

## **St Philip's Catholic Primary School RA for opening Autumn Term 2020**

Please find attached a 'protective measures' risk assessment template for St Philip's that has been prepared in response to the Government's phased return plans.

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

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

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	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email;</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that</li> </ul>				

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		<p>they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</p> <ul style="list-style-type: none"> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
Implementing social distancing		<ul style="list-style-type: none"> <li>• Class groups, are organised as described in the 'class or group sizes' in DfE guidelines; Up to 30 children.</li> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible;</li> <li>• The timetable is revised to implement where possible,;             <ul style="list-style-type: none"> <li>○ Plan for lessons or activities which limit movement between areas;</li> <li>○ Maximum number of lessons or classroom activities which could take place outdoors;</li> <li>○ Staggered assembly groups; assemblies in hall with two year group bubbles well apart from each other at least once per week.</li> <li>○ Break times (including lunch) are staggered so that all children are not moving around the school at the same time;</li> <li>○ Drop-off and collection times are staggered slightly and through different entrances.</li> <li>○ Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>○ Parents asked to drop and go rather than chat.</li> <li>○ Parents are not allowed into school building unless they have an appointment.</li> <li>○ Class groups of children are together throughout the day and avoid mixing with larger groups of children;</li> <li>● Toys are cleaned daily.</li> <li>● Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;</li> <li>● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; (except for 1 day per fortnight PPA cover and for specialist teaching - music)</li> <li>● Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;</li> <li>● All children to face forward and teacher to socially distance from all children.</li> <li>● Mixing within education or childcare setting is minimised by:             <ul style="list-style-type: none"> <li>○ accessing rooms directly from outside where possible;</li> <li>○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</li> <li>○ staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms;</li> <li>○ The number of children using the toilet at any one time is limited;</li> <li>○ Each child to have their own items of stationery.</li> </ul> </li> <li>● The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> <li>● The use of staff rooms and offices is staggered to limit occupancy (no</li> </ul>				
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		<p>parents to access office staff without an appointment). No children in office (use walkie talkie or call from the door). Only emergency first aid in office and staff to use PPE.</p>				
<p>Hygiene practice</p>		<ul style="list-style-type: none"> <li>• The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed;</li> <li>• Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments;</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>• All adults and children are told to:             <ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>- clean their hands on arrival at school, 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> </li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Young children are encouraged to learn and practise these habits through games, songs and repetition;</li> <li>• The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;</li> <li>• Play equipment is cleaned between uses and not used simultaneously by different groups;</li> <li>• The amount of shared resources that are taken and brought in from home is limited;</li> <li>• Reading books allowed to go home and quarantined after return in</li> </ul>				

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		<p>school.</p> <ul style="list-style-type: none"> <li>• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;</li> <li>• Doors are 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>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils do not share cutlery, cups or food. (these are set out on tables prior to lunch sitting).</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> </ul>				
Ill Health		<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g.</li> </ul>				

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		<p>a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> <li>• Any pupil who displays signs of being unwell is immediately referred to the designated member of staff in the school office.</li> <li>• Where the school office staff are unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>				
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<p>Spread of infection</p>		<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> </ul>				
<p>First Aid</p>		<ul style="list-style-type: none"> <li>• Staff in the child's 'bubble' to administer first aid if a minor graze or cut. Using PPE provided and then disposed of. First Aid kits available as usual.</li> <li>• If more than a cut or graze then usual procedures apply (ambulance called or taken to office if able to move the injured child). Office staff to use PPE and then dispose of the equipment.</li> </ul>				
<p>Management of infectious diseases</p>		<ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Social distancing measures are implemented as much as possible</li> <li>• There are plans in place for the movement of children around the school (as above)</li> <li>• The timetable is adapted to stagger play and lunch times (as above)</li> </ul>				

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		<ul style="list-style-type: none"> <li>The SBM monitors the cleaning standards of school cleaning</li> </ul>				
Parental Engagement		<ul style="list-style-type: none"> <li>Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;</li> <li>Parents are told 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) In through paedestrain gate and out through car park gate.</li> <li>Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Staff to man this.</li> </ul>				
Communication		<ul style="list-style-type: none"> <li>Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>The designated member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure;</li> <li>The headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.</li> <li>Schools contact their Area Schools Officer if there are any specific recommendations for their school;</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;</li> <li>There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;</li> <li>Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>				

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<p>In the event of a further partial school closure</p>		<ul style="list-style-type: none"> <li>• The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>• Pupils working from home are assigned work to complete to a timeframe set by a teacher;</li> <li>• The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school where possible.</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> <li>• The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;</li> <li>• The headteacher works with the IT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;</li> <li>• The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.</li> <li>• The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close;</li> </ul>				
<p>Before and After Clubs and Extra provision</p>		<ul style="list-style-type: none"> <li>• Clubs – these will resume towards the end of September. Teacher led clubs to start 21<sup>st</sup> September. External provider clubs to start 28<sup>th</sup> September.</li> <li>• Wrap around Care – children will be able to attend The Learning Tree site. They will have their own Risk Assessment.</li> <li>• Trips – these can take place as long as the class bubble remains in tact.</li> </ul>				

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		<p>Coach company risk assessments must evidence thorough cleaning between pick up and drop offs.</p> <ul style="list-style-type: none"> <li>• Visitors – only essential visitors in school. These include educational talks, worship and teaching/coaching. No parents in school unless by prior appointment.</li> <li>• WSCC Music lessons – to recommence at the end of September in line with their risk assessment.</li> <li>• Forest School – to recommence in Autumn Term in line with their own Risk Assessment</li> <li>• Growing Club – on hold until further notice.</li> </ul>				
Emergencies		<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>				
Lunches		<ul style="list-style-type: none"> <li>• Year R, 1 and 2 will have hot lunch provided. They will be staggered in timing and numbers. Reception in first, then Year 1 and 2 have half of the hall each to ensure Bubbles remain in tact.</li> <li>• Cutlery will be set out before they arrive and a table distancing between the lunch staff and the child.</li> <li>• Hands washed thoroughly before and after meals</li> <li>• Children monitored to walk on left of corridors.</li> </ul>				
Attendance		<ul style="list-style-type: none"> <li>• All children must return to school on September 7<sup>th</sup>.</li> <li>• Usual fining policies will resume as of that time (attendance policy).</li> </ul>				

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Managing School Transport		<ul style="list-style-type: none"> <li>Parents, children and young people are encouraged to walk or cycle to their education setting where possible;</li> </ul>				
Fire evacuation procedures		<ul style="list-style-type: none"> <li>New fire exit plan for the diferent classroom used. Have a fire drill in week one of return to school to ensure all staff and children know which exit to use and how to social distance when mustering on field.</li> </ul>				