

Corpus Christi Catholic Primary School
Plan and Risk Assessment to reintroduce year groups to school
1st September 2020

Government guidance states for schools states:

“The public health advice in this guidance makes up a PHE-endorsed ‘system of controls’.”

“They are groups into ‘prevention’ and ‘response to any infection’

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1-4 must be in place in schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) Engage with NHS Test and Trace process
- 8) Manage confirmed cases of COVID-19 amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Numbers 7-9 must be followed in every case where they are relevant.

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them reduce the risk of transmission as more children and young people return.”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include consideration of the pupils’ mental health and well being.

1. Pupils

From Thursday 3rd September 2020, children from Reception to Year 6 will be expected back in school. Nursery will be welcomed from Monday 7th September.

2. Classrooms and Staffing

Cohort	Staff
Nursery	NM, CW
Reception	KB, CM
Year 1	SA, NS, SJ
Year 2	SV, JP, SJ
Year 3	AB, JS, GD
Year 4	EJ, LM, CD, JK, SR
Year 5	AM, CJ, TT
Year 6	MG, JF, DP

1. Head Teacher not allocated to classes to allow some immediate cover for general sickness issues.
2. Supply cover only considered for general sickness issues not a feasible option for a significant quantity of absent staff.
3. EYFS staff are paediatric first aid trained so some staffing absence would not cause closure.
4. DSL on site at all times.

3. Drop Off Points

Drop off times for each class will be staggered to ensure that a reduced number of people will be on school grounds at a time. Markings have been laid onto the school grounds, designating the 2m distance places to queue to the classroom. Parents should line up with their children at their child's external classroom door, 2m apart, at the correct drop off time. Once they have dropped their child off, they must then leave school property, following government guidelines, to enable the next group to drop off their child, or for the school gates to be secured

Nursery 8:50am

Reception 8:50am

Year 1 9:15am

Year 2 8:55am

Year 3 9:05am

Year 4 9:05am

Year 5 9:00am

Year 6 9:00am

Breakfast Club drop offs through the front entrance, unless directed otherwise.

4. Collection Points and Staggered Finishing Times

Children will be collected from their classroom door promptly, at their set pick up time. When waiting for their children to be released, parents must queue and maintain social distancing.

Nursery 3:05pm

Reception 3:05pm

Year 1 3:30pm

Year 2 3:10pm

Year 3 3:20pm

Year 4 3:20pm

Year 5 3:15pm

Year 6 3:15pm

After School Club collections to be made from the front entrance, unless directed otherwise.

5. Handwashing and toilets

Handwashing

Children to wash their hands a minimum of 6 times a day for at least twenty seconds.

- On arrival at school
- Before playtime/snack time
- After playtime
- Before lunch
- After lunch

- Before leaving school
- Every time they go to the toilet.

Toilets:

Only one child in the toilet/handwashing area at a time. Small, distanced queue within the classrooms.

Allocated toilets for different groups of children.

- Nursery – Foundation Unit toilets
- Reception – Foundation Unit toilets
- Year 1 and 2 – infant toilets
- Year 3 and 6– Computer suite toilets
- Year 4 and 5 – Cloakroom toilets

Extra signs in toilets re washing hands

Extra soap and hand sanitiser purchased.

6. Break times

Staggered playtimes and allocated play areas.

Games discussed with children – encouraging social distancing.

The morning play times will be as follows, unless changes are necessary:

- Nursery in provision: 9:45-10:00
- Reception: 9:45 – 10:00
- Year 1: 10:30-10:45
- Year 2: 10:00-10:15
- Year 3: 10:00-10:15
- Year 4: 10:30-10:45
- Year 5: 10:30-10:45
- Year 6: 10:15-10:30

#Groups should not mix with the other half of their class or any other groups.

No equipment to be used during these times and they MUST wash their hands when they come in.

7. Lunchtimes

During lunchtimes, only two classes will access the hall at a time. All children will sit on one side of a table, facing the same direction and will sit with their class. Each group will be given a 30 minute hall slot. The children must stay in the hall for the full 30 minutes and must vacate the hall as soon as their time slot is finished in order to move the next group in.

- Nursery – 11:30 -12:30; 11:30 dining 12:00 playtime
- Reception – 11:30-12:30; 11:30 dining 12:00 playtime
- Year 1 – 12:30 -13:30; 13:00 dining 12:30 playtime

- Year 2 – 12:00 -13:00; 12:00 dining 12:30 playtime
- Year 3 – 12:00 -13:00; 12:00 dining 12:30 playtime
- Year 4 – 12:30 -13:30; 12:30 dining 13:00 playtime
- Year 5 – 12:30 -13:30; 13:00 dining 12:30 playtime
- Year 6 – 12:30 -13:30; 12:30 dining 13:00 playtime

Each group will be given an outdoor area in their half an hour outdoor play slot. They must stay in this area, supervised by an adult and MUST NOT mix with other groups.

8. Communication

Letters to parents published to school website week beginning 13th July 2020, with information about the re-opening of the school.

Once completed, risk assessment published to school website for parents to access.

A letter, with instructions for parents returning their children to school, published regarding drop off and pick up arrangements and proposed measures for health and safety to share with children before returning to school.

No parents allowed in the entrance porch, except for payment of clubs and dinners, which must be placed in an envelope, sealed and labelled and posted into the lock box in the porch. If there is someone already in the porch, a queue must be formed in the car park using the 2m marked spots.

Any queries must be made in the form of e-mail or phone call and an emphasis should be made that face to face communication will not be possible for the foreseeable future.

No Parents meetings or Parents Evenings.

Governor meetings to be carried out over Teams.

Visitors to be kept to a minimum and made up of essential needs, e.g. workmen for emergency repairs – although where possible these should be kept to before and after school.

9. **Classroom environments**

Teaching groups and rooms will return to full year group provision, supported by their class teacher and learning support. PPA can be covered by teachers from outside the bubbles, however, proper social distancing should be observed.

Classrooms will be cleared of any resources/equipment that may cause cross contaminations.

Desks and chairs will be placed facing the front of the classroom. Each child will be given a base and will not move around for different subjects. Where possible, the positioning of desks will allow for movement by adults, whilst maintaining some distance. Carpet areas will not be used for carpet time teaching.

A Social Distancing charter will be created for and with the children. The charter will be re-visited and modelled throughout the day and linked to school behaviour system. Praise used for adherence and sanctions for non-compliance.

Children should use their own, named, easily cleanable pencil case with their own pencils, pens and colouring pencils, felt tips and glue stick. This should not be leant out or used by other children.

The Curriculum will be taught as fully as possible, ensuring full coverage and depth. There should also be opportunities to help the children build their wellbeing and mental health strategies and deal with change and difficult times.

Rooms will be well ventilated with windows open, if the weather allows.

Movement around school will be kept to a minimum, kept to a designated area and supervised. Where movement is necessary, two groups will not move at the same time.

Assemblies will be carried out by SLT through Teams.

Equipment will be kept to a minimum and not shared.

All soft toys/fabrics will be stored away.

In EYFS, only use a limited amount of areas and rotate them. Any resources used must be cleaned with Milton daily and any resources not being used must be stored away. Do not use the sand or water play areas.

Children to sit in the same place, using the same furniture every day.

When carrying out First Aid, gloves must be worn.

10. Designated area if anyone displays signs or symptoms of CoVid19.

If a child or member of staff displays signs of illness/symptoms of CoVid19 they are to be moved into the Reflection Room and parents (or adult next of kin if necessary) contacted. The child/member of staff and their families will then be encouraged to book a test for CoVid19 and carry out the Test and Trace procedures. If the test is positive, the Head Teacher will contact Public Health for further advice and the members of that child's group will be asked to self-isolate and their classroom and Reflection Room will have to be closed off and deep cleaned.

11. In the event of a necessary evacuation, e.g. Fire Alarm

In the event of a necessary evacuation we will follow the following rules:

The children will line up on the playground, away from the building, in their year groups, maintaining social distancing where possible.

Lines outside need to be practised in the bubbles and distance apart from one another.

Wash hands when re-entering the building when it is safe to do so.

12. Cleaning

Assessment Title	Cleaning regime after COVID 19 lockdown	Date of assessment	7 th July 2020	Prepared by:	S. Birchall A. Mowatt
Assessment Reference Number		Issue Number:	1	Reviewed by:	
Scope of Assessment	Reduce potential spread of Coronavirus			Approved by:	

Hazard description (Provide project specific details of the hazard, and the task from which it originates)	Who might be harmed & how?	What are we already doing? (Existing control measures)	Risk level before additional control measures
			LMH
Toilets, taps and flush buttons, hand dryers	Pupils, staff, other adults	Site manager, Cleaning staff on site every day. Toilets cleaned currently cleaned twice daily.	High
Bannisters	Pupils, staff, other adults	Site manager, Cleaning staff on site every day Bannisters cleaned currently twice daily. Children/staff advised not touch bannisters School staff to wipe down bannister during school day	High
Door and window handles	Pupils, staff, other adults	Site manager, Cleaning staff on site every day Door and window currently handles cleaned twice daily. Classroom/Office doors to remain open to avoid the need to door handles to be touched, unless fire doors.	High
Furniture	Pupils, staff, other adults	Site manager, Cleaning staff on site every day. All furniture to be wiped down at the end of the school day with Milton/disinfectant.	High
Light switches	Pupils, staff, other adults	Site manager, Cleaning staff on site every day. Lights in school to remain on at all times, avoid the need to touch a light switch. All light switches to be wiped down at the end of each day.	High
Teaching and learning aids	Pupils, staff, other adults	Site manager, Cleaning staff on site every day. All teaching & learning aids i.e. laptops/iPads to be wiped down by classroom staff after each use, although use should be kept to a minimum.	High

Computer Equipment (including keyboard, mouse, photocopiers, telephones)	Pupils, staff, other adults	All computer equipment must be wiped down at the end of each school day. Staff responsible for their own computer equipment. Photocopier to be wiped down after each use by last staff member to use it. Telephones – to be wiped down after each use, if being used by a number of different staff members with disinfectant product.	High
Office desks (including equipment)	Staff	Desks, phones to be wiped down at the end of each working day. Office staff to use their own allocated computer where feasible, avoid the use of equipment sharing where feasible. Site manager, Cleaning staff on site every day	High
Paper towels and soap	Pupils, staff, other adults	Site manager, Cleaning staff on site every day. Paper towel and soap dispensers to be refilled each day before school starts by Site Manager.	High
Lunchtimes	Pupils, staff	Staff to wipe down tables after each dining.	High
Money	Staff, pupils	Any money sent into school (Dinner & Breakfast club) must be in an envelope marked with child's name and posted into box in the entrance. All money to be placed in the school safe and not opened for three days.	High
EYFS Snack	Staff, pupils	Cancelled until further notice – avoids food preparation and cash handling Parents to provide a snack for their child	High
Fruit deliveries	Staff, pupils	Wash on arrival. Children to only touch one piece of fruit and take that piece to eat.	High
Deliveries	Staff, pupils	Dispose of cardboard packaging immediately in recycle bin	High

Are the current controls adequate? YES

(If NO then a further assessment will be taken to identify what further action is necessary?)

Additional control measures are needed for Medium & High risks to eliminate hazard or reduce risk to an acceptable level

Review Date	11 th September 2020	30 th September 2020	23 rd October 2020	24 th November 2020	
Reviewed by:	Samantha Birchall Alexandra Mowatt	Samantha Birchall Alexandra Mowatt	Samantha Birchall Alexandra Mowatt	Samantha Birchall Alexandra Mowatt	
Is additional control needed?	The cleaning of all items is to be done with disinfectant product that is COSHH approved				