

Full Opening of Schools from September 2020 COVID-19 Risk Assessment v01 03/07/2020

The purpose of this risk assessment is to address the additional risk of the transmission of COVID-19 infection as schools welcome all pupils back in September 2020. It should be updated in line with guidance from the UK Government:

<https://www.gov.uk/government/collections/coronavirus-COVID-19-guidance-for-schools-and-other-educational-settings>

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

This is a generic risk assessment, which should be built upon to suit individual schools. All actions should be immediate and reviewed in line with guidance updates. All other policies, procedures or risk assessments which will be impacted by the response to COVID-19 (e.g. fire safety, mental health and wellbeing for pupils and staff, lockdown, behaviour policy etc.) should be reviewed also.

New fire evacuation procedures should be practiced within the first week after full opening.

Adults includes staff who work at the setting, visiting staff, contractors, parents, volunteers and essential maintenance workers. Visitors should be only those necessary for the safe operation of the establishment.

School Name:	The Willows Catholic Primary School
Date Completed:	30th August 2020
Completed By:	Sharon Barnett (Headteacher)

ORIGINAL PUBLICATION					
Head Teacher:	Sharon Barnett	Date:	30 th August 2020	Review Date:	As guidance changes
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REVISIONS					
By:	Sharon Barnett	Date:	15-09-2020	Published:	School Intranet
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The “system of control” which should be at the heart of how the school operates is in two parts and is as follows:

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 by putting in place measures that suit the individual schools particular circumstances;
- 6) where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances as identified below

POINTS 1 TO 4 MUST BE IN PLACE IN ALL SCHOOLS ALL OF THE TIME.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

NUMBERS 7 TO 9 MUST BE FOLLOWED IN EVERY CASE WHERE THEY ARE RELEVANT.

Prevention					
What is the hazard?					
Who might be harmed?		What are you doing about it?	RAG	Comment	✓
Pupils	Adults				
1) Contact with individuals who are unwell					
Ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;					
✓	✓	1.1) Child or adult with symptoms outside school a) Staff (and other adults working in the school) notify school <i>immediately</i> if either they or someone in their home is displaying symptoms of COVID-19 infection and follow the PHE stay at home guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).		Systems already in place where staff notify SB and BW should they or someone in their household develops symptoms and the need to self-isolate. Systems to be reinforced in the Staff Handbook. All staff have been issued with Home Test Kits. Instructions shared with staff as to how and when to use. Employer testing portal implemented. All staff have Lateral Flow test kits at home and have two allocated days to test. Reporting to NHS and School in place.	✓
✓	✓	b) Parents/carers notify school <i>immediately</i> if either their child or someone in the child's household is displaying symptoms of COVID-19 and follow the PHE "Stay at Home" guidance as above and arrange to have a test. Ensure a letter has been sent home informing them of symptoms and a link to the guidance . This includes the children of key workers;		All parents to be issued with a Parent Handbook prior to their child returning to school. Handbook will state what parents need to do if someone displays symptoms. Flow chart created for staff answering phones to ensure correct information given to parents. New Handbook with new or key information highlighted to be issued to parents prior to 8th March.	✓
✓	✓	1.2) Child or adult who develops symptoms in school a) If it is a member of staff and they can drive themselves home, they should do so immediately;		Staff Handbook details arrangements. If able to drive home, staff will be given information on how to organise a test and then be sent home. If not, staff will organise their own transport and then leave when able. Staff will isolate themselves in the Reading Room. All staff reminded SB or BW are to make decision to quarantine a child. Employer Portal implemented.	✓
✓	✓	b) All areas they have been should be cleaned down using schools usual cleaning materials following PHE guidance;		Cleaning staff in school throughout the day. Cleaning staff have routines in place to clean down any room that has had someone in who displays symptoms.	✓
✓	✓	c) Decide on rooms within the setting which can be used as isolation rooms and identify with appropriate signage if in use;		Reading Room will be used to isolate any adult or child that develops symptoms. There will be clear signage on the door indicating this. No one is to enter the room until the signage is removed following thorough cleaning.	✓

	✓	d) Where an adult needs to be collected, they should be removed to a room where they can be isolated with the door closed and a window open for ventilation.		Reading Room to be used in this circumstance. Information communicated to staff in the Staff Handbook.	✓
✓	✓	e) If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child and with appropriate adult supervision if required.		Any child waiting to be collected will be isolated in the Reading Room. SB or BW will decide upon the appropriate level of supervision and direct staff as necessary.	✓
✓	✓	f) PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). They must follow the donning and doffing guidance. Ideally, a window should be opened for ventilation. More information on PPE use can be found here.		PPE is available for staff to use in this circumstance. Staff, including cleaners, will be retrained in donning and doffing PPE in September. Staff to ensure the roof vent in the Reading Room is open with the extraction system turned on. Updated video sent to all staff in updated Staff Handbook detailing routines for donning and doffing. New expectations with regards mask shared in New Staff Handbook.	✓
✓	✓	g) If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people. If they need to use the toilet, a separate one to the rest of the school population should be used if possible.		The Reading Room will be used to isolate children and staff. If for any reason the room is in use, those already in there will be asked to leave to allow for this purpose. Should the need for the toilet arise, the person isolating will use the disabled toilet next door. Signage will be placed on the door to instruct no one else to use until thoroughly cleaned.	✓
✓	✓	h) All PPE worn by the supervising adult should be removed as per the donning and doffing guidance. This, along with disposable cleaning cloths and tissues, should be put it in a plastic rubbish bag and tied it when full. Place the plastic bag in a second bin bag and tie it. Put it in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. Do not put the waste in communal waste areas until the waste has been stored for at least 72 hours.		Once the room has been cleaned, all cleaning materials and PPE will be placed in a bin bag and then inside another. This will be marked with red paint and then isolated in the bin store outside for 72 hours. SB and BW will be responsible for ensuring waste is isolated for the appropriate amount of time.	✓
✓	✓	i) The supervising adult should wash their hands thoroughly for 20 seconds with soap and warm water. At this point, they do not need to go home.		Information communicated to staff in the Staff Handbook.	✓
✓	✓	j) Record which staff have looked after/had contact with the symptomatic child;		SB will coordinate recording information around those who have supervised symptomatic children and the arrangements regarding that supervision.	✓
✓	✓	k) In an emergency, call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.		Staff instructed to follow normal first aid procedures in this event.	✓
✓	✓	l) The isolation room, bathroom and anywhere else the symptomatic person has been should be cleaned after they have left following PHE guidance;		Specific cleaning document will be provided to the cleaners during the INSET which details cleaning routines.	✓
✓	✓	m) Consider removing the rest of the children and staff to a different part of the school while cleaning takes place.		Staff and children will be removed during cleaning.	✓
✓	✓	n) The symptomatic pupil or adult should be tested for COVID-19.		Prior to leaving the building, adults will be given clear information on how to obtain a test.	✓

2) Transmission of virus due to insufficient hand hygiene

✓	✓	a) Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;		Updated Staff Handbook details hand washing and hand sanitising routines. This information will also be communicated to staff during the INSET day. Each classroom has poster displaying when hands should be washed or sanitised to remind using the room.	✓
✓	✓	b) Where there are only a limited number of wash basins on site, schools may wish to consider installing more;		Sufficient hand basins in KS1 and Office section of school. In KS2 basins are significantly limited. The school does not have the infrastructure to support additional basins being installed. Staff will manage hand washing and hand sanitising to reduce the risk of transmission.	✓
✓	✓	c) Ensure access to soap, warm water, paper towels and hand sanitizer and skin friendly sanitizer wipes if appropriate in all classrooms and social areas;		Every room in school has access to at least one hand sanitising unit. All toilets have soap. All toilets have paper towels. Site Supervisor responsible for ensuring all consumables are refilled appropriately and also ensuring sufficient stock is held in school.	✓
✓	✓	d) Pupils (and staff) wash hands for 20 seconds following PHE guidance. See “six steps to hand-washing” poster in KS2 lesson and NHS video;		On 8th March, all staff to retrain children on how to wash and sanitise hands. Staff briefed on need to retrain children on how to wash their hands correctly. This will be done on the children’s first day. Posters are displayed next to all soap and sanitiser units to remind all of appropriate method.	✓
✓	✓	e) Staff to help small children and those with complex needs to wash their hands thoroughly;		All staff aware of the need to supervise children when they are washing or sanitising their hands.	✓
✓	✓	f) Have prominently displayed hand washing posters throughout the setting in order to build regular hand washing into the culture of the school;		Posters displayed next to all soap and sanitiser dispensers.	✓
✓	✓	g) Ensure hand sanitizer stations are located away from light switches, lift buttons and well clear of Bunsen burners in labs;		Dispensers are placed at appropriate locations throughout the school to ensure correct washing routines.	✓
✓	✓	h) Ensure use of hand sanitizer is supervised where necessary to avoid risk of ingestion;		All staff aware of need to supervise children whilst sanitising their hands to ensure appropriate method and safety.	✓
✓	✓	i) Ensure bins emptied regularly throughout the day.		Site Supervisor and Cleaners instructed to empty all bins and clean classrooms when children have vacated – either for break, lunch or PE.	✓

3) Transmission of virus due to insufficient respiratory hygiene

✓	✓	<p>3.1) Face coverings a) Use of face coverings</p>		<p>Staff currently only using face coverings for specific purposes and when the 'activity' requires it. Staff do not use face coverings routinely.</p> <p>Entering Tier 3 – All staff asked to wear masks when not in their class base. After half term, staff will be told where they must wear masks. Poster available in each classroom. Staff to wear a face covering at all times unless eating or drinking. Staff may remove a face covering in a classroom and can guarantee they will not be within two metres of another adult.</p>	✓
✓	✓	b) Face coverings must be worn by pupils (over the age of 11) and staff who come to school by public transport;		Families surveyed prior to September to ascertain who will be coming to school on public transport. Any children and family members of age of 11 using public transport will be instructed to wear a face covering with appropriate disposal arrangements available on arrival.	✓
✓	✓	c) Face coverings should be worn by pupils who come to school on school buses where they are mixing outside of their bubble;		As above	✓
✓	✓	d) The process for removing a face covering on arrival at school should be communicated clearly and before the start of the Autumn Term;		Information to be communicated to all parents in the Parent Handbook.	✓
✓	✓	e) Pupils and staff arriving at school wearing a face covering must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.		Information to be communicated via Staff and Parent Handbooks. Staff and children wearing a face covering will be instructed to remove it prior to entering the school building. If the face covering is disposable, it must be placed in the bins provided on the infant playground or in the staffroom. If it is a reusable face covering, it must be stored in a plastic zip bag provided by the parent or member of staff.	✓
✓	✓	f) The Willows acknowledges that some staff may wish to consider cloth face coverings as a wellbeing consideration as part of their risk assessment. Therefore, if teaching can take place with this individual measure in place and the colleague provides their own face coverings then this would seem reasonable. Colleagues would need to ensure they have completed training of donning and doffing of face coverings . Disposal of any cloth face coverings would also need to be done in the appropriate way. It would also be advised that		Information to be communicated to all staff in the Staff Handbook. After half term, all staff expected to wear mask when not in their class base. Posters available in classrooms. Staff to wear a face covering at all times unless eating or drinking. Staff may remove a face covering in a classroom and can guarantee they will not be within two metres of another adult.	✓

		we remind the individual that this would not replace the regularity required for hand hygiene measures and routines;			
✓	✓	3.2) Ensuring good respiratory hygiene a) Promote the catch it, kill it, bin it approach – display posters prominently in classrooms and around school in order to embed this into the culture of the school;		Catch it, Kill it, Bin it posters displayed prominently around school and in all classrooms.	✓
✓	✓	b) Ensure all rooms are well ventilated;		Doors and windows to be open as much as possible. February 2021 guidance states rooms can be 'comfortable' but the need for ventilation remains. In colder months, opening high level windows and internal doors will facilitate ventilation. IS to ensure high level windows are opened at the beginning of the school day.	✓
✓	✓	c) Schools must ensure there are sufficient stocks of tissues in place for pupils and staff to use;		Key Stage 1 – numerous boxes of tissues to be stationed around the classroom. Staff to encourage children to use them. Key Stage 2 to have boxes of tissues on each desk.	✓
✓	✓	d) Schools must ensure there are sufficient covered bins in place and that they are emptied regularly throughout the day;		Staff to radio Site Supervisor/Cleaners when they are going outside so bins can be emptied.	✓
✓	✓	e) Consider the use of clear screens to facilitate 1:1 work;		Clear screen provided for 1:1 work with Learning Mentor and for Music Teachers. Screen put in front of BS' desk to protect her from staff entering the office. Use of screens no longer negates the need to wear a mask.	✓
✓	✓	f) Schools must ensure young children and those with complex needs receive support and are able to get this right;		Parents to receive Information Document with all relevant information prior to child starting back at school. Staff to support children as necessary.	✓
✓	✓	g) Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.		Staff to support identified children as necessary. Individual risk assessments produced for children with complex needs.	✓

4) Transmission of virus through insufficient cleaning of surfaces

✓	✓	a) By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.		All staff to be familiar with updated guidance from Public Health England. Inset 01/09/2020 Update cleaning routine and materials for staff shared in updated Staff Handbook. Cleaning staff updated on new cleaning materials and how to use.	✓
✓	✓	b) Follow the COVID-19: cleaning in non-healthcare settings guidance ;		HT and DHT have read the guidance and implemented as necessary. Site Supervisor and DHT oversee cleaning regime.	✓
✓	✓	c) All staff should know how to safely put on and take off PPE, please see PHE links to donning and doffing of PPE .		All staff trained on doffing and donning PPE in June 2020 and revisited on 1/09/20. Updated training video shared with all staff prior to 8th March. All staff to confirm watched by email.	✓
✓	✓	d) All staff should complete the online course 'Infection Prevention Control'.		All staff have access to the online courses. BW to follow up with all staff as to who has completed the course. All staff to complete the new Infection and Prevention Awareness for Front Line Staff course prior to 8th March.	✓
✓	✓	e) Appropriately trained and designated staff clean frequently touched surfaces before the start of each school day using the school's standard cleaning products. These surfaces include- door handles, hand rails, chairs, desks, IT equipment, toys, play equipment, mobile phones, toilet doors, flush handles, taps, bin lids, dining tables, etc.		ML – Cleaner & IS – Site Supervisor – arrive before all other staff. Ensures all surfaces are cleaned. Second Cleaner to arrive as ML leaves to continue cleaning throughout the day. Once all children left, Second Cleaner and IS to complete full clean of all touched surfaces. Cleaning checklists to ensure nothing is missed. IS arrives before all other staff and ensures the environment is appropriately clean. IS to ensure high level windows are open before staff arrive. IS and ML to follow cleaning checklist throughout the day. All other staff informed of their cleaning responsibilities through the updated handbook.	✓
✓	✓	f) Bins used to dispose of cleaning materials such as sanitizing wipes and paper towels should be lidded. The rubbish should be double bagged before disposal with each bag being sealed separately.		All bins are lidded. Site Supervisor to double bag before disposing.	✓
✓	✓	g) Cleaning materials ordered by HT and issued by Site Supervisor, staff inform when they need more but before they run out ;		Suitable materials ordered and provided to all staff. Staff trained in use of materials in June 2020 and revisited on 01/09/2020. Staff to inform HB asap when materials are beginning to run low. Updated Handbook details new cleaning routines and products to be used.	✓
✓	✓	h) Supervising staff mirror this cleaning regime (including personal mobile phones and tablets) throughout the day during transition times e.g. break, lunch, while pupils are outside, changing from one type of activity to another;		Staff have detailed list of what needs to be cleaned and when. This is in the Staff Handbook for staff to refer to.	✓

✓	✓	i) Evidence cleaning routine – use tick sheet signed and dated by the person carrying out the cleaning for each area.		New evidence sheets placed throughout school for cleaning staff to use.	✓
✓	✓	j) Allocate hand-sanitizing stations around school including in classrooms and communal areas where appropriate. Teach pupils the correct way to use hand sanitizer. See poster here.		Hand sanitising units placed throughout school in appropriate locations. Posters displayed next to all units.	✓
✓	✓	k) Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools may wish to consider what support they are able to offer to families who struggle to clean uniform regularly;		Information communicated to parents in Parent Handbook.	✓
✓	✓	l) Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.		As the need arises, support will be offered to families through the Learning Mentor.	✓

5) Transmission of virus through contact between individuals

- Schools must do everything possible to minimise contacts and mixing **while delivering a broad and balanced curriculum**.
- Schools should strike a balance between both reducing the number of contacts between children and staff through keeping groups separate (in ‘bubbles’), and through maintaining distance between individuals.
- It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

✓	✓	5.1 Groupings in primary schools a) Have full class bubbles with older children keeping their distance from each other as much as possible		Class bubbles advised of the need to social distance wherever and as far as possible at all times.	✓
✓	✓	b) Staff can operate across classes. With older children, they should stay at the front of the class and 2m distant where possible.		Staff Handbook details social distancing rules for staff who work across year groups. This will also be explained at the INSET on 01/09/2020. Updated Staff Handbook makes it absolutely clear that staff working across bubbles must maintain two metre distance from all staff and children.	✓
✓	✓	c) Where volunteers are used to support the work of the school, Mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible;		All volunteers have been suspended until such time it is safe for them to return to school. No unnecessary visitors will be coming to school. Lancashire approved ‘visitors’ to be approved on a case by case basis by SB. Updated guidance allows for further visitors to come into school. As individual cases arise, SB or BW will consider all available information and make a informed decision.	✓
✓	✓	d) With younger children, this may not be possible, so good hand and respiratory hygiene and an enhanced cleaning schedule is important.		As above.	✓

✓	✓	5.2 In Classrooms a) Ensure good ventilation at all times;		Staff already aware of need to have good ventilation in classrooms. This information will be recomunicated in the Staff Handbook. Updated arrangements communicated in new Staff Handbook.	✓
✓	✓	b) Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone;		Information communicated to staff in Staff Handbook. Staff wearing masks at all times and instructed to avoid all face to face contact with adults and children.	✓
✓	✓	c) This will not be possible when working pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal;		Information communicated to staff in Staff Handbook. Individual plans written for children who have additional care needs.	✓
✓	✓	d) Where pupils are old enough, they should be supported to maintain distance and not touch staff and their peers where possible through reminders from staff and appropriate signage;		Staff briefed to remind children to social distance wherever practical.	✓
✓	✓	e) Allocate smaller, class sized bubbles where children are too young to maintain social distancing;		All classes are of an appropriate size to maintain appropriate safety measures.	✓
✓	✓	f) Adapt classrooms to facilitate more distancing by removing unnecessary furniture;		Staff aware of need to plan classroom differently and remove furniture where possible. Updated Staff Handbook details need to return to rows in Years 2 and above. Rows are not practical in Reception or Y1.	✓
✓	✓	g) Optimise respiratory hygiene by having pupils facing forwards rather than face to face or side on.		Information shared in Staff Handbook and at INSET. Information reiterated as above.	✓
✓	✓	5.3 Practical Music Lessons a) Limit class sizes to 15;		Private music lessons limited to group sizes of 4. Brass 4 All lessons will be in maximum group of 15. All music lessons will resume in the week beginning 21 st September. Music lessons will resume in the week beginning 8th March. Arrangements for lessons will continue as in the autumn term. Brass4All lessons will continue however teacher will wear a mask and face shield when not playing.	✓
✓	✓	b) Keep rooms well ventilated;		Lessons will take place in the 'Middle Room' with the roof vent open.	✓
✓	✓	c) Position pupils back to back or side to side;		All children will face the same direction with the music teacher behind a Perspex screen.	✓
✓	✓	d) Avoid sharing instruments;		No instrument will be shared.	✓
✓	✓	e) Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.		Any music lesson taking place will be in a group of less than 15. All children will face the same direction. School Band resumed – children seated in class bubbles and minimum 2m away from other bubbles. All children face same direction. JSE a front of room wearing face shield and does not go to children. BW in room to support band and ensure correct procedures	✓

				followed at all times. Classroom cleaned before children enter the room. As of 8 th March, the School Band's rehearsals will be postponed. As routines are re-established in school, BW and JSE will reconsider and make an informed decision.	
✓	✓	5.4 Physical activity in schools		PE lessons will only take place in year groups. No mixed year group activities will take place.	✓
		a) Pupils should be kept in their consistent groups (bubbles);			
✓	✓	b) Sports equipment should be thoroughly cleaned between each use by different bubbles;		Staff aware of the need to clean any and all equipment they use during a PE lesson. Updated Staff Handbook highlights particular need to ensure any equipment is thoroughly cleaned after use.	✓
✓	✓	c) Contact sports should be avoided;		The curriculum will be discussed at the INSET day to ensure it remains appropriate. Updated guidance (Feb 2021) allows for the consideration of team and contact sports but ONLY where the sport's governing body has produced specific guidance. LS to evaluate curriculum and find appropriate guidance and make available to staff.	✓
✓	✓	d) Prioritise outdoor sports;		Staff aware of the need to take PE lessons outside whenever possible. Information shared with parents in the Parent Handbook about children needing a track suit for outdoor lessons.	✓
✓	✓	e) Use large indoor spaces where using outdoor space is not possible;		All year groups have one hall session booked each week. Staff aware of the need to take PE lessons outside whenever possible. Staff to ensure appropriate ventilation in the hall if unable to complete activity outside.	✓
✓	✓	f) Pay scrupulous attention to cleaning and hygiene due to the way people breathe during exercise;		Any PE lessons that involve heavy breathing will take place outside.	✓
✓	✓	g) Do not use the indoor gym in school if there is one;		Only indoor equipment that can be easily cleaned will be used.	✓
✓	✓	h) External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities;		Only external facility is Ribby Hall for swimming lessons. No swimming lessons will take place until at least January 2021. This will be risk assessed prior to restarting. Ribby Hall will not open until 12th April at the earliest. At the point at which notification is received for lessons to restart, a separate risk assessment will be undertaken in conjunction with Ribby Hall.	✓
✓	✓	i) Schools can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so following the protective measures in place in school;		At present, there are no plans to use external coaches. This will be discussed as an SLT and risk assessments completed as appropriate. LS to look at the Sports Premium Funding and consider how best to use this	✓

				to 'kick start' physical activity again. Where possible, staff should consider offering extra-curricular sporting activities to their class only.	
✓	✓	j) Schools should refer to guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport;		HT and DHT to familiarise selves with this guidance.	✓
✓	✓	k) Also refer to advice from organisations such as the Association for Physical Education and the Youth Sport Trust .		HT and DHT to familiarise selves with this guidance.	✓
✓	✓	5.5 Measures elsewhere a) Keep groups of pupils apart by avoiding large gatherings such as assemblies or collective worship;		All assemblies and performances cancelled during the autumn term. As further guidance is provided, this decision will be reviewed. Assemblies and collective worship where more than one class are present will not take place. To restart the Catholic Life of the school, Monday's assembly will take place with one class only on a rota basis.	✓
✓	✓	b) Minimise movement around school where possible – have staff rather than pupils move if feasible;		Movement around the internals of school will be very limited. Children will only use the internal doors to access the toilets and the dinner hall. Staff will use the internal doors to access other areas of school however will be mindful of social distancing with other staff and children when doing so. Staff to wear masks when moving around school. All staff to monitor and enforce the movement of children around the school. All staff must wear masks at all times.	✓
✓	✓	c) Stagger movement times and avoid bottlenecks at entrances/exits;		Movement times are staggered. Children will use their external doors which alleviates any bottle necks etc.	✓
✓	✓	d) Continue to operate one way systems with appropriate signage in place;		One way system in the junior corridor remains in place. Other one way systems are not appropriate. One way systems implemented on both paths leading onto Infant playground.	✓
✓	✓	e) Continue to stagger breaks and lunch where possible to allow cleaning of surfaces in dining halls between groups;		Break and lunchtimes are staggered.	✓
✓	✓	f) School kitchens should be fully open for the Autumn Term and must comply with the guidance for food businesses on coronavirus (COVID-19) .		Kitchen operated by Lancashire County Council with own risk assessments in place.	✓
✓	✓	g) Decide on arrangements for pupils who bring packed lunches to school. Schools may decide to follow protocols devised for extended opening if feasible with larger numbers;		Arrangements for lunchtimes to be communicated to staff during the INSET day. Arrangements for children's and staff lunches will remain largely the same. This information will be communicated to staff on 8th March.	✓
✓	✓	h) Set up staff workrooms to facilitate 2m social distancing;		Only workspace available for staff to work is in the staffroom. This will be changed to facilitate only one member of staff. Where more than one member of staff is released from class at a time, they will be encouraged to work at home or at another location.	✓

✓	✓	i) Minimise use of staff room and ensure access to cleaning products for staff to wipe surfaces etc. before and after use.		Use of the staffroom has been reduced to the bare minimum. There is cleaning materials available for staff to use before and after they use the kitchenette. Additional signage posted to ensure appropriate routines are followed by all staff. Alcohol based wipes provided to wipe surfaces after they have been touched.	✓
✓	✓	j) Please refer to Section 2 of the full opening guidance for details regarding the use of dedicated school transport. Schools may wish to consider this as a separate risk assessment.		N/A	✓
✓	✓	5.6 Arriving and leaving school Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. The government is currently evaluating this position and will set out next steps shortly. a) Parents/carers and pupils should be encouraged to avoid using public transport and walk to school where possible.		Parents surveyed prior to September. Any parents identified using public transport given specific guidance.	✓
✓	✓	b) Families using public transport should refer to the safer travel guidance for passengers .		Information shared with specific families as part of the Parent Handbook.	✓
✓	✓	c) See Section 3.1 above on face coverings.			
✓	✓	d) Consider staggered start and finish times where possible to keep groups apart as they arrive and leave school, but do not reduce the amount of teaching time;		Children from Reception will start at 9:00am. All other classes will be able to drop their children off between 8:50am and 9:00am. BW and SB to be on the playground directing children straight into school. Parents will be asked to leave the school grounds immediately. Finish times are staggered. Appropriate information shared through Parent Handbook. No teaching time has been lost. Reception children arrived from 8:50am. Measures in place for other children enable safe entry into school. All children to arrive between 8:50am and 9:10am. Parents reminded they don't all need to be here at 8:50am and to ensure social distancing is maintained and they avoid queuing wherever possible.	✓
✓	✓	e) Keep parents/carers informed of new routines and remind them not to gather in groups or enter the school grounds without an appointment;		Parents informed not to meet outside school gates or on premises. Parents made aware of new routines through the Parent Handbook.	✓
✓	✓	f) Maintain/adjust drop-off/pick-up protocols as necessary and inform parents/carers;		Parents informed through the school app if this becomes necessary.	✓
✓	✓	g) All staff and pupils must wash their hands on arrival at school;		Parent and Staff Handbooks detail this routine.	✓

✓	✓	<p>5.7 Other considerations</p> <p>a) Where there is no alternative but to arrange face to face meetings with a parent/carer, only one person plus an interpreter should attend. Ensure the room is well ventilated and large enough to allow for social distancing;</p>		<p>Primarily face to face meetings will be SLT and Staff Meetings. These will in a room that can facilitate social distancing and have appropriate ventilation. Any other necessary face to face meetings will be held in well ventilated room, social distanced and visitors will be required to wear a face mask.</p> <p>Meetings with parents or other agencies will be limited to only essential meetings where they cannot be undertaken on Skype. Any staff taking part in a face to face meeting will wear a face mask and will be socially distanced.</p>	✓
✓	✓	b) Consider the use of screens at such meetings and at the main school reception;		Screen available is for the Learning Mentor and the private music teachers. In the event of further screens being needed, these will be ordered. Screen will be placed at the hatch of the main reception.	✓
✓	✓	c) Prepare pupils with SEND (EHCP or on SEN support) individually to the changes in routine using social stories if appropriate;		CG with specific needs will have individualised timetable to ensure he has a smooth transition back to school.	✓
✓	✓	d) Update individual SEND risk assessments as necessary;		Risk Assessments for individual children to be completed in conjunction with parents during the first week back at school. SENCO to complete updated risk assessments with parents during the remainder of this half term.	✓
✓	✓	e) As Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, ensure they understand that they must minimise contact and maintain as much distance as possible from other staff. This includes Specialists, therapists, clinicians and other support staff for pupils with SEND who should provide interventions as usual, following COVID-19 hygiene procedures established in school;		Specific guidance for supply teachers, peripatetic teachers and specialist teachers will be provided to individuals to agree to and sign prior to their first visit to school. This information will also be communicated to existing staff so they are aware of what to expect from these groups of adults.	✓
✓	✓	f) Maintain established COVID-19 procedures for contractors and similar visitors to the school site, arranging for them to come out of school hours where possible and ensuring a record is kept of who has been on site;		Guidance for contractors remains the same. All contractors to agree to terms and conditions prior to being allowed in which HB will manage.	✓
		g) Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child;		N/A	✓
✓	✓	h) Ensure that staff and pupils have their own set of frequently used resources such as pens, pencils, maths equipment etc. kept in a wipe-able case;		All resources for children and staff to be provided by school. Children not permitted to bring any resources into school. Wherever possible, this equipment will be	✓

				allocated to a child. At the end of each day, this will be cleaned using appropriate cleaning materials.	
✓	✓	i) Classroom based resources, such as books and games, can now be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces using standard cleaning products. Keep a track of what has been cleaned, by whom and when and evidence this with a tick sheet;		Classroom resources will remain within the classroom and will not be shared with any other year groups.	✓
✓	✓	j) Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Again, keep a track of and evidence this as above;		Information communicated to staff via Staff Handbook.	✓
✓	✓	k) Continue to limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones, all of which can be brought in in a bag;		Parents informed of need to minimise items brought to school in Parent Handbook. Specific arrangements for items (phones) shared in Parent Handbook.	✓
✓	✓	l) Pupils and teachers can take books and other shared resources home but only where necessary. Staff and pupils should clean hand before and after using these resources, and they should be cleaned quarantined as in g) above on return to school;		Information communicated in Staff and Parent Handbooks.	✓

6) Transmission of virus due ineffective use of PPE

✓	✓	a) All staff should know how to safely put on and take off PPE, please see PHE links to donning and doffing of PPE .		All staff have received donning and doffing training. This will be revisited during the INSET day in September. All staff sent links to updated training. Staff expected to confirm by email they have undertaken this training before 8th March.	✓
✓	✓	b) All staff should complete the Astute Learning course ' Preventing Infection Spread '.		All staff completed this training prior to return to school in June. The key principles of this training will be reinforced during the INSET day. All staff to complete new training provided by Blackburn and Darwen. Staff to send certificates to BW by 8th March.	✓
✓	✓	c) Staff should wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained as in Section 1.2 f above ;		Information communicated at INSET and in Staff Handbook.	✓
✓	✓	d) Staff should wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used;		Staff continue to use PPE in these circumstances.	✓
✓	✓	e) Staff should wear PPE as per guidance for First Aiders in Appendix A.		Staff continue to use PPE in these circumstances.	✓
✓	✓	f) For more specific guidance on safe working in education, click here .		Information to be shared with all staff in September Staff Handbook	✓

Response to infection

7) Test and Trace

By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

✓	✓	<p>a) Schools must ensure they understand the procedures they must follow in the PHE NW Test and Trace document below:</p> <div style="text-align: center;">  <p>Updated PHE NE TTI Procedures for Schoo</p> </div>		<p>On first day, staff contact details updated to ensure accurate information held for Test and Trace. Likewise, all parents information updated during first week. Staff instructed to update contact details with BS as soon as possible.</p>	✓
✓	✓	<p>b) Schools must communicate with staff and parents/carers so that they understand they must be ready to book a test if they or a child is displaying symptoms, give details of anyone they have been in close contact with if they test positive or are asked by a contact tracer and self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19);</p>		<p>Information shared in Parent and Staff Handbook.</p>	✓
✓	✓	<p>c) Schools must ask staff and parents/carers to contact them immediately if the result is negative.</p>		<p>Information shared in Parent and Staff Handbook.</p>	✓
✓	✓	<p>d) If the result is positive, they must follow the stay at home guidance for households with possible or confirmed Coronavirus (COVID-19) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste</p>		<p>Information shared in Parent and Staff Handbook.</p>	✓

8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community					
✓	✓	a) If school becomes aware that someone who has attended the setting has tested positive, they must contact the local health protection team.		Information shared in Staff Handbook. SB and BW to coordinate appropriate responses.	✓
✓	✓	b) This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.			✓
✓	✓	c) The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the time when they were infectious and ensure they self isolate. For details on the definition of “close contact” and for further details of the action school may be asked to take, see here (scroll through Section 1 to point 8);			✓
✓	✓	d) Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.			✓
✓	✓	e) Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.			✓

9) Contain any outbreak by following local health protection team advice					
✓	✓	a) If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.		Information shared in Staff Handbook. SB and BW to coordinate appropriate responses.	✓

Risks involving school operations

10) Transmission of virus on transport

✓	✓	<p>10.1) Dedicated school transport (services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only).</p> <p>DFE will publish separate guidance shortly, however.</p> <p>a) Consider the feasibility of being able to have groupings on school transport reflecting the bubbles pupils are in within school;</p> <p>b) Consider providing hand sanitizer on school transport</p> <p>c) Consider extra cleaning of transport between groups of pupils;</p> <p>d) Organisation of queueing and boarding;</p> <p>e) Distancing within vehicles if possible;</p> <p>f) The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</p> <p>g) Communicate protocols and expectations to parents and pupils before the start of the Autumn Term.</p> <p>h) For more detail, click here.</p>		School does not routinely provide transport for any pupils. In the event of transport being required, the specific event risk assessment will consider the need for additional measures.	✓
✓	✓	<p>10.2) Public transport</p> <p>a) If feasible, work with partners to stagger start and finish times to minimise the numbers of pupils traveling on public transport during rush hours;</p>		Parents surveyed with regards to public transport.	✓
✓	✓	b) Encourage parents/carers, staff and pupils to walk or cycle to school;		Information shared in Parent and Staff Handbook.	✓
✓	✓	c) Consider the feasibility of establishing “walking buses”;		Walking buses have been considered and whilst may be beneficial, due to the staffing issues related to this, they will not be possible.	✓
✓	✓	d) Investigate working with the LA to secure funding to support walking or cycling to school.		Work undertaken with the LA Road Safety team during the summer term.	✓
✓	✓	e) Remind parents/carers and pupils that wearing face coverings is mandatory for children over the age of 11 on public transport;		Information shared in Parent and Staff Handbook.	✓
✓	✓	f) Ensure families who use public transport are aware of the safer travel guidance for passengers .		Information shared in Parent and Staff Handbook.	✓

11) Risks to vulnerable groups within the school population					
✓	✓	a) School should be aware of any pupil, staff or family member with a serious underlying health condition;		Information shared in Parent and Staff Handbook.	✓
✓	✓	b) Any school roles which can be done from home should be if feasible and appropriate (e.g. administrative roles);		All aspects of school life considered and staff encouraged to complete these at home where possible. Teachers encouraged to take PPA and release time at home to reduce numbers in school.	✓
✓	✓	11.1) Shielding/self-isolating pupils a) From August 1 st , shielding advice paused . Any children on the shielding patient list will be able to return to school as will those with shielding relatives. Current shielding guidance is here ;		As per current shielding guidance, all children are able to return to school. Specific risk assessments for individual children will be written in coordination with parents.	✓
✓	✓	b) Schools must work with the LA to be aware of any increase in local infection rates which could lead to vulnerable children (or family members) being asked to shield again;		SB in communication with LA to ensure infection rate is understood. In the event a child is asked to shield again, arrangements are in place for children to access online learning.	✓
✓	✓	a) Parents/carers with children under the care of a specialist may need to take advice from them before returning to school		Specific risk assessments to be completed for these children.	✓
✓	✓	b) Have remote education in place for any pupils unable to attend due to clinical/public health advice;		Remote education plans already in place via Seesaw.	✓
✓	✓	c) Communicate COVID-19 control measures in place in school to provide reassurance to families where pupils/relatives have been shielding or where there are increased risk factors such as BAME, obesity or diabetes;		This risk assessment and Parent Handbook will be available on the school website for all to view. Revised Risk Assessments to be published on school website when complete.	✓
✓	✓	d) Risk assess all vulnerable pupils individually.		Individual risk assessments to be complete in conjunction with parents.	✓
✓	✓	11.2) Staff who are clinically vulnerable or extremely clinically vulnerable a) Most staff (including those who are pregnant) should be able to return to work where the full control measures are in place though those in the most at risk categories should be stringent in practising hand and respiratory hygiene and social distancing. See advice for clinically vulnerable including pregnant women ;		All staff able to return to work. Specific arrangements communicated to all staff in Staff Handbook.	✓
✓	✓	b) Staff who were shielding can return to work from August 1 st as long as social distancing can be maintained. See guidance on shielding and protecting the extremely vulnerable . Discuss deployment to enable remote working or social distancing as appropriate;		As above.	✓
✓	✓	c) People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.		As above.	✓

✓	✓	d) Risk assess all vulnerable staff (including BAME) individually;		Any staff requiring individual risk assessment will be contacted during the INSET day to complete.	✓
✓	✓	e) Where staff have characteristics that put them more at risk (see COVID-19: review of disparities in risks and outcomes report) and are concerned about returning to work, discuss concerns and risk assess individually;		As above.	✓
✓	✓	f) Staff who live with people in e) above can come to work.		All staff returning to work.	✓

12) Estates considerations					
✓	✓	a) As all staff and pupils will need to wash their hands more frequently, some schools may wish to consider installing extra wash basins.		Additional basins cannot be installed. Arrangements for hand washing shared in Staff Handbook.	✓
✓	✓	b) Where schools have electric hand driers, these can be used, but pupils (and staff) must wash their hands thoroughly for 20 seconds following PHE guidance. See " six steps to hand-washing " poster in KS2 lesson and NHS video . They must then follow the hand drier manufacturer's instructions for drying hands (usually to hold hands under the air stream for 30 – 40 seconds without rubbing hands together until dry).		Electric hand driers in KS2 only. In training children how to wash their hands, so too will appropriate drying techniques will be shared. Paper towel dispensers installed in KS2 toilets. Hand dryers turned off.	✓
✓	✓	c) Ensure all statutory safety checks are carried out;		Site Supervisor responsible for weekly and monthly checks. BW to ensure checks are completed in a timely fashion.	✓
✓	✓	d) Where buildings have been closed or have had reduced occupancy, follow the guidance on Legionella risks during the coronavirus outbreak ;		N/A	✓
✓	✓	e) Ensure all classroom windows that can be opened are able to be opened safely. Safety devices may need to be fitted in some instances;		All windows have safety locks.	✓
✓	✓	f) Where the school has an air conditioning system, follow advice in the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak .		Portable air conditioning unit not to be used. Static units in both offices feed from external air source and have HEPA filters.	✓
✓	✓	g) Refer to guidance on managing school premises during the Coronavirus (COVID-19) outbreak		Site Supervisor and BW familiar with guidance.	✓

13) Educational Visits

✓	✓	a) Day visits can now resume with an appropriate risk assessment and in line with the protective measures in place in school and the COVID secure control measures at the destination		Educational visits postponed until further notice. Any staff wishing to undertake an educational visit to meet with BW to discuss arrangements and educational value weighed against safety of children. All visits postponed in line with current guidance.	✓
✓	✓	b) Schools should conduct pre-visits;		BW to ensure pre-visit to undertaken and reflected in specific risk assessment.	✓
✓	✓	c) Schools should be aware of wider advice on visiting indoor and outdoor venues. Contact EVC Team for support in planning visit during the COVID-19 outbreak;		As above.	✓
✓	✓	d) Pupils and staff should stay within the same consistent groupings they are in in school;		As above.	✓
✓	✓	e) All levels of visits should be submitted for approval to the appropriate person within the timescale set out in Requirements for Off-Site Visits and Adventurous Activities (see guidance section on Evolve);		BW to advise staff of appropriate time scales for acceptable checking.	✓
✓	✓	f) All visits must have a contingency for dealing with a child or member of staff who starts to display symptoms of COVID-19 on a visit;		Event specific risk assessment to identify these measures.	✓
✓	✓	g) There is no start date for when residential visits in the UK or abroad can resume.		Residential Visit to Tower Wood booked for October. BW to await information from Tower Wood prior to making any decisions to rearrange or cancel the trip. BW to discuss potential options with SB and Chair of Governors prior to any decision being made. BW to make contact with Tower Wood concerning future arrangements and begin to issue refunds as appropriate.	✓

14) Extra-curricular Provision					
✓	✓	a) Where schools are resuming breakfast and after school provision, they should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible;		Out of school provision to resume on the first day. Out of School Club manager briefed on expectations and to follow all measures in this risk assessment. Children to be kept within Phase bubbles as much as possible.	✓
✓	✓	b) If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups;		Due to space limitations, maintaining class groups will be impossible. As a result, phase bubbles will be established and maintained.	✓
✓	✓	c) Schools should advise parents to limit the number of different wraparound providers they access, as far as possible;		Information shared in Parent Handbook.	✓
✓	✓	d) Contact sports should not take place;		No contact sports to take place.	✓
✓	✓	e) For further detail, please see the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak .		As above.	✓

15) Behaviour Expectations					
✓	✓	a) Update the behaviour policy in line with new school rules/procedures;		Specific behaviour policy updated in summer term.	✓
✓	✓	b) Set out clearly at the earliest opportunity the consequences for deliberately breaking the rules to reduce the transmission of COVID-19;		As above.	✓
✓	✓	c) Work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs;		As above.	✓

16) Contingency plans for future outbreaks

✓	✓	a) For individuals or groups of self-isolating pupils, remote education plans should be in place		Remote education plans already in place. All classes using Seesaw routinely. Provision for Microsoft Teams implemented. Teaching staff aware of need to provide online learning for any children who are self-isolating.	✓
✓	✓	b) Have a contingency plan in place should PHE Health protection Team or the LA advise school to close to all but vulnerable children and the children of key workers to reduce transmission rates;		As above	✓
✓	✓	c) Remote education support must be ready to be put in place immediately in the event of a local lockdown		As above.	✓