

ROCHDALE METROPOLITAN BOROUGH COUNCIL

RISK ASSESSMENT

January 2021



This is a live document reviewed regularly, any significant changes the document it will be edited. It is an iterative process.

Area/task: January 2021 Lockdown The Annex (Before & After School Club) during Covid-19 Pandemic - Effective Infection Protection and Control		School: St Thomas More RC Primary School
Current situation	School was open from 19 th March 2020 to 17 th July, except for 2 weeks at the end of May as recommended by PHE.	
People who might be harmed: staff, pupils, visitors		Assessment date: January 2021
<p>Considerations for school:</p> <ul style="list-style-type: none"> • BAME Teaching Assistant who travels on the bus • Caretaker shielding – 21st Feb – Agreed with FM to open & lock school site • 1 x lunch staff shielding – 21st Feb • 1 x lunch staff long term sick • Teacher in Early pregnancy – Risk assessment completed Dec 2020, prior to lockdown. Now instructed to work from home (WFH) • TA with anxiety over 60 advised to WFH • TA unable to obtain Critical worker place for child WFH (returning 1st Feb) • 1-1 TA WFH part time due to child care issues • Teacher Thursday WFH due to child care issues 		Review date: February 2021
<p>In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term - Wednesday 2nd September 2020 (1st Sept/Staff INSET).</p> <p>Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:</p> <p>"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.</p> <p>Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:</p> <ol style="list-style-type: none"> 1. a requirement that people who are ill stay at home 2. robust hand and respiratory hygiene 3. enhanced cleaning arrangements 		Initial Risk Assessment took place May 2020

<p>4. active engagement with NHS Test and Trace</p> <p>5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</p> <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible" <p>Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.</p> <p>All protocol and procedures are aligned to the Risk Assessment of Schools document (appendix 1) that has been produced using a LA-approved template following 'Guidance for full opening: schools' (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction). It is a legal requirement to review and update the previous risk assessment.</p> <p>"The following plan outlines relevant detail from the government's guidance with further detail about how St Thomas More R.C. Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely."</p>	
Reporting structure: Agreed	
<p>Names of all involved in assessment process: Mrs J Butterworth, Head teacher, Mrs A Quigg Deputy Head teacher, Miss S Dodd, Assistant Head teacher, Ms Kathy Kennedy & Ms Louise Williams, Co Chairs of Governors, Mrs J McBride, School Business Manager and Mr S Dixon, Caretaker.</p> <p>Weekly update with co-chairs Louise Williams & Kathy Kennedy each Friday</p> <p>Staff to inform SLT if any systems are not effective or need to report concerns/ illness/wellbeing issues</p> <p>Regular updates on Governor hub to keep all governors informed of school situation</p>	<p>Head teacher authentication: Y</p>
<p>Considerations for reopening to staff</p>	<p>Open door policy for all staff to discuss concerns, worries – personal mental health issues</p> <p>WhatsApp STM team group to inform staff about bereavements (relations of staff & important information e.g. Positive staff member) – Set up 7th April 2020</p> <p>All staff attended school September 1st for teachers & Teaching Assistants, 2nd September for lunch time staff for meetings regarding the Risk Assessment and systems in place</p> <p>Evermind App to support mental health live 15th September</p> <p>Spring Well being project - facilitated by Zenic Wellbeing – a well being charter will be completed by Easter and all will have had a say in it.</p> <p>Anxiety & Childcare issues taken into account when they present</p>

Considerations for reopening to children	<p>“System of controls</p> <p>This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.</p> <p>Prevention</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school. 2) Where recommended, the use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). 8) Always keeping occupied spaces well ventilated. <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.</p> <p>Response to any infection</p> <ol style="list-style-type: none"> 9) Engage with the NHS Test and Trace process. 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 11) Contain any outbreak by following local health protection team advice. <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>
Bubbles	<p>Morning</p> <p>EYFS & KS 1 in the hall separate sides KS2 = Resource room</p> <p>Evening</p> <p>EYFS = Reception KS1 = Resource room KS2 = Hall</p>


Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p>Prevention</p> <p>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</p> <p> GM Contact Tracing in 0-19 Education Se</p> <hr/> <p> Flow Chart - Suspected case 10.0</p> <hr/>	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 10 days, <u>they are not to attend school (10 day isolation from positive test or symptoms)</u>. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with Protect+ solution (or bleach) and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment 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. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>The disabled toilet is the designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The waiting room by the Main Entrance is the designated isolation space.</p> <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 10 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p>

	<p>Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result.</p> <p>Cases of COVID-19 should be reported to the Infection Control Duty Desk infectioncontroldutydesk@Rochdale.Gov.Uk <u>01706 927081</u></p> <p>Rochdale Borough Council, Floor 3, Number One Riverside, Smith Street, Rochdale, OL16 1XU</p>
<p>Prevention</p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the hall, the playground, the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. Children may also use moisturiser supplied from home when required.</p> <p>If a child cannot appropriately wash their hands, then skin friendly skin cleaning wipes can be used as an alternative. Where required, staff are to request these packs from the office.</p> <p>Hand hygiene protocols are to be re-visited at the start of the year during the initial department assemblies in September and in class daily when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p>
<p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>During the initial department assemblies in September and in class daily the children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p>

<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>At regular intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>Prevention</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>Grouping the Children</p> <p>There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>The DfE guidance reads as follows:</p> <p><i>“In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”</i></p> <p>Many areas of St Thomas More R.C. Primary are ‘open plan’ or adjoined classrooms, therefore our bubbles will be in departments i.e year groups working as Nursery, Reception KS1 (y1/2), LKS2 (3/4), UKS2 (5/6). The Annex will be organised:</p> <p>Morning 7:30 -8:40am</p> <ul style="list-style-type: none"> ➤ Resource room – KS2 ➤ Hall – EYFS & KS1 separate sides of the hall <p>Afternoon 3:10- 5:00pm</p> <ul style="list-style-type: none"> ➤ Reception – Early Years (staff = Ann Marie & Julie) ➤ Resource room – KS1 (Staff= Michelle & Kim) ➤ Hall – KS2 (Vickie & Brad & Dave) <p>Closing at 5pm to ensure cleaning of all areas used.</p> <p>A number of EHCP children attend and their needs must be met.</p>

	<p>Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum, however now that we are in department bubbles, the necessity for this to happen is very unlikely.</p> <p>Measures within The Annex</p> <p>Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.</p> <p>Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.</p> <p>Measures elsewhere</p> <p>Food preparation is to take place in the staff room, thought to be given to the food to be given. Breakfast cereals will continue in the morning, but alternative evening food to be arranged to reduce any transmission. Strict social distancing must be in place and where possible. Staff are requested to clean and wipe the tables and equipment after use with Antibac wipes provided. It is important for your own wellbeing that you see colleagues and I encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.</p> <p>Measures for arriving at and leaving The Annex</p> <p>Entrance and Exit will be via the Reception door</p> <p><u>Staff will not be available for discussions to take place.</u></p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.</p>
<p>Prevention</p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p>


	<p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks – fluid resistant - Aprons - Gloves of various sizes - Face shields (limited quantities) <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>
<p>Response to any infection</p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p>Response to any infection</p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p> <p> PG COVID Cleaning process to follow if</p>	<p>School should contact the local health protection team:</p> <p>Cases of COVID-19 should be reported to the Infection Control Duty Desk Infectioncontroldutydesk@Rochdale.Gov.Uk 01706 927081</p> <p>Rochdale Borough Council, Floor 3, Number One Riverside, Smith Street, Rochdale, OL16 1XU</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the department bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 10 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 10 days from the onset of symptoms.</p>

	St Thomas More R.C. Primary will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.
<i>Response to any infection</i> 9. Contain any outbreak by following local health protection team advice.	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>

Section 2: School operations

Aspect of school	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean 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 by public transport services, we mean routes which are also used by the general public 	<p>Dedicated school transport</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur as long as the children travel in their consistent bubbles.</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p>Wider public transport</p> <p>Children should not attend trips or visits if they are required to use public transport to get there. This seems like an unnecessary risk for St Thomas More R.C. Primary to instigate.</p>
<p>Attendance</p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education,</p>	<p>Attendance expectations</p> <p>Places will be booked and confirmed via the office, Mrs McBride to oversee the booking and invoicing. See the Parent booklet link</p> <p>Pupils who are shielding or self-isolating</p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. St Thomas More R.C. Primary School will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p>

<p>wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p> <div data-bbox="163 319 217 379" data-label="Image"> </div> <p>parent booklet 2020.pdf</p>	<p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><i>Pupils and families who are anxious about return to school</i></p> <p>If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Zoom meeting.</p> <p>These pupils are to be identified by school. Anna Quigg and and Vickie Ryder will support those children identified as anxious or who have not been engaging or who are considered vulnerable.</p>
<p><i>School Workforce</i></p>	<p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p> <p>St Thomas More R.C. Primary School has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding is being paused on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p><i>Deploying support staff and accommodating visiting specialists</i></p> <p>As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p><i>Supply teachers and other temporary or peripatetic teachers</i></p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>These will need to be consistent people, not changing week-to-week.</p> <p><i>Staff taking leave</i></p> <p>The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.</p>


	Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave. All staff have been informed via email in summer term.
Safeguarding	All existing pre-covid safeguarding measures will return as normal, however Joanne, Anna, Sarah and Vickie will organise additional time to 'catch-up' with those children requiring additional pastoral support as a result of prolonged absence from school.
Estates  PG COVID Cleaning SWP May 2020.docx	Frances, Joanne and Julie McBride will conduct the normal pre-term building checks as per the existing schedule of work. Teachers need to ensure that classrooms have good ventilation (open windows and doors).
Educational Visits	School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance.

Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
Activities	<p><u>Morning</u> Hall & Resource room to be used. Hall for food, Resource room for quiet morning activities</p> <p><u>Afternoon</u> Each Annex bubble will have a box of activities available for their designated room</p> <p>Equipment used must be wiped at the end of each session.</p>
Outdoor Activities	<p>The Annex bubbles will be able to play outside using the Adventure equipment & a range of activities.</p> <p>Equipment must be wiped/sprayed at the end of each play session</p>

Pastoral support	<p>The pastoral team will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, Vickie Ryder is to be informed so that specific interventions can take place. Vickie Ryder will need to ensure that she distances appropriately during meetings (outside preferably) given that she will be required to work across department bubbles.</p>
Behaviour expectations	<p>The current approved behaviour policy coronavirus amendment will still apply.</p> <p>During September, children will be reminded about the expectations of behaviour and The Good to be Green Behaviour Policy, this will be revisited during the Autumn Term. The Behaviour Policy will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another.</p>

Section 4: Contingency planning for outbreaks

Aspect of school	Action
<p>A local outbreak</p>  <p>PG COVID Cleaning process to follow if</p>	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>