

# ST OSWALD'S CATHOLIC PRIMARY SCHOOL RISK ASSESSMENT



**Location:** St Oswald's Catholic Primary School Primary Schools Phase 2.

**Assessor:** LA

**Signed:** Mrs J Hassan

**Date of Assessment:** July/August 2020

**Review Date:** OPEN

**Activity:** COVID-19: Primary School - Preparing for Phased 2 - September 2020 Full Opening of School. Amended October 2020

Amended January 2021- these amendments are in green.

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>It is our plan is to welcome back all pupils, in all year groups, to a new school year starting in September 2020. The generic assessment in compliance with the Governments guidance (<b>COVID-19 Guidance for Full Opening of School. Dated: 02 07 20</b>) covers our expectations and support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school.</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school. The period of closure and/or partial use of the premises has been for a period of two months.</p>					
<b>Building Safety</b> Legionella Management	Compliance with HSG 274	All Building Users		<p><b>Domestic hot and cold water services</b></p> <p>The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <u>Approved Code of Practice</u> and HSG 274.</p> <ul style="list-style-type: none"> <li>• If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>• If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>• Maintain regular weekly flushing regimes of infrequently</li> </ul>	<p>Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work.</p> <p>Managing School Premises during the Coronavirus Outbreak 07 07 20  <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> <p>The water hygiene contractor has carried out recent checks.</p>

				<p>used outlets, for all hot water services.</p> <ul style="list-style-type: none"> <li>The hot water has been circulating as normal and regular checks, in line with guidance, have been carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>Regular weekly flushing regimes of infrequently used outlets, for all hot water services have been maintained.</li> </ul>	
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users		<p>Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.</p> <p>No maintenance or alterations have been carried out during this period.</p>	<p>Any concerns discuss with your Asbestos consultant.</p> <p>Compliance with Asbestos Reg 12 &amp; HSG 264</p>
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users		<p>Thorough Examination &amp; Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&amp;T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&amp;T to be carried out within the statutory time limits. The HSE strongly recommend that TE&amp;T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.</p>	<p>HSE Guidance Note to Dutyholders and Inspectors. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></p> <p><b>Required</b> - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&amp;T completed asap.</p>
<b><u>Building Hygiene</u></b>  Deep Clean of all areas of the school	Compliance with current hygiene standards published by the UK Government.	All Building Users		<p>It is important that arrangements remain in place to ensure that pupils and staff are in safe.</p> <ul style="list-style-type: none"> <li>Caretaker and cleaner have specific, designated areas of the school to undertake a thorough clean and disinfect of all areas and surfaces prior to reopening.</li> <li>Cleaning sheets specifying explicit tasks to be completed every day – ie disinfect handles, etc. Caretaker and cleaner to sign that specific tasks have been completed.</li> <li>Caretaker's hours to change or additional staff member employed so she is in all lunchtimes to disinfect high traffic areas and toilets.</li> <li>All classrooms to safely have disinfectant stored for regular use – in the case of sneezing / coughing etc.</li> <li>Hand gels, tissues, gloves to be accessible in every class and in high traffic areas, including the reception foyer for visitors to use before allowed in.</li> <li>Staff training to ensure there is consistency in terms of hygiene and cleaning throughout the school day.</li> <li>Only essential / emergency visitors to school – social distancing for escorted visitors to be maintained.</li> <li>Staff room to be socially distanced and additional staff area provided in the hall.</li> </ul>	<p>The standard to be followed will be the GOV-UK guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>

				<ul style="list-style-type: none"> <li>Lidded bins are available in all classes and will be sanitized regularly by staff throughout the day. The caretaker to empty bins each day.</li> <li>All hand dryers to be disconnected and paper towels available in every classroom and replenished as necessary throughout the day by SLT.</li> <li>Signage to remind staff and pupils of cleaning procedures.</li> <li>No children to access the water fountains – adults must fill water bottles for their group and sanitize the water fountain afterwards.</li> <li>Photocopier is not available for general use. Any photocopying to be completed by SLT or admin and sanitized after each use.</li> <li>No extra-curricular clubs in the Autumn <b>or Spring</b> term-only Care Love Learn breakfast and afterschool wrap around care to be operating to allow cleaners to operate a regular cleaning rota.</li> </ul>	
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.		<ul style="list-style-type: none"> <li>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</li> <li>All staff to ensure that classroom windows and doors are open to promote through ventilation.</li> <li>If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.</li> <li>Intermediate fire doors along the escape route can only be left open if there are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard.</li> <li>Perimeter fences to be locked to ensure the site is safe.</li> </ul>	Government guidance.  DoE BB101 Ventilation in schools.  <b>Do Not Use the fire extinguishers as a door wedge.</b> Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007
Fire Management	Compliance with the RR(FS)O  BB100	All Building Users		<ul style="list-style-type: none"> <li>Fire management plan reviewed and updated.</li> <li>Prior to the increased occupancy of the school:</li> <li>Physically test the fire alarm system and emergency lights are operational.</li> <li>Weekly checks of alarm system have been maintained.</li> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational.</li> <li>Fire drills will continue to be held as normal.</li> <li>All pupils going in to unfamiliar classrooms to be made familiar of procedures should the fire alarm go off, as a priority on day 1.</li> <li>All staff to be made familiar of PEEPs for all pupils who are</li> </ul>	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file

				<ul style="list-style-type: none"> <li>unfamiliar to them.</li> <li>Any additional disinfectant to be stored correctly and in accordance with regulations.</li> <li>Clear signage to support fire alarm systems</li> <li>All staff to familiarise themselves with fire systems for each classroom they are working in.</li> <li>Fire drill to be carried out in the first week.</li> </ul>	
Catering service	HSW 74	Pupils, Staff and Visitors		<ul style="list-style-type: none"> <li>Discussions held with Dolce regarding arrangements for Autumn term. Limited menu with food served in take out containers to be implemented. Leaflet to go to parents. <b>Hot meals service to be resumed before October half term. Re-usable covered meal containers with lids purchased.</b></li> <li>Pupils to eat lunch in classroom, in class bubble, supervised by <b>welfare assistants or teacher/TA</b>, prior to going onto playground..</li> <li>Lunch period to be extended and staggered to allow for spacing of bubble groups.</li> <li>Tables to be cleaned after eating.</li> <li>Pupils who bring a packed lunch will eat in class bubble</li> <li><b>Food boxes will be available for families of children in receipt of FSM to be collected weekly.</b></li> </ul>	<p>The school SLT to provide specific management details</p> <ul style="list-style-type: none"> <li>Classes to eat lunch in classroom bubble. Staff to bring hot lunches to classroom in takeaway containers</li> <li>Classes to either eat then play or play then eat to maximise use of playground are</li> <li>Lunchtime staggered for EYFS/KS1 and LKS2/UKS2</li> </ul> <p>Welfare assistants allocated to specific bubbles</p>
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.		<p>During the summer holiday period maintenance or remedial work may be undertaken. Contractors will be contacted and it will be impressed on them that where possible such work <u>must be completed</u> before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>Contractors and suppliers will be told not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>Observe good hygiene practice.</li> <li>Contractors to sign in and out as is normal practice</li> <li>Consider times when contractors can complete work either before or after the school day.</li> </ul>	<p>Managing School Premises during the Coronavirus Outbreak 07 07 20  <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> <p>Use signs, posters and regular reminders to raise awareness.</p>

<p>Management of Access Control to and from the building.</p> <p>General principles.</p>	<p>HSWA 74</p>	<p>Pupils, staff and visitors</p>		<p>The social distancing 2 metre rule remains in force for all visitors attending the school building. In order to facilitate this the following routes/drop off points will be used and must be adhered to:</p> <ul style="list-style-type: none"> <li>• Children in Owlets, Eaglets and Sparrows will be dropped off at the main gate in the morning and will line up with their class on the KS1 playground prior to being taken to class by their teachers. Parents will come onto KS1 playground at the end of the day via the car park, collect their child and leave by the main gate.</li> <li>• Children in all other classes will be dropped at either end of the dirt track and walk along to the gates on KS2 playground before going straight to class. Parents of children in Starlings, Magpies and Seagulls will collect their children at the end of the day by walking through the car park up to the class door and exiting via KS2 gate and the dirt track. Parents of children in eagles, Owls, Wagtails, Blackbirds and Robins will collect their children by using the dirt track onto KS2 playground and leaving the same way</li> <li>• As the car park is being used as a means of pedestrian entry/exit movement of vehicles at the start and finish of the school day is prohibited.</li> <li>• As our site is landlocked and at the end of a cul de sac drop off and pick up times will be extended so as to maximise the opportunity for social distancing. Drop off will be from 8.40-8.55 am and pick up from 3.15-3.30 pm.</li> <li>• Signage for social distancing will be displayed at the gate entrance and along the route to the office including the exit to the public highway.</li> </ul>	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Guidance stated in Phase 1 of the generic assessment remains appropriate.</p> <p>Use signs, poster's and regular reminders to raise awareness.</p>
<p>Test and Trace</p> <p>Maintaining records of staff and visitors to support the NHS Test and Trace</p>	<p>Support the management of COVID-19</p>	<p>Staff and all visitors</p>		<p>The school already operate an electronic signing in/out system of recording visitors.</p> <p>The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> <li>• the names of staff who work at the premises</li> <li>• a contact phone number for each member of staff</li> <li>• the dates and times that staff are at work</li> </ul> <p>Visitors</p> <ul style="list-style-type: none"> <li>• the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group</li> <li>• a contact phone number for each visitor, or for the lead member of a group.</li> <li>• date of visit, arrival time and departure time</li> </ul>	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20 <a href="https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following</p>

				<ul style="list-style-type: none"> <li>the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.</li> </ul>	local health protection team advice.
Entering School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>Pupils will enter the school site via the main reception/KS2 playground gate- see above</li> <li>Anyone entering the school site must follow the UK Government social Distancing Guidelines.</li> <li>Anyone entering the school site may have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> <li><b>Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days?</b></li> <li><b>Has anyone in your household had any of these symptoms in the last 14 days?</b></li> </ul> </li> <li>Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 7 days and the rest of their household for 14 days.</li> <li>Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate amount of days.</li> <li>Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors.</li> <li>Area leading to main office will have 2m markers</li> <li>Pupils must arrive on site no earlier than the designated opening time</li> <li>Once onsite pupils/visitors will be directed to classroom or outdoor area.</li> <li>Parents are discouraged from gathering at school gates.</li> </ul>	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 06 20 <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>The school SLT to include specific management details.</p>
Leaving School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>Pupils and parents will leave the school site via the main gate/KS2 playground gate</li> <li>Pupils are asked to leave site straight after their parent has collected them.</li> <li>Hand sanitiser station will be available on exit to the building.</li> <li>Maintain as much as possible, the 2m distance rule.</li> <li>Use marked walkways where possible</li> <li>Outdoor meeting stations will be setup in accordance to social distancing rules.</li> </ul>	<p>GOV.UK Guidance. <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Use signs, posters and regular reminders to raise awareness</p>

Communicating with parents on changes	Safety of others.	Pupils, staff and parents.		<p>Phase 1 restrictions and good practice apply.</p> <ul style="list-style-type: none"> <li>• Pupils and their parents/carers will be told not to enter the school if they are displaying any symptoms of coronavirus. (following the <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-possible-coronavirus-infection">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Parents will be told that if their child needs to be accompanied into school, only one parent should attend.</li> <li>• Parents and pupils will be informed of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use)</li> <li>• Parents will be instructed that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment.</li> <li>• Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.</li> <li>• <b>Parents receive emails, texts and updates on the school website and twitter along with announcements on their child's Seesaw account to ensure that all information is shared quickly and effectively.</b></li> </ul>	<p>GOV.UK Guidance – Implementing Protective Measures in Education.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>
<p>Communication with Staff</p> <p>Protection against infection</p>	Personal safety	Staff		<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Staff will be informed about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for extended arrival and departure times.</p> <ul style="list-style-type: none"> <li>• Avoiding contact with anyone with symptoms of COVID-19</li> <li>• Continue frequent hand cleaning and good respiratory hygiene practices</li> <li>• Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc.</li> <li>• Minimizing contact and mixing with other class bubbles.</li> <li>• Ensuring good respiratory hygiene - promote the <b>'catch it, bin it, kill it'</b> approach.</li> <li>• Daily updates delivered to the class by the teacher.</li> <li>• PPA Time – this will involve the same member(s) of staff providing support to the class within the same bubble groups. If , in an emergency, this involves a member of staff mixing between bubbles, consider the use of a face shield to be worn.</li> <li>• The school assessment for the Full Opening of school in September 2020 to be published on the school website for access to all staff and the school Union representatives.</li> </ul> <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p>	<p>GOV.UK Guidance.  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">Staying alert and safe (social distancing)</a></p> <p>COVID-19 Actions for Schools  Guidance for Full Opening – Schools  02 07 20  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>See guidance for staff planning  Annex A. Behaviour principles  Annex B. Principles for staff.  Review the daily GOV.UK Web Page</p> <p>Pupils who become violent and require restraint, contact your TESS officer for support advice.</p>

				<ul style="list-style-type: none"> <li>• Staff, Governors and SIP consulted on this Risk Assessment and asked to respond and add to it.</li> <li>• Governors to be clear on their role during the reopening with consistent communication throughout from SLT via email / governor hub.</li> <li>• A virtual staff meeting to be held to share the final risk assessment and discuss procedures, thoughts and queries.</li> <li>• Communication and training for staff is essential to update and carry out new procedures during this challenging situation.</li> </ul>	
Class Bubbles  Staying Alert, Staying Safe	Working environment	Pupils and Staff		<p>Where possible within the school, the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of pupils is now based on a Class size bubble. To help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> <li>• Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>• Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport.</li> <li>• Pupils to stay and work within their class bubble.</li> <li>• Remove unnecessary furniture to open up the classroom and organize the desks to face forward.</li> <li>• Where possible clearly mark out the floor area where the Teacher will deliver the lesson topic</li> <li>• Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering.</li> <li>• Implement a packed lunch Take-Out service during lunch with pupils eating in their classroom area or outside in their class groups. (weather permitting).</li> <li>• Extend class timings for the start and finish of the school day.</li> <li>• Consider if play and lunch times can be reduced to take account of the extended start times/finish timings but provide suitable breaks periods for staff.</li> <li>• Discourage parents from gathering at school gates.</li> <li>• Display signage at all entrances into school and along corridors to raise awareness of social distancing.</li> <li>• As our corridors are not wide enough to divide and we cannot implement a one way system train everyone to walk on the left.</li> <li>• Class bubbles to be allocated their own entry and exit point to and from the classroom/building.</li> <li>• Mark off the playground floor where pupils will line up prior to re-entering the building with cones.</li> <li>• Whole school assemblies must not be undertaken, consider</li> </ul>	<p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines</a></p> <p>Face covering are not recommended for use in schools</p> <p>The school SLT to include specific detailed information for the management of the school day.....</p>



				<p>selected class bubble assemblies to maintain distancing. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	
Personal Protective Equipment	Personal protection	Pupil and Staff		<p>Wearing a face covering or face mask in school is not recommended by the Government at present. Except for PPE that they would normally need for their topic work or to provide pupil personal support.</p> <p>Staff and pupils are not required to wear face coverings. We will allow staff and pupils to wear face masks/PPE if they wish.</p> <p>Jan 2021 Staff have been requested to wear a face covering – mask or visor- in all communal areas inside school. Parents entering school premises have been requested to wear a mask.</p> <p>See guidance link for further information.</p>	<p>Safe Working in Education, Childcare and Children’s Social Care Settings including the Use of Personal Protective Equipment 16 06 20</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>
First Aid	Support to others	Pupils, staff and Visitors		<ul style="list-style-type: none"> <li>The number of first aiders to be available within school for the general population has not changed.</li> <li>For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If this is not possible there must be someone with a First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment.</li> <li>If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</li> <li>If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>Staff who have helped anyone with suspected symptoms do not need to go home and self-isolate for 14 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test.</li> <li>If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Note: as of the 18 05 20, the list of symptoms now includes;</p> <ul style="list-style-type: none"> <li>High Temperature 37.8°C</li> <li>Continuous Cough</li> <li>Loss of taste and smell</li> </ul> <p>Contact Public Health for further advice on a Positive COVID test result.</p>
Classroom Management	Staffing	Pupils and staff		<ul style="list-style-type: none"> <li>The class will operate as a bubble with a teacher and, a teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>Utilise any unused rooms as storage for unused furniture.</li> <li>Change the layout of the classroom to forward facing desks.</li> </ul>	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>

				<ul style="list-style-type: none"> <li>• If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed.</li> <li>• Everyone frequently clean their hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>• Frequently clean touched hard surfaces using standard detergents products.</li> <li>• Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray.</li> <li>• These arrangements remain in place during January/February lockdown as Keyworker and vulnerable children will be using their own classroom with their own teachers and TAs.</li> </ul>	<a href="#">opening-schools</a>  The school SLT to include specific detailed information for the management of the school day....
Early Years classes	Nursery and Reception			<p>Early years groups in school should:</p> <ul style="list-style-type: none"> <li>• Stay within their class bubble throughout the day to avoid mixing with other groups.</li> <li>• Ensure play equipment that is used is appropriately cleaned after use by small groups of children.</li> <li>• Remove unnecessary furniture from classroom and resource areas to open up the floor space.</li> <li>• Consider where unused furniture will be stored and access.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Paediatric first aid cover – see first aid section above</li> <li>• Review where required the EHCP and other support plans of the named pupils.</li> <li>•</li> </ul> <p>These arrangements remain in place during January/February lockdown as Keyworker and vulnerable children will be using their own classroom with their own teachers and TAs.</p>	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.</p>
Classes	Year 1 to 6	Pupils and Staff		<p>Classes will work and stay together as a bubble.</p> <ul style="list-style-type: none"> <li>• EHCP and other support plans of named pupils to be reviewed.</li> <li>• Curriculum timetable has been refreshed: <ul style="list-style-type: none"> <li>• All classrooms can be accessed directly from outside to avoid congestion in corridors.</li> <li>• Consideration given to which topics will be delivered, how and when.</li> <li>• Change the layout of the classroom furniture to face forward in rows with pupils sat facing forward.</li> </ul> </li> </ul>	<p>The schools behaviour policy and pupils code of conduct remains in force.</p> <p>The school SLT to include specific detailed information for the management control of the school.</p>

- Seating plans to ensure pupils sit at the same desk.
- Timetable and selection of specialist facilities designed to reduce movement around the building.
- Consider which lessons or classroom activities could take place outdoors and when. (Subject to weather)  
Outdoor activities to be timetabled and zoned and staff to adhere to identified times so there is no mixing of pupils.
- Break times (including lunch) staggered, so that not all pupils are moving around the school at the same time. (Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk.)
- Extended drop-off and collection times of classes.
- Parents' drop-off and pick-up protocols that minimize adult to adult group contact have been put in place. This is tricky given the location of the school building and the number of families who have children in multiple classes.
- Cloakrooms are out of bounds.
- Clear signage is in every single classroom used directing pupils to rules to adhere to and safety expectations.
- Soft furnishings removed and any unnecessary resources / furniture to maximise space.
- No outdoor equipment to be used by pupils unless it can be disinfected between each use. No sharing of outdoor resources at all. Mr Little to plan suitable activities for individuals to engage in without sharing equipment.
- All pupils to bring in their own water bottle each day. Nothing can be provided by school.
- Staff are prepared for any possible disclosures and are familiar with protocol should a disclosure be made. Report straight to one of the DSLs.
- No resources to be shared – pupils to access their own. Staff supported with planning activities where there is no sharing of resources / practical Science / DT sessions.
- Pupils are only to bring minimum resources to school which they will keep with them.
- Y6 mobile phones will be collected in – if pupils must bring a phone, it is their responsibility and it must be switched off and kept in the classroom phone box through the day.
- Work completed on paper, in books ,on whiteboards and/or laptops which will be disinfected as appropriate

				<p>throughout the day.</p> <ul style="list-style-type: none"> <li>• Self-marking will be used as much as possible so that staff are not handling paper and books.</li> <li>• Risk assessments to be carried out of individual pupils who need additional support and may potentially display anti-social behaviour.</li> <li>• Pupils will only access their zone in the school building. This is their identified classroom, toilets and outdoor area.</li> <li>• Assemblies will take place in classrooms and are currently suspended. These will either be delivered virtually or by the class teacher.</li> <li>• Toilets to be monitored by staff to ensure pupils are socially distancing and crossing in corridors is limited.</li> <li>• Staff to carry out pastoral work with children as a priority including work to support pupils who are anxious using our Emotional Aware Schools resources to help. Pastoral, wellbeing work is a priority across school. An online survey has been sent to parents regarding their child's mental health and any information they wish us to know before their child returns to school.</li> <li>• PE lessons will be outdoors. If the weather is bad any outside provider will use Microsoft teams to deliver the lesson remotely.</li> <li>• Music lessons delivered by peripatetic teachers will be on an individual basis only. These lessons are now suspended under lockdown .</li> <li>• These arrangements remain in place during January/February lockdown as Keyworker and vulnerable children will be using their own classroom with their own teachers and TAs.</li> </ul>	
IT equipment	Fit for purpose	Children and Staff		<ul style="list-style-type: none"> <li>• Allocate time using the resources</li> <li>• Monitor and review risk assessment to ensure social distancing is maintained as much as possible during the activities and practicable application of tasks.</li> <li>• Restrict access to a manageable number of children.</li> <li>• Consider the requirements for children requiring 1:1 support, how this can be maintained</li> <li>• Wipe down desktops and computer equipment after use.</li> </ul>	
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff		<ul style="list-style-type: none"> <li>• Access to the playgrounds and field areas and the level of control to be reviewed regularly.</li> <li>• Areas for play and quiet activities allocated to class bubbles under the supervision of a member of staff with line of sight. Ensure the fixed play equipment is safe for use and to maintain as much possible social distancing.</li> <li>• No contact games only</li> </ul>	<p>COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 26 06 20.  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-</a></p>

				<ul style="list-style-type: none"> <li>Allocated areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight</li> </ul>	<a href="#">playgrounds-and-outdoor-gyms</a>
Off Site Visits.  Day Visits Only       Transport	Safety	Pupils and Staff		<p>Residential visits are presently prohibited. As of the 01 08 20 the following visit will be allowed;</p> <ul style="list-style-type: none"> <li>There is no restriction in the distance of travel, but the class bubble must return to the school base location at the end of the school day.</li> <li>Staffing of the group visit to be compliant with the DoE guidance and the LA policy for Out of school Visits.</li> <li>All day visits to be recorded using the EVOLVE system and authorised by the Headteacher to proceed.</li> </ul> <p>Proposed adventurous activities assessments to be reviewed by the EVOLVE Safety Officer and Approved by the LA's EVA <b>All visits are currently suspended due to lockdown</b></p> <p>Vehicles are an enclosed space with a higher risk of transmission of the virus.</p> <ul style="list-style-type: none"> <li>use a vehicle with a bulkhead or partition that separates the driver and passenger,</li> <li>the driver and passenger should maintain a distance of 2 metres from each other</li> <li>the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.</li> </ul>	<p>Further advice from the EVA</p> <p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20 <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors		<p>Injuries to pupils, staff and visitors will be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.</p>	<p>HSE - Employers Guidance – Incident Reporting in Schools. <a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a></p>
SEND Support		Pupils and Staff		<p>SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.</p> <p>(See link for government guidance for working in education and the use of PPE)</p>	<p>Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 05 20 <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>
Holiday and After School Clubs		Pupils and Staff		<p>A room has been allocated for the club use with an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles.</p> <ul style="list-style-type: none"> <li>Safe access and egress so that bubbles where possible do</li> </ul>	<p>COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. 01 07 20</p>

			<p>not mix or congestion is created at the end of the club session.</p> <ul style="list-style-type: none"> <li>• Equipment and materials for activities to be separate from school used equipment.</li> <li>• Separate storage provided for club equipment from school equipment.</li> </ul> <p>Care love Learn have:</p> <ul style="list-style-type: none"> <li>• Posters, (for example, to encourage consistency on hygiene and keeping to own group)</li> <li>• soap for sinks, and hand sanitiser in rooms/learning environments</li> <li>• disposable paper towels,</li> <li>• cleaning products,</li> <li>• sanitising wipes for wiping some equipment</li> <li>• lidded bins</li> </ul> <p>Regular communication between Headteacher and Care Love Learn Manager continues to ensure absolute consistency of approach</p>	<p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p>
BAME	Vulnerable to COVID-19	Named staff and Named children	<ul style="list-style-type: none"> <li>• Pupil group to remain in their bubble for all activities to minimize interaction with others.</li> <li>• The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff)</li> <li>• To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs.</li> <li>• Staff - Headteacher to complete an 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school.</li> <li>• School <u>Employee Assistance Programme</u> can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate).</li> </ul>	<p>GOV.UK Advice</p> <p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p>
Employee Wellbeing	Anxiety	School Staff and their families	<ul style="list-style-type: none"> <li>• <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</li> <li>• <a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> <li>• We will conduct an online survey of staff to fully inform ourselves of any additional information about their own mental health, worries and concerns that they wish to share with us so we are in the best place to support everyone on their return to school.</li> <li>• <a href="#">We continue to monitor the mental health and well-being of our staff and spend time during staff meetings on</a></li> </ul>	

				mindfulness activities. Mental health lead sends information about useful apps, thoughts etc regularly to staff. Headteacher has an open door policy and staff know they can contact her at any time. Staff treats are a regular occurrence from Headteacher.	
Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and Anxiety	School Staff, Pupils and Parents		<p>Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.</p> <p>In the event of a possible Phase 1 partial opening of the school with a supporting service based on home education for pupils and minimal staff in school to support Key Worker and Vulnerable children, or full closure if advised by PHE we will continue to publish our weekly class planning and resources for parents to access but we will also be putting Seesaw in place throughout school in order to more easily track the work pupils are doing. This will also allow easier and more effective communication between teachers, pupils and parents and will allow for more regular feedback to be given to pupils. This approach will also be used should a bubble have to go into isolation.</p> <p>All pupils will be accessing work via Seesaw. Work will be monitored and responded to daily. Work will be posted by 7pm for the following day to allow parents time to print resources where needed prior to their own working day at home- this was requested by parents in feedback from the classes who have been in isolation and agreed to by school. Children in school will be with their teacher during the morning session while the TA is checking the remote work and with their TA during the afternoon session while the teacher checks work and prepares the work for the following day for all pupils to access remotely and in school.</p>	Help contain any outbreak by following the advice of the local health protection team advice.
<p><b>Further Information:</b> The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p>					

## ADDITIONAL INFORMATION:

### Contact points.

- St Oswald's Catholic Primary School    01942724820    [enquiries@saintoswalds.wigan.sch.uk](mailto:enquiries@saintoswalds.wigan.sch.uk)    [www.stoswaldswigan.co.uk](http://www.stoswaldswigan.co.uk)    @saintoswalds (twitter)
- Police, Fire and Rescue, Ambulance    999
- Health and Wellbeing Team    01942 827857

## The following are taken from the Government Guidance for Schools published on 02<sup>nd</sup> July 2020

COVID-19 Actions for Schools Guidance for Full Opening – Schools

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

### Annex A: Behaviour principles

In light of the need for children to behave appropriately and with respect for others. The following behaviour guidance must be communicated to children, parents and staff.

Rules of good behaviour are:

- following the routines for arrival or departure
- following the club instructions on hygiene, such as handwashing and sanitising.
- following instructions and stay with your allocated bubble whilst attending the club.
- When moving around the premises follow the instructions given to you. (for example, one-way systems, out of bounds areas, queuing including where children may or may not play)
- expectations about sneezing, coughing, tissues and disposal (**'catch it, bin it, kill it'**) and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- follow the rules about sharing any equipment or other items including drinking bottles
- use of toilets
- clear rules about coughing or spitting at or towards any other person.
- Any rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

### Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms but go home as soon as these develop (informing your Team Manager) and access a test as soon as possible.
2. Clean your hands more often than usual - with running water & soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
3. Use the **'catch it, bin it, kill it'** approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your activity approach to keeping a distance from children in your group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help your group to follow the rules on hand cleaning, not touching their faces, **'catch it, bin it, kill it'** etc. including by updating your classrooms displays with posters.
8. Prevent your group from sharing equipment and resources (like stationery).
9. Keep your activity door and windows open if possible for air flow.
10. Limit the number of children from your group using the toilet at any one time.
11. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
12. Make sure you have read the summer clubs updated behaviour policy and know what role in it you are being asked to take.