updated information in a timely manner to avoid confusion and anxiety.
Mental ill health, anxiety	Families and staff to be signposted to support if need arises. Welfare calls to families to continue, regular contact with families by class teacher via email to continue. Issues brought to the Head Teacher and designated safeguarding leads. Families signposted to a range of mental well-being support services via school website and reminders via Newsletter Maintain general contact with families via text, class email, newsletter and website including Twitter Teachers to deliver well-being sessions on the wider opening of school. Bereavement support to be offered when appropriate: <a href="https://www.winstonswish.org/">https://www.winstonswish.org/</a> <a href="https://www.childbereavementuk.org">https://www.childbereavementuk.org</a> <a href="https://cruse.org.uk">https://cruse.org.uk</a> <a href="https://www.nhs.uk/service-search/other/services/">https://www.nhs.uk/service-search/other/services/</a>
Online abuse	Families signposted to <a href="https://www.saferinternet.org.uk">https://www.saferinternet.org.uk</a> <a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a> <a href="https://www.thinkyouknow.co.uk">https://www.thinkyouknow.co.uk</a> <a href="https://www.internetmatters.org">https://www.internetmatters.org</a>
Financial concerns due to reduced family income	Parents notified how to apply for free school meals HT to contact VS Alliance for support – financial donations, foodbank etc if required Families signposted to VS Alliance if required School uniform to be recycled if appropriate, subsidies available to families entitled to support through Pupil Premium. Lunchtime staff to ensure all children have an adequate lunch
Communication	Families and Staff to access website, which will be kept up to date, and other social media platforms. Class email continues to be in operation for direct contact with class teachers. All communication in relation to the pandemic to be available on our website, parents to be advised of notices via text. Transition activities to be revised.

Full opening of school	All safety and security checks to be completed by Mr Bracken prior to full opening. Buildings Checklist completed.
	School has been 'deep cleaned' during the Summer break. Junior classrooms re-decorated.
	Furniture in hall and classrooms to be arranged to allow for 1-2m social distancing. Excess furniture has been removed.
	There will be no assemblies or whole school activities.
	Breakfast and Teatime Club and after-school activities will be re-introduced when it is deemed safe to do so.
	The Emergency Evacuation Plan and relevant policies will be revised prior to opening
	Parents/carers will not be allowed to come into school – an appointment must be made where face to face contact is essential. Visitors will be allowed into school for emergency or essential work only.
	First aid will be administered when necessary. First Aiders must wear PPE which will be located at the First Aid station – please see our First Aid Risk Assessment and Policy for Medication in School.
Deliveries	Deliveries should currently not need signing for, therefore the can be left in the reception area of the main school entrance. The sliding windows between the office and the public area should be kept closed at all times, communications can be heard even when windows are closed.
Arrival	Staff should be mindful of others arriving in the carpark and maintain social distancing at all times. Staff must be parked by 8.30am.
	Staff should enter via the main door and maintain social distance whenever possible throughout the day.
	Staff and pupils are advised to wear clean clothes every day.
	Staff are advised not to wear jewellery including watches, children must not wear jewellery including watches – this is to assist in thorough handwashing.
	Staff to sanitise their hands on entry to and exit from school.
	There will be staggered arrival times for pupils – to ensure the effectiveness of the system, parents are urged to adhere to their designated time – see Parent Letter for further information.
	Wherever possible, children are encouraged to walk to school to avoid public transport and parking congestion around school. Children may come to school on their scooter or bike. The bike rack is available for storage and should be accessed by one household at any one time.
	One parent/ carer only to drop off and pick up their child. Siblings should arrive with the earliest drop-off and will be cared for outdoors until the rest of their class arrival time.
	We hope to reintroduce Breakfast or Tea-time Club from week beginning 21 <sup>st</sup> September if it is safe to do so following rigorous risk assessments.
	The routes on and off site will be clearly signposted.
	Social distancing measures will be applied in the approach to and from school – please adhere to the yellow social distancing markers.
	No waiting in the school car-park.

	<p>Drop off times are as follows:  Reception Class: 8.30am (from Monday 7<sup>th</sup> September)  Year 1: 8.35am  Year 2: 8.40am  Year 3: 8.45am  Year 4: 8.50am  Year 5: 8.55am  Year 6: 9.00am  <b>Your child will ONLY be allowed into school at this time. Please do not arrive before your child’s class drop off time in order to maintain social distancing.</b></p>
	<p><b>All pupils are to be dropped off at their designated time and will be greeted at the pedestrian gate by their class teacher. They will then follow the yellow markers to the entrances as follows:</b>  Reception Class to the Infant door at the top of the yard  Year 1 to the Year 1 fire door at the top of the yard  Year 2 to the Year 2 fire door at the top of the yard  Year 3 to the Infant door at the top of the yard  Year 4 to the Infant door at the top of the yard  Year 5 to the Main Entrance  Year 6 to the Main Entrance</p>
	<p>HT and school staff to greet pupils on route.</p>
	<p>Posters outlining COVID-19 symptoms to be displayed.</p>
	<p>Staff will greet the children, sanitise hands and direct them to their seats.</p>
	<p>All children and staff must wash/sanitise their hands as they enter and leave the classroom.</p>
	<p>Children should bring minimal resources to school. Coats, water bottles (clearly labelled with name) and packed lunch bags will be taken into classrooms to allow more room in the corridors.</p>
	<p>An appointment should be made to drop off essential medication. This should be clearly labelled with the child’s name and details – please see our Policy for Medication in School  School meal payments should be made via the online payment system – no money will be exchanged in school.</p>
	<p>Water bottles must be taken home every night to be washed. Packed lunch boxes should be taken home and cleaned with anti-bacterial spray.</p>
	<p>Parents or carers must not enter the school without an appointment. All communication should be done via email or telephone, except in an emergency.</p>
	<p>Staff will escort children, in their class bubbles, to and from the designated play areas.</p>

Movement around school	Children will visit the toilet on their own and strictly one at a time from each group. They will regularly be reminded of good hygiene practices, including hand-washing. Staff will be on hand to assist.
	Only essential movement around school is permitted. Arrows in corridors will mark the direction of travel. Children and staff must walk on the left hand side of the corridor.
	Internal doors are to be wedged open to increase ventilation and to avoid touching handles etc, except when doing so would increase the risk of spread of fire. External doors will remain shut.
Teaching areas	Children remain in their own classroom throughout the day except for break-times and PE lessons.
	Hygiene resources are available in every classroom. Handwashing facilities are available in every classroom and should take priority over hand sanitiser. Children are reminded to allow hand sanitiser to dry before touching anything.
	Cleaning resources are available in each classroom and <b>MUST BE STORED OUT OF CHILDREN'S REACH.</b>
	Windows are to be kept open for ventilation.
	Tissues will be available in every classroom.
	Lidded bins will be available in each classroom to dispose of tissues and paper towels.
	Seating is arranged so that all children face the same direction.
	Children will be allocated desks for working at during the day.
	Movement around the classroom will be kept to a minimum.
	Soft toys and furnishings will be removed.
	Surfaces will be cleaned as regularly as possible and non-essential equipment placed in storage.
Teaching areas continued	Children will be directed to wash their hands every time they enter, or before they leave the classroom and when they are about to use equipment.
	Stationery – children will use their own allocated stationery stored in bags provided by school.
	Limited toys and equipment will be made available. They will be allocated to an individual or small group and cleaned before they are used by others. <b>This will be particularly challenging in Year 1 and Reception Class.</b>
	There will be no access to sand, water or malleable materials.
	Reading books may go between school and home, once a reading book is finished with it is to be place in a box for 48 hours and cleaned before being returned to the central area. Reading books must be taken home in a reading packet.
	IT equipment will be used minimally and cleaned after each child has used it.
	The marking of children's work will be as outlined in our Marking Policy. Some feedback will be given verbally, face to face contact will be limited to 15 minutes.
	Teachers should remain at a distance of 2m from children whenever possible (this will not be possible in Reception Class and Year 1, therefore handwashing will be of great importance)
	Children will not be directed to work in close proximity to others when completing group tasks.
	Whilst we will try to maintain social distancing with the pupils, the impulsive nature of children means this

	cannot always be guaranteed.
	Assessments will take place, when deemed appropriate, in the Autumn Term.
Toilet Areas	Staff supporting children who have toilet 'accidents' will wear PPE. This will take place in the disabled toilet when appropriate.
	Children will be directed NOT to enter a toilet area if another child is already there – younger children will need support with this.
	When possible, support staff will monitor movement in the corridor and supervise handwashing.
	Regular checks on toilets and classroom sink areas to refill soap, paper towels etc as required.
	Only one child per group to be allowed to visit the toilet at any one time.
	Paper towels to be provided in each toilet area for drying hands. Hand dryers must not be used.
	Anyone displaying symptoms of COVID-19 must use the disabled toilet. This toilet should then not be used until it is cleaned. A sign must be placed on the door to indicate this.
Playtime	Each class is allocated a designated play area.
	Each class will be allocated a selection of outdoor equipment which is to be cleaned after use.
	Staff will escort the children to and from the designated area and supervise them throughout.
	There will be staggered playtimes for each group of children: Reception Class, Year 1 and Year 2: 10.00-10.15am Year 3 and Year 4: 10.20-10.35am Year 5 and Year 6: 10.40-10.55am
	First aid will be provided by the usual first aiders.
	Wooden equipment and the outdoor gym will be cleaned after use
	Children and staff will wash their hands on re-entering the classroom after break.
Lunchtime	We will operate staggered lunchtimes. In order to accommodate all pupils, lunchtimes have been reduced to 45 minutes, giving children 25 minutes to eat their lunch and 20 minutes to play. Staggered lunchtimes will be as follows: Reception Class (from 14 <sup>th</sup> September), Year 1 and Year 2: 11.45-12.30pm Year 3 and Year 4: 12.15-1.00pm Year 5 and Year 6: 12.45-1.30pm
	School lunches must continue to be paid for online via ParentPay. FSM measures are still in place. Parents who may have difficulty in paying for a school meal and are not entitled to FSM, should contact school so that support can be put in place.
	School lunches will be served in the hall, with children seated within their class bubble.
	Parents should ensure that any packed lunch from home contains only what your child can open themselves, adults will be unable to assist with the opening of packets, containers etc Please refer to our Packed Lunch Policy which is on our website.
	Children will eat their packed lunch in their classroom, supervised by a Lunchtime Supervisory Assistant.
	Tables will be cleaned before and after use.

	Lunchtime supervisors will continue to supervise children playing in their designated area
	Children and staff should wash their hands before leaving, or on re-entering the classroom.
Sun safety	As long as the weather permits, we will be maximising opportunities for outdoor learning, therefore children may be outside for longer periods of time. Each child should come to school wearing sun-cream when appropriate, they should also have a hat and labelled water bottle. Children should continue to wear weather appropriate outdoor clothing to school throughout the Autumn Term – eg coats, gloves, appropriate footwear etc
Departure	Children and staff should wash their hands before leaving the classroom.
	Staggered times are in place for each year group – to ensure the effectiveness of this system, parents <b>must</b> adhere to their designated time. This is to ensure 2m social distancing. Pick up times are as follows: Reception Class (from 14 <sup>th</sup> September): 2.45pm Year 1: 2.50pm Year 2: 2.55pm Year 3: 3.05pm Year 4: 3.10pm Year 5: 3.15pm Year 6: 3.20pm Please queue on the yellow social distancing markers and move up until you reach the red line. Come through the pedestrian gate to pick-up your child, and exit the school site immediately via the small gate in the church wall, continue between the church and wall to come out onto the school driveway to leave via the usual exit.
	Children will line up on the yellow 2m markers to be dismissed, even if the weather is inclement.
	Only one adult will be permitted to collect each family.
	Parents and carers should line on 2m markers in the carpark to pick up their children.
	Social distancing measures must be applied in the approach to and from school
	Please pick-up younger siblings first and then return to pick up older siblings following the same arrangements. This arrangement also applies if you are picking up a child from another family in a different class eg if picking up children in Year 4 and Year 6, you must pick up the Year 4 child at 3.10pm and return via the social distancing markers to pick up the Year 6 child at 3.20pm.
	On arriving at home, pupils and staff are advised to wash their hands. Water bottles should be washed immediately in warm soapy water and packed lunch containers wiped with anti-bacterial spray.
Cleaning	Cleaning resources are available in each classroom. <b>ALL CLEANING PRODUCTS MUST BE KEPT OUT OF CHILDREN'S REACH</b>
	Surfaces to be cleaned before other children/adults use them (Teaching and Cleaning Staff)
	Resources to be cleaned after each person has used them, including ipads and laptops (Teaching Staff)

	An after-school thorough cleaning regime to be maintained in all school areas (Cleaning Staff) Should a child or adult develop symptoms of COVID-19, the area will be deep cleaned once vacated (Cleaning Staff)
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Person displaying Covid19 symptoms:	Advice about COVID-19 symptoms can be found at <a href="https://www.nhs.uk/conditions/coronavirus-covid19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid19/check-if-you-have-coronavirus-symptoms/</a>	
	Staff	Sent home immediately and directed to request COVID-19 test at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested/">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested/</a> or order by telephone via NHS 119. Staff must then follow the <b>Guidance for households with possible coronavirus infection.</b>
		Areas occupied by the member of staff to be cleaned and all other people who have been in contact with them should thoroughly wash their hands and face.
		Staff with COVID-19 or living with someone with COVID-19 should isolate as directed by medical advice and an isolation note should be sent to school <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>
		Pupils informed immediately and directed to collect child urgently. Parents advised to seek medical advice online at <a href="https://111.nhs.uk/">https://111.nhs.uk/</a> and a COVID test should be requested at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested/">https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested/</a> or order by telephone via NHS 119. Families must then follow the <b>Guidance for households with possible coronavirus infection.</b>
	Pupil	Pupil will be taken to an outdoor area to be supervised by a member of staff or the Rainbow Room
		The member of staff supervising should wear full PPE including visor and face mask.
		The door to the room to be open and supervision to be at 2metres.
		Area to be deep cleaned when vacated.
		Classroom areas occupied by the child to be evacuated and cleaned. All other people who have been in contact with them should wash their hands and face thoroughly.
Person confirmed as having Covid19	<b>NO ONE WITH COVID-19 SHOULD COME TO SCHOOL</b>	
	<p>Staff should inform school if they or anyone in their household has COVID-19. Parents should inform school if their child, or anyone in their household has COVID-19. Staff and families should engage with NHS Test and Trace A person confirmed as having COVID-19 must <b>SELF ISOLATE FOR AT LEAST 10 DAYS FROM THE START OF THEIR SYMPTOMS AND MUST RETURN TO SCHOOL ONLY IF THEY DO NOT HAVE SYMPTOMS OTHER THAN A COUGH OR LOSS OF TASTE/SMELL.</b></p> <p>Parents will be informed if a member of their child's class, or an adult working in that class, tests positive for COVID-19. The confidentiality of that person will be protected as far as possible whilst not endangering the health of others. Parents are asked to be extra vigilant in checking for symptoms of COVID-19 if a positive case is confirmed in class.</p>	

	<p>The Health Protection Team (0300 3038598: Option 1) will work with school directly and carry out a rapid risk assessment to confirm who has been in close contact with the person and ensure they self-isolate. Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – 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 skin to skin contact</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> <li>• The Health Protection Team will provide definitive advice on who must be sent home.</li> </ul> <p><b>Further guidance is to be provided by the government.</b></p> <p>If school has two or more confirmed cases within a 14 days, or a rise in overall sickness absence where COVID-19 is suspected, this may be an outbreak and school will work with our local health protection team who will advise if additional action is required.</p>	
General Health	Staff	Anyone with underlying health conditions should follow medical advice regarding risks to their own health.
		Staff shielding other home occupants should follow medical advice in order to protect others.
		Staff feeling unwell should consider the risk to themselves and others before attending school. <b>NO ONE WITH THE SYMPTOMS OF COVID-19 SHOULD COME TO SCHOOL AND SHOULD SEEK IMMEDIATE MEDICAL ADVICE AND REQUEST A COVID-19 TEST</b>
	Pupils	Parents of children with underlying health conditions should follow medical advice regarding risk to their child's health.
		<b>NO ONE WITH THE SYMPTOMS OF COVID-19 SHOULD COME TO SCHOOL AND SHOULD SEEK IMMEDIATE MEDICAL ADVICE. PUPILS ARRIVING WITH SYMPTOMS WILL BE SENT HOME IMMEDIATELY.</b>

**I consider the risk assessment suitable to control the risks to health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities. This Risk Assessment has been produced in accordance with the Infection Control COVID-19 General Risk Assessment Form from DCC**

<b>Name</b>	<b>Clare Swales</b>
<b>Job Title</b>	<b>Head Teacher</b>
<b>Date</b>	<b>13<sup>th</sup> August 2020</b>

**This Risk Assessment and Plan was agreed by The Governing Body, 19<sup>th</sup> August 2020**

**Reviewed and amended: 25<sup>th</sup> August 2020**