

**TRUST RISK ASSESSMENT REVIEW - CORONAVIRUS (COVID-19) for September 2020 Reopening**

<b>School name</b>	St Ignatius Catholic Primary School <b>PUBLIC</b>		
<b>Assessment carried out by (name/role)</b>	S Bartram-Headteacher J Jackson- AHT C Booth-SBM	<b>Date of review</b>	13.07.20

<b>Hazard Identified Who might be harmed and how?</b>	<b>Measures to control the risk</b>	<b>How are you already controlling this risk?</b>	<b>What further action (if any) do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Completed</b>
<p>Increase of pupils may result in higher risk in school.</p> <ul style="list-style-type: none"> <li>○ Staff</li> <li>○ Pupils</li> <li>○ Parents/Carers</li> <li>○ Volunteers / governors</li> <li>○ Visitors</li> <li>○ Contractors</li> </ul>	<p>Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)</p>	<ul style="list-style-type: none"> <li>• Engage with the NHS Test and Trace process</li> </ul>	<p>Ensure that all staff and parents understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Staff and parents must be prepared and willing to book a test if they are displaying symptoms. They will need to provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by the NHS Test and Trace. They must self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive.</p>	<p>Any member of staff  Parent</p>	02.09.20	Partially



			<p>period where rates remain high and therefore they may be temporarily absent.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education.</p>	All staff Parents	Ongoing	
	<ul style="list-style-type: none"> <li>Pupils and families who are anxious about return to school</li> </ul>	<ul style="list-style-type: none"> <li>Parents given advice before returning to school</li> </ul>	<p>All pupils must attend school. School to discuss any individual concerns and provide reassurance of the measure they are putting in place to reduce the risk in school. Make it clear to parents that pupils of compulsory school age must be in school unless a statutory reason applies.</p> <p>Class Dojo pages have been created for next academic year with a video from each class teacher. Parents and children are able to ask the class teacher questions which may alleviate any anxieties. Teachers have also added transition activities to the end of year reports with year group basics which they can complete reassuring parents who worry about their child falling behind.</p>	All staff Parents	17.07.20	Completed
	<p><u>Hygiene measures</u></p>	<ul style="list-style-type: none"> <li>Briefings for staff on expectations with regard to hygiene measures at school</li> </ul>	<p>During the INSET Day on 02.09.20, brief new and existing teaching staff of the requirements for hygiene measures.</p>	HT	02.09.20	

	<p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<p>(for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing with increased awareness signage;</p> <ul style="list-style-type: none"> <li>• Hand sanitiser and tissues available in classrooms and other key locations;</li> <li>○ Water Cooler to be taken out of use, thus reducing contact points. Teacher to fill water bottles using jug. (this has changed)</li> <li>• Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply;</li> </ul>	<p>Arrange a Teams meeting for TA staff during the holidays where they are able to ask questions about the new risk assessment.</p> <p>Additional hand sanitiser to be purchased and be shared amongst the classroom.</p> <p>Hand sanitising station to be positioned outside staffroom so staff and visitors have separate stations.</p> <p>Water cooler to be used in KS1 where the 2 classes are a bubble. Nursery to also use water cooler-directed by teacher.</p> <p>Ks2 classes to continue to use the jugs for filling up bottles, thus reducing contact points.</p> <p>Research has shown that warm air from hand dryers cleans the hands effectively and slows spread of infection. We will therefore use the automatic hand dryers in KS2 using the appropriate warm air setting.</p>	<p>Support staff</p> <p>Admin</p> <p>Caretaker</p> <p>Caretaker</p>	<p>03.09.20</p> <p>03.09.20</p> <p>03.09.20</p>	<p>Partially</p>
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		<ul style="list-style-type: none"> <li>Uniform policy has been relaxed due to government guidance on wearing a clean set of clothes every day.</li> <li>(this has changed)</li> </ul>	<p>From September 2020, following government guidance all children will wear full uniform. Children, who are partaking in PE that day or afterschool can arrive at school in the PE uniform and will remain in this all day, minimising changing times.</p>	HT Parents	17.07.20	Partially
Enhanced cleaning	<ul style="list-style-type: none"> <li>Lunches in Year 1 and CW groups to be eaten in the classroom and tables cleaned down after use.</li> </ul>	<p>All lunches will now be eaten in the hall on a staggered rota system. Tables and benches will be thoroughly cleaned down in between use.</p>	Dinner staff Admin HT	17.07.20	Completed	
	<ul style="list-style-type: none"> <li>Removal of unnecessary items from learning environments.</li> <li>Removal of soft furnishings, soft toys and toys that are hard to clean.</li> </ul>	<p>Some items will remain out of use in classrooms but other items will return for use within 1 bubble.</p> <p>In Nursery, stationery equipment (pens, pencils, scissors etc), story books and some of the more difficult to clean items will be rotated on a weekly basis (items out on Monday will not be used again until the following Monday etc). Resources that are permanently out will be cleaned daily.</p>	All staff  Nursery staff	03.09.20	Partially	
Minimising contact and mixing	The following practices have been put in place:		All staff			

	between groups of staff and pupils	<ul style="list-style-type: none"> <li>One-way system on the main corridors allowing for social distancing (see plans)</li> </ul>	<p>This will continue to happen in September. Both staff and pupils are used to this now. New children will be made aware of any one way systems on return to school.</p>	Pupils	03.09.20	Completed
		<ul style="list-style-type: none"> <li>Social distancing floor &amp; wall signage around school placed for all staff and children to adopt.</li> </ul>	<p>We currently have 6 bubbles in school and this will become 4 in September 2020 with the classes we have in school including Nursery.</p>	All staff Pupils	17.07.20	Completed
		<ul style="list-style-type: none"> <li>Different entrance and exit points for different classes so that no congregating takes place in school.</li> </ul>	<p>Class 3 and 4 will have the same entrance and exit points but will arrive and leave school at different times. All other classes have their own entrance and exit door.</p>	All staff Parents Pupils	17.07.20	Partially
		<ul style="list-style-type: none"> <li>Lockers not in use in KS2; (this has changed)</li> </ul>	<p>Lockers will be in use in KS2 in September. Children are allowed to bring bags to school and these will be stored in their locker. The children are not to bring anything other than PE kit, pumps, coat and lunch. The children are having staggered entry and exit times and therefore they will not congregate at any one time.</p>	All staff Caretaker Pupils	03.09.20	Partially
		<ul style="list-style-type: none"> <li>Staggered start times at the beginning and the end of the school day.</li> </ul>	<p>Full itinerary of morning routine and end of day routine to be shared with parents in advance of first day. This will be in the newer version of the parents' guide.</p>	All staff Parents Pupils	17.07.20	Partially

			<p>Parents to be told that they must adhere the times provided.</p> <p>Nursery 9-12 to enter up the service drive.  Class 1 8:55-3.10  Class 2 8:55-3.10  Class 3 8:50-3:20  Class 4 8:45-3.15  Class 5 8:45-3:15</p> <p>This will be reviewed at October half term or earlier subject to Government guidance.</p> <p>New teachers to school will be made aware of the morning routine.</p> <p>Parents will drop the children off at either gate for start time above. If they have a sibling in multiple classes, these can all be dropped off at the earlier start time except Nursery. E.G If you have a child in Nursery, Class 2 and Class 5, You will drop your two school aged children off at either gate at 8:45. You will then walk around to Nursery and drop your child off at 9:00. All teachers will be out at 8:45 to look after those children who are arriving with their sibling earlier than their start time.</p> <p>If there are no siblings, you arrive at the time stated above. Equally, if you have a child in Class 1 and Class 3, you should arrive no earlier than 8:50 as this is the</p>	New staff	03.09.20	
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			<p>earliest start time. Parents do not need to be on the playground in the morning.</p> <p>At the end of the school day, parents will be allowed on to the playground and asked to socially distance themselves from other parents.</p> <p>Siblings will not be allowed to leave earlier than their finish time due to the total amount of hours they are entitled to. Teachers will bring the class out to line up, in their usual place. We will then dismiss the children from their line. Parents/carers may need to wait for another child and they can do so on the playground. When parents/carers have collected all their children, they must leave immediately.</p> <p>Parents to be made aware that they wait on the playground at the end of the school day. Children must stay with their parent/carer and not mix with other children. This is a change from our current plan.</p>	<p>Parents All staff Pupils</p>	17.07.20	Partially
		<ul style="list-style-type: none"> <li>○ Establish a routine for lunchtime.</li> </ul>	<p>Staggered lunchtime routine discussed with Senior Lunchtime supervisor. (see separate document for full routine)</p> <p>Timetable allows for all bubbles to eat in the hall separately and to have their own</p>	<p>All staff Lunchtime Supervisors</p>	17.07.20	Completed

		<ul style="list-style-type: none"> <li>○ Limited numbers using toilet facilities at one time.</li> <li>○ Rearrangement of classrooms with sitting positions 2 metres apart (with pupils occupying the same desk every day-siblings allowed to sit with each other in CW groups) (this has changed)</li> <li>○ Limited use of shared resources and prevention of sharing stationery and other equipment where possible;</li> </ul>	<p>zoned play area. All lunchtime supervisors will return to school in September 2020.</p> <p>KS1 classes to continue to use separate toilets for classes. KS2 classes to use toilets and sinks as normal.</p> <p>Desks to be positioned frontward facing in all Ks2 classes plus Class 2. No groups of tables allowed. Children still occupy the same desk every day. They may not be 2m apart due to full class sizes. No children or staff to sit facing each other; this includes 1-1 TAs with children with EHCPs. In Class 1, continuous provision areas will be used with single desks used for tasks. Carpet areas in Nursery, Class and Class 2 can be used with children all facing forwards.</p> <p>All classes to continue using stationery bags that were created during lockdown. Other resources in the classroom, such as maths resources can be shared within the bubble but will be cleaned after use. Nursery will no longer use stationery bags but will rotate stationery caddies every day.</p> <p>As per the government guidance, exercise books will be taken home for marking and handed back to the child. Children will not hand each other's exercise books out in class.</p>	<p>All staff Pupils</p> <p>All staff Pupils</p> <p>All staff Pupils</p>	<p>03.09.20</p> <p>03.09.20</p> <p>17.07.20</p>	<p>Completed</p> <p>Partially</p> <p>Partially</p>
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		<ul style="list-style-type: none"> <li>○ Consistent groupings of staff/pupils wherever possible with minimal mixing;</li> </ul>	<p><u>Bubbles</u></p> <ol style="list-style-type: none"> <li>1. Nursery</li> <li>2. Ks1-Class 1 and Class 2. They will come together for phonics and in the dinner hall. They will be kept apart for all other purposes.</li> <li>3. Class 3</li> <li>4. Class 4</li> <li>5. Class 5</li> </ol> <p>Staff can move about from class to class where necessary but they must maintain a safe distance from the children. PPA, management time, Music curriculum lessons and French teaching can all take place as planned.</p> <p>Children will be discouraged from moving around school. Staff are to continue to use Teams as a messaging service rather than sending a child.</p>			
		<ul style="list-style-type: none"> <li>○ Children are not currently attending swimming sessions due to government guidance. (this has changed)</li> </ul>	<p>COVID-19 risk assessments to be obtained from St Wilfrids.</p> <p>Staff to complete COVID-19 risk assessments for travelling to and attending swimming sessions at St Wilfrids.</p> <p>Staff and pupils to be clear on guidelines for travelling to and from and attending St Wilfrids.</p>	HT PE leader USK2 staff	03.09.20	
	Reducing face-to-face contact between staff	<ul style="list-style-type: none"> <li>● Protocol is that face-to-face meetings between staff and</li> </ul>	To follow government guidance when deciding whether a meeting needs to be	All staff	Ongoing	

	and between staff and visitors	<p>between staff and visitors are to be avoided where possible in favour of audio/video conferencing;</p> <ul style="list-style-type: none"> <li>○ Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical;</li> <li>• Only essential visitors are allowed on site with the prior permission of [the headteacher];</li> <li>• Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> </ul>	<p>face-face or remotely. Trust meetings have been arranged and schools will be updated as to how these will take place.</p> <p>Staff meetings to take place in Class 5. This room is large enough for staff to socially distance themselves. Use of IT available.</p> <p>Visitors are allowed to attend school. Where possible this will still be arranged outside of the hours that the children are present. We will take guidance from the Trust Risk Assessment.</p> <p>The signing in book will be adapted so that visitors will be asked questions related to their health in advance of them entering the premises. This will be completed by admin staff so that we are not sharing resources. They will be asked to use the hand sanitising station before entering.</p>	<p>HT</p> <p>Admin</p> <p>Admin</p>	<p>Ongoing</p> <p>Ongoing</p> <p>03.09.20</p>	<p>Partially</p>
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> <li>• Parents either to transport their child by car or to walk. Nursery parents are encouraged to park and stride to the Nursery side gate.</li> </ul>	<p>We will continue to encourage parents, staff and pupils to walk, drive or cycle to school.</p> <p>For those where this is not an option we will work with parents to facilitate the best</p>	<p>HT</p> <p>Parents</p>	<p>03.09.20</p>	<p>Partially</p>

		<ul style="list-style-type: none"> <li>Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival.</li> </ul>	time for arrival and departure. Families using public transport should refer to the safer travel guidance for passengers.			
	Minimising contact between parishioners attending Church and families attending school.	<ul style="list-style-type: none"> <li>A letter has been sent to parents/carers explaining when the new Mass times are so that parents can be vigilant during certain times within the week.</li> </ul>	As Church becomes available for more parishioners, school will continue to assess the risk this has on number of people gathering on the school/church grounds. Regular updates will be sent to parents on the times selected for Mass and how this might impact on drop offs and pickup times during the school day.	HT Parish Priest Parents	Ongoing	

Signed (Headteacher) S Bartram

Date:13.07.20