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# St Cuthbert's C of E Junior School

## Covid-19 Re-opening Risk Assessment All Pupils

Assessment conducted by: H Mullinger	Job title: Head teacher	Date of Original Assessment: 24/08/20 Date of Assessment Review 28/09/20
Date of next review: 23/10/20		

Related documents
First Aid Policy, Child Protection and Safeguarding Policy, Behavioural Policy, Coronavirus (COVID-19) Full Opening Plan, DFE documents/guidelines

Risk rating	Likelihood of occurrence		
	Probable	Possible	Remote
Likely impact	H	M	L



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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<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>• First Aid Policy</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Behavioural Policy</li> <li>• Coronavirus (COVID-19) Full Opening Plan risk assessment</li> </ul> </li> </ul> <p>The school has conducted a Coronavirus (COVID-19): Risk Assessment for Full Opening in September, which considers all areas of risk relating to coronavirus.</p> <ul style="list-style-type: none"> <li>• Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing.</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</li> <li>- NHS</li> <li>- PHE</li> <li>- Local Authority (SCC)</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> </ul>	Y	Head teacher	07/09/20	L



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Minimising contact with individuals who are unwell	M	<ul style="list-style-type: none"> <li>• <b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds.</b></li> <li>• Parents are informed via Parentmail not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus.</li> <li>• Instances of pupils displaying coronavirus are managed in line with local and national guidance and any unwell individuals are sent home as soon as possible.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• The school does not routinely take the temperature of pupils.</li> <li>• Any pupil who displays any symptoms is immediately sent home.</li> <li>• The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff.</li> </ul>	Y	Head teacher	07/09/20	L



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		<ul style="list-style-type: none"> <li>• Pupils awaiting collection will be moved to the spare classroom on the playground where they can be isolated behind a closed door. Windows will be open for ventilation and a member of staff will supervise. PPE is worn by supervising staff if they cannot maintain a distance of two metres.</li> <li>• If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>• The relevant member of staff calls for emergency assistance immediately via walkie talkie if the pupil's symptoms worsen.</li> <li>• The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> </ul>				



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Test and trace	<b>M</b>	<ul style="list-style-type: none"> <li>Parents are informed, via Parentmail that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:               <ul style="list-style-type: none"> <li>Book a test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>Home test kits will be available from school for those parents who are unable to get to a test centre.</li> <li>Parents are asked to inform the school immediately of test results.</li> <li>If an individual tests negative, they feel well and no longer have symptoms, they, and the members of their household, can stop self-isolating.</li> <li>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>	<b>Y</b>	<b>Head teacher</b>	<b>07/09/20</b>	<b>L</b>



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Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> <li>• Parents are informed, via Parentmail of how the school responds to confirmed cases of coronavirus.</li> <li>• Where an individual in the school community tests positive for coronavirus, the headteacher will contact the local HPT immediately.</li> <li>• The school works with the local HPT to manage the response.</li> <li>• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:               <ul style="list-style-type: none"> <li>- Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts – extended close contact (within one to two 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> </ul> </li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• If required, all parents are informed of the confirmed case; however, the name of the individual is not shared.</li> </ul>	Y	Head teacher	07/09/20	L



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		<ul style="list-style-type: none"> <li>The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who will advise on additional actions.</li> </ul>				
Hygiene practice	<b>M</b>	<ul style="list-style-type: none"> <li>Infection control procedures are adhered to in accordance with the up to date guidance from the DfE and PHE.</li> <li>Pupils are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks and before and after eating.</li> <li>Posters are displayed throughout the school reminding pupils to wash their hands regularly.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas.</li> <li>Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices.</li> <li>Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>Pupils clean their hands after they have coughed or sneezed.</li> </ul>	<b>Y</b>	<b>Head teacher</b>	<b>07/09/20</b>	<b>L</b>



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		<ul style="list-style-type: none"> <li>• In line with current government guidance, face coverings are not required to be worn on the school premises.</li> <li>• If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises.</li> <li>• The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behavioural Policy.</li> </ul>				
Social distancing	<b>M</b>	<ul style="list-style-type: none"> <li>• Visual aids are used to display social distancing measures.</li> <li>• Arrows identify one way system around school.</li> <li>• Pupils are separated into classes. Classes will not mix with other classes.</li> <li>• Pupils' educational and care support plans are provided as normal.</li> <li>• Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</li> <li>• Pupils queue two metres apart at entrances and exits.</li> <li>• Lesson start and end times are staggered to reduce the number of pupils in the corridors at once.</li> </ul>	<b>Y</b>	<b>Head teacher</b>	<b>07/09/20</b>	<b>L</b>





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		<ul style="list-style-type: none"> <li>• Breaktimes and lunchtimes are staggered to reduce the number of pupils congregating in break and lunch areas at once.</li> <li>• Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once.</li> <li>• Parents are informed on new provision for the drop-off and collection of their children. Staff will be out on the playground to support this measure.</li> <li>• The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>• There will be no whole school assembly. Whole school assembly will take place on Friday via Zoom in order to protect class bubbles.</li> <li>• Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the Behavioural Policy which has a Covid-19 appendix.</li> <li>• Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children.</li> </ul>				
Staggered start and Finish	<b>M</b>	School has staggered start and finish times to avoid significant numbers of parents on the school playground. School has also considered parents with siblings in both upper and lower school.	<b>Y</b>	<b>Head teacher</b>	<b>07/09/20</b>	<b>L</b>



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		<ul style="list-style-type: none"> <li>• Pupils in Year 5 and Year 6 will start at 8.45am and finish at 3.10pm.</li> <li>• Pupil in Year 3 and Year 4 will start at 9.00am and finish at 3.25pm</li> <li>• Parents will leave the school site immediately after taking children to school.</li> <li>• Only one adult to accompany children on to the playground.</li> <li>• Parents in Year 5 and 6 to avoid entering the school playground where possible.</li> <li>• Parents with children in Year 3 and 4 <u>and</u> Year 5 and 6 will be asked to bring and collect children from school at the same time. Children will remain in their class until it is time for both children to arrive or leave. Eg. Year 3 and Year 5 children. Both children will arrive at 8.45am and both will leave at 3.25pm</li> <li>• Teachers will be informed of siblings that may arrive early or remain in class later.</li> </ul>				
Resources	<b>M</b>	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to</li> </ul>	<b>Y</b>	<b>Head teacher</b>	<b>07/09/20</b>	<b>L</b>



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		<p>allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books and stationary.</li> <li>• Pupils are permitted to bring bags to school. Pupils will keep lunch boxes and water bottles in their bag. These items will not be left in any communal areas.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation in relation to using the resources is put in place.</li> <li>• Each class will have their own set of play equipment to use at break and lunch times.</li> </ul>				
Communication	<b>M</b>	<ul style="list-style-type: none"> <li>• The school keeps pupils and parents updated about any changes to school procedures as necessary.</li> <li>• The school communicates with parents via Parentmail regarding any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe.</li> <li>• Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>• The SLT is actively present around the school to provide additional support, advice and reassurance.</li> </ul>	<b>Y</b>	<b>Head teacher</b>	<b>07/09/20</b>	<b>L</b>



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Mental health, wellbeing and safeguarding	M	<ul style="list-style-type: none"> <li>• The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>• Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>• Staff are vigilant in discerning pupil mental health and report any concerns to the head teacher/SLT</li> <li>• Staff are sensitive to pupils' needs and worries. PSHE will be taught daily at least for the first half term.</li> <li>• The head teacher and the SENCO identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</li> <li>• The DSL (Designated Safeguarding Lead) liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening</li> </ul>	Y	Head teacher	07/09/20	L



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		<ul style="list-style-type: none"> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils.</li> </ul>				
Access to learning	M	<ul style="list-style-type: none"> <li>The head teacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>The headteacher and SENCO identify what provision can be reasonably provided for pupils with EHC plans.</li> <li>The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> <li>The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> <li>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</li> </ul>	Y	Head teacher	07/09/20	L



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		<ul style="list-style-type: none"> <li>PE lessons take place outside where possible and pupils are kept in consistent groups.</li> <li>All non-essential furniture and equipment will be removed from the class room.</li> <li>Classroom will be ventilated throughout the day.</li> </ul>				
Extra-curricular activities	M	<ul style="list-style-type: none"> <li>Breakfast club will resume and staff will follow updated guidelines in Food Policy related to COVID19.</li> <li>Pupils attending breakfast club will be separated into small groups to ensure social distancing.</li> <li>After school clubs will not resume yet as it is not possible to separate bubbles of children.</li> <li>When Clubs resume, they will be in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> <li>Parents are informed, via Parentmail of any before- and after-school clubs that are resuming.</li> <li>Individual risk assessments will be completed for all extra-curricular activities.</li> </ul>	Y	Head teacher	07/09/20	L
Behaviour expectations	M	<ul style="list-style-type: none"> <li>The school's Behavioural Policy sets out behaviour expectations for pupils specifically relating to COVID19 and social distancing.</li> <li>Expectations are communicated clearly to pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately by relevant staff.</li> </ul>	Y	Head teacher	07/09/20	L



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Attendance	L	<ul style="list-style-type: none"> <li>Parents are informed, via Parentmail that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</li> <li>In line with the most recent shielding advice, pupils that have been shielding can attend the school site.</li> <li>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>Any concerns from parents and pupils about being on school site are discussed between head teacher and parent.</li> <li>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> <li>The school uses additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>	Y	Head teacher	07/09/20	L



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Uniform	L	<ul style="list-style-type: none"> <li>All pupils are expected to attend in full school uniform.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> <li>Parents experiencing financial difficulty in buying school uniform will be able to discuss with head teacher to see how school can support.</li> <li>Clean uniform will be encouraged daily.</li> </ul>	Y	Head teacher	07/09/20	L
Emergencies	L	<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 possible 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 the policy.</li> <li>The head teacher reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly.</li> </ul>	Y	Head teacher	07/09/20	L
Contingency planning	L	<ul style="list-style-type: none"> <li>There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> <li>The head teacher liaises with the LA about local lockdown arrangements.</li> </ul>	Y	Head teacher	07/09/20	L