

## Sacred Heart RC Primary RISK ASSESSMENT September 2021

Area/task: <b>Re-opening of school during Covid-19 Pandemic</b> - Effective Infection Protection and Control		School: Sacred Heart RC Primary Rochdale
People who might be harmed: staff, pupils, visitors		<b>Assessment Date</b> 1 <sup>st</sup> September 2021
Names of all involved in assessment process: Mrs P Dungworth, Head teacher, Mrs L Price Deputy Head teacher, Mr R Golding Assistant Head teacher, Mrs Ruth Taylor, Chair of Governors, Miss Lyndsay Sutcliffe Vice Chair of governors, Mrs C Westerman, School Business Manager.		Head teacher authentication: Y
Hazard / Risk Identified	Current precautions in place	Improvement action needed
<b>Social distancing measures</b>		
<p><b>Preparation of the building before school re-opens September 2021</b></p>	<ul style="list-style-type: none"> <li>• School have followed all guidance and statutory documents from DfE, PHE, and local authority.</li> <li>• SLT have communicated all changes to staff in briefings and copies of documents have been sent via email to all staff and made available on school's staff shared drive for reference.</li> <li>• School have managed the building since closure as per DfE guidance Managing School Premises in COVID19 and completed all usual building checks including Legionella/water checks, gas, electrical, fire and building safety. All statutory checks are in date.</li> <li>• School has considered if they have sufficient support staff and have found to have more than sufficient.</li> <li>• Fire safety checks have taken place and continue to take place often with the rearrangement of furniture etc. and redeployment of rooms.</li> <li>• Heating system that circulates air will be turned off. Staff will be told not to use fans or heaters.</li> </ul> <p><b>Ventilation of the building is given a higher priority due to concerns about airborne transition of COVID-19.</b></p>	<p>.</p>

	<ul style="list-style-type: none"> <li>Classroom Doors can be propped open but corridor Fire Doors should remain closed.</li> <li>With the exception of extreme cold weather, all windows should remain open throughout the day.</li> <li>Except in extreme cold weather the hall fire door to be kept open during the lunch time service.</li> </ul>	
<b>Staffing ratios</b>	<ul style="list-style-type: none"> <li>All staff will resume normal contacted working hours and, unless isolating.</li> <li>EYFS Ratios remain in line with statutory guidance however it is noted that these can be relaxed during the pandemic under exceptional circumstances. If this becomes necessary, all risks will be considered, assessed and managed.</li> <li>Caretaker and Cleaner will work their normal school hours though times are adjusted to meet need particular if additional enhanced cleaning is required.</li> <li>The Chair and Vice Chair of Governors will be contactable as normal via email and phone.</li> </ul>	
<b>Staff employed by school</b>	<p>A risk assessment – will be carried out for identified members of staff in conjunction with them considering the impact should they contract COVID-19 and reasonable measures that will be put in place.</p> <p>We will regularly consider overall staff wellbeing and offer support as appropriate. Regular staff surveys will take place to monitor and address staff stress levels and actions will be identified and put in place to minimise stress. Where needed staff will be supported by the school’s support worker and members of the SLT.</p>	<p>Review of underlying medical conditions and a risk assessment have been completed for each individual where required and points actioned. These will be reviewed regularly by SLT and the member of staff.</p>
<b>FM Staff (Catering &amp; Cleaning)</b>	<p>Staff will be made aware of risk assessments put in place at this time and will continue to be monitored by the SLT.</p> <p>Office staff will ask supply staff for ID before entry to school premises as per normal procedures. DBS numbers to be sent in advance to Business Manager by FM in advance of arriving on site.</p>	 PG COVID19 Catering Risk Assess
<b>Recruitment of Staff</b>	School to follow new procedures given by LA and adhere to Safer Recruitment guidance.	

Classrooms	<ul style="list-style-type: none"> <li>• <b>Children will wash their hands on entering and throughout the day at regular points including after using the toilet, before and after eating, blowing their noses.</b></li> <li>• Children will be reminded daily of respiratory hygiene.</li> <li>• The classroom will be well ventilated as far as possible balancing the risk of infection with the risk of compromising safety at any given time</li> <li>• Children will be notified and reminded regularly of changes to the school's fire drill, lockdown and evacuation procedures.</li> </ul>	Each class will have its own supply of cleaning equipment and PPE to be used throughout the day, ensuring appropriate bins are also available too.
Classrooms EYFS	<ul style="list-style-type: none"> <li>• <b>Children will wash their hands on entering and throughout the day at regular points including after using the toilet, before and after eating, blowing their noses.</b></li> <li>• Children will be reminded daily of respiratory hygiene.</li> <li>• The classroom will be well ventilated as far as possible balancing the risk of infection with the risk of compromising safety at any given time</li> <li>• Children will be notified and reminded regularly of changes to the school's fire drill, lockdown and evacuation procedures.</li> <li>• Children will not use playdough</li> <li>• Children will use the sand and water trays which are cleaned daily. Children will wash their hands before and after using this equipment which is supervised by a member of the EYFS team.</li> </ul>	As above
Staff room	<ul style="list-style-type: none"> <li>• The staffroom is not restricted on numbers</li> <li>• Windows are left open for ventilation</li> <li>• An outdoor eating area has been created for staff on the grassed area outside the staffroom door</li> </ul>	Posters for social distancing and hygiene
School office and reception area	<ul style="list-style-type: none"> <li>• School will continue to avoid unnecessary visitors to school or large groups of adults visiting school</li> </ul>	
Kitchen staff	<ul style="list-style-type: none"> <li>• Following FM rules and are also aware of school procedures as per other members of staff.</li> </ul>	See FM Staff Risk Assessment

First aid	<ul style="list-style-type: none"> <li>• Single use PPE supplied for first aiders in first aid area - gloves, face masks, aprons, small disposable bags, specialist bins</li> <li>• Every first aider provided with their own face mask</li> <li>• First aiders informed and advised about times for when they need PPE</li> <li>• Handwashing to take place after administering any first aid</li> <li>• Close contact to only occur if necessary</li> <li>• A number of Paediatric first aiders are available and one is situated in the EYFS.</li> <li>• A separate isolation room (designated for this use only and not used again until deep cleaned) has been identified and has access to a separate toilet in close proximity. This toilet is usually in use by other members of staff, however a procedure has been put in place so that if it needs to be used by a child/adult with suspected COVID19 then the toilet will be out of use until a deep clean has taken place see risk assessments below for suspected cases.</li> </ul>	Regular order of PPE equipment needs to be established Training for staff on putting on and taking off PPE given.
<b>Cleaning and Hygiene</b>		
Cleaning	<ul style="list-style-type: none"> <li>• Daily cleaning of all classroom furniture</li> <li>• Daily cleaning of all IT equipment</li> <li>• Daily cleaning of all shared classroom learning equipment</li> <li>• Daily cleaning of the school hall following Breakfast Club and Lunch</li> <li>• 3 x day cleaning of communal area door handles, light switches and commonly touched surfaces</li> <li>• Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open and this has been risk assessed.</li> <li>• At regular intervals throughout the day, door handles, light switched, iPads, laptops (if used) and tables will be wiped down with sanitising spray and disposable cloths provided – see cleaning risk assessments above.</li> <li>• Increased cleaning schedule in place as directed by Headteacher.</li> <li>• Washing and cleaning products are monitored throughout the day and restocked where necessary by the caretaker and cleaner.</li> </ul>	Schedule reviewed and distributed  Additional rota for wider staff to support with cleaning - responsibilities for teachers and TAs within their own teaching and learning areas.
Handwashing for adults	<ul style="list-style-type: none"> <li>• Staff have been instructed on using the 7 steps to handwashing and posters are displayed around the school.</li> <li>• All staff must wash their hands regularly throughout the day, including but not exclusively; before and after eating, before and after using P.E. equipment, before and after supporting a child in close contact (e.g. dressing for P.E. toileting support)</li> </ul>	

	<ul style="list-style-type: none"> <li>• All visitors will be asked to use the hand sanitiser provided before entering. Those remaining for more than an hour will be asked to wash their hands regularly. Those staying for the day will be informed of staff handwashing advice.</li> <li>• Visitors will be restricted to accessing only those areas essential to fulfil the purpose of their visit.</li> </ul>	
Handwashing for children	<ul style="list-style-type: none"> <li>• Children have been instructed on using the 7 steps to handwashing and posters are displayed around the school.</li> <li>• Staff remind children of the hand washing procedure and monitor children's handwashing age appropriately.</li> <li>• Daily routine of handwashing - immediately on entry to school at the start of the day, after first play, before and after eating lunch, after playing out</li> <li>• Before and after P.E. lessons</li> <li>• Following any activity or event that has led to close contact with another pupil or adult</li> </ul>	
Visitors to school - hygiene	<ul style="list-style-type: none"> <li>• All visitors will be asked to use the hand sanitizer provided</li> <li>• Parcels will be left outside if possible or in the entrance and not handed over</li> <li>• The glass window of the office will be closed</li> <li>• Visitors remaining for more than an hour will be asked to wash their hands regularly, those staying for the day will be informed of staff handwashing advice</li> <li>• Visitors will be restricted to accessing only those areas essential to fulfil the purpose of their visit</li> </ul>	Posters for social distancing and hygiene and rules in place
Respiratory hygiene	<ul style="list-style-type: none"> <li>• Posters will be displayed in communal areas and classrooms promoting the latest Public Health England advice (hands/ face/space)</li> <li>• Encouragement of all to avoid touching mouth, eyes and nose</li> <li>• Bins (containing tissues) will be emptied at least daily</li> <li>• Windows will be open in all areas where it is safe to do so</li> </ul>	Posters
Ventilation	<ul style="list-style-type: none"> <li>• All areas will have windows open for prolonged periods throughout the day</li> <li>• Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open</li> </ul>	Inform staff, clear direction around which windows and doors cannot be open.

Catering	<ul style="list-style-type: none"> <li>• FM and their staff will remain responsible for the cleaning of the kitchen and all kitchen equipment</li> <li>• FM staff will follow the company's guidelines and procedures around daily cleaning and deep cleaning during the pandemic</li> </ul>	Liaise with FM
<b>Infection Control</b>		
Staff / Pupils / Parents presenting with symptoms	<p><b><u>DFE Guidance– When should isolation begin?</u></b>  <b>Start Isolation from the EXACT day the symptoms started OR the day their test was taken if they did not have symptoms and for the next 10 days.</b></p> <ul style="list-style-type: none"> <li>• Follow all government guidance with regards to those with symptoms and to have a test for COVID-19.</li> <li>• Positive tests reported to <a href="mailto:SchoolsCOVID19@rochdale.gov.uk">SchoolsCOVID19@rochdale.gov.uk</a></li> <li>• The same website is used to report the number of pupils self-isolating.</li> <li>• First aiders to support in this instance, wearing full PPE, until the person(s) have left the site</li> <li>• Full deep clean of all areas used by the person(s) to be conducted that same day</li> <li>• No use of areas used by the person(s) until a deep clean has taken place</li> <li>• All those cleaning to wear gloves, face masks and plastic aprons</li> <li>• If you suspect a pupil has symptoms they are to be isolated in the Rainbow Room</li> <li>• Risk assessments and procedures for isolation of an adult or child with a suspected case of COVID19 have been written and communicated to staff.</li> </ul>	Copy of government guidance available in the staff room and also a copy in the office.
Mixing of pupils	<ul style="list-style-type: none"> <li>• Pupils are taught within their year group classroom</li> <li>• Year groups will mix for collective worship and assemblies both as a phase and whole school During phase and whole school assemblies the hall fire doors will be opened to increase ventilation.</li> <li>• Year groups will mix on the playground during playtimes and dinner times</li> </ul>	

Intimate care of pupils (supporting changing for P.E. / toileting)	<ul style="list-style-type: none"> <li>• Staff supporting a child with toileting should wear gloves, apron and a face mask (found in the first aid area)</li> <li>• Staff supporting with dressing should wear gloves, apron and a face mask</li> <li>• All PPE must be disposed of in the medical waste bin.</li> <li>• Disposal of PPE must be in the yellow bin in the first aid area</li> <li>• Once PPE has been removed, hands must be washed</li> <li>• Staff have been trained on how to put on and take off PPE correctly.</li> <li>• The level of PPE required for each situation has been risk assessed and communicated to staff.</li> <li>• We currently have no children on site who require intimate care. If the situation changes then their care plans will be reviewed, amended and communicated to staff and parents before the child returns.</li> <li>• We have no caring interventions that are aerosol generating procedures.</li> <li>• The caretaker monitors the levels of PPE and reorders as needed ensuring we have a good supply at all times.</li> </ul>	A regular order of PPE equipment has been arranged
<b>EDUCATIONAL PROVISION</b>		
Teachers	<ul style="list-style-type: none"> <li>• Teachers will maintain responsible for setting work for the children in their class in line with the school's curriculum and remote learning policy.</li> <li>• If a child needs to isolate, the school's Remote Teaching and Learning Policy and Contingency Plans will be followed.</li> <li>• PPA time is given on site within the school day</li> <li>• Teachers complete their directed time on site through in-service or curriculum leadership duties</li> </ul>	
Educational provision in school	<ul style="list-style-type: none"> <li>• Peripatetic music lessons will commence in school week beginning Monday 6<sup>th</sup> September</li> <li>• Swimming lessons for Y5 pupils begin Thursday 9<sup>th</sup> September</li> <li>• Our school's curriculum remains broad, balanced and ambitious.</li> <li>• The teaching of (MFL) Spanish will be taught weekly from Monday 6<sup>th</sup> September</li> </ul>	
<b>SCHOOL POLICIES AND PROCEDURES</b>		

<p>Fire procedure/invacuation/lockdown policies</p>	<p>Fire procedure/invacuation/lockdown policies have all been reviewed and communicated to staff. Staff have been informed about which doors cannot be open due to fire regulations.</p> <p>Within the first two weeks of school there will be a weekly evacuation and invacuation drill and the outcome from these will inform any remedial actions.</p> <p>PEEPs have been reviewed and will continue to be reviewed in light of developments at this time and communicated to staff.</p>	<p>Fire drill and invacuation/lockdown drill are in the diary to be completed Wednesday 15<sup>th</sup> September 2021</p>
<p>Video Conferencing Policy</p>	<p>A policy for video conferencing to other members of staff or outside professional agencies has been reviewed and circulated to staff.</p> <p>All staff have contributed to and are aware of the Remote Learning Policy and Procedures in place including those for safeguarding themselves and pupils.</p>	<p>Remote Learning Policy and Procedures</p>
<p>Well-being</p>		
<p>Availability of Headteacher and Deputy Headteacher</p>	<p>The Headteacher and Deputy Headteacher are available in school during normal school hours and are able to be contacted by staff out of hours via email and via text. Staff have been given these contact details.</p> <p>Both the HT and DHT have an open-door policy which the staff have been made fully aware of.</p> <p>Accident and Incident reporting procedures remain the same as in normal times. Staff have been made aware of this.</p>	
<p>DSL and DDSL</p>	<p>The HT and DHT are the DSL and DDSL respectively and are contactable as above in regards to any safeguarding concerns.</p> <p>The school uses CPOMs which notifies the DSL and DDSL of any submissions.</p> <p>The DSL and DDSL use the Encompass and check this daily for emails.</p> <p>The DSL and DDSL are contactable via email and phone by any outside agencies in relation to safeguarding matters as per school's usual procedures.</p>	

Well-being of pupils	<ul style="list-style-type: none"> <li>• Pupils Isolating have access to a school device and will have face to face contact with their class teacher / TA every school day. Via Teams, the children will also have opportunity to see / socialise with each other.</li> <li>• Circle time – opportunities to discuss thoughts and feelings. Opportunities for time to reflect, share, understand changes to be built in to each day for at least a week and will continue when deemed necessary after this</li> <li>• Collective Worship – daily (planned and / or spontaneous) - see above for detail</li> <li>• RE curriculum RE based on liturgical year - see above</li> <li>• Access to support – pastoral support and where needed external referrals to counselling / family support</li> <li>• Safeguarding – arrangements for the safety and welfare of all pupils is unchanged and the shared responsibility to safeguard all children remains a priority</li> </ul>	
Staff well-being	<ul style="list-style-type: none"> <li>• Emotional well-being – staff well-being and safety is paramount. Support for staff who are feeling vulnerable or uncomfortable is available from the head teacher and it is vitally important that concerns and fears are shared so that reassurances can be sought</li> <li>• Staff sickness – Health Related Absence Policy still directs the process of any health related absence from school. Staff can access testing if they experience symptoms of Covid-19 and positive tests will result in immediate self-isolation for the individual staff member</li> <li>• Access to support – support can be sought from colleagues, Occupational Health referrals and by sharing concerns and anxieties</li> <li>• Workload will be reviewed and considered continuously both for those in classrooms at school and also those at home, all concerns about this must be reported immediately to the head teacher. PPA will be allocated for teachers.</li> <li>• Open door policy of the Headteacher and all SLT members will continue as it always has</li> <li>• Staff are strongly encouraged to report all concerns and anxieties immediately so that they can be supported effectively.</li> <li>• School leaders will again survey staff views on well-being w/b outcomes to be shared with the Governing Board to identify any actions.</li> <li>• Staff Inset/training/guidance will be done mainly through emails and virtual meetings but sometimes, if deemed necessary, will be done via physical meetings applying social distancing measures.</li> </ul>	
<b>Communication and Consultation with school partners</b>		

Governors	<ul style="list-style-type: none"> <li>Governors have been kept informed of the ongoing situation and the Chair and Vice Chair have been involved with, and will continue to be involved with the risk assessment and other connected documentation.</li> </ul>	
Staff	<ul style="list-style-type: none"> <li>Staff have been kept informed of the ongoing situation their views have been surveyed and the results have been used to inform the risk assessment and other connected documentation.</li> <li>Staff have been made fully aware of the risk assessment and recovery action plans via e-mails and Headteacher briefings</li> <li>Staff will continue to be informed of any further changes made to policies and procedures.</li> <li>All normal school policies and procedures are still in place unless stated otherwise and this has been and will continue to be communicated to staff.</li> </ul>	
Parents	<ul style="list-style-type: none"> <li>Parents views have been surveyed and the results have been used to inform risk assessments and other connected documentation, as far as is reasonably possible.</li> <li>Parents have been updated at regular intervals on the changing situation.</li> <li>Parents have been informed via letter of the procedures and changes that have been made in school and what they and their child needs to do to comply whilst on site.</li> </ul>	
<b>Monitoring of the risk assessment</b>		
Monitoring	<p>This is a dynamic risk assessment and will be monitored daily by SLT and amendments made where deemed necessary as matters arise. These changes will be communicated to other staff/governors/parents as needed in a timely manner via email. Staff will be notified of their email via text and staff have been told to check their emails daily during the school week.</p> <p>Other staff are encouraged to bring up any issues/concerns with the HT/DHT that they come across so that the SLT can also act on these appropriately.</p>	
<b>CONTROL MEASURES</b>		
School has assessed the risk and put in place proportionate control measures. These will be actively monitored to ensure that controls are affective.		

Reporting COVID cases	<p>The HT /DHT is responsible for notifying the local single point of contact to report symptoms/cases of COVID 19</p> <p><a href="mailto:InfectionControlDutyDesk@Rochdale.Gov.uk">InfectionControlDutyDesk@Rochdale.Gov.uk</a>  <a href="mailto:Schoolscovid-19@rochdale.gov.uk">Schoolscovid-19@rochdale.gov.uk</a></p>	
Lateral Flow Testing	<p>There is a separate risk assessment in place for Lateral Flow testing  Testing for staff is optional and takes place every Tuesday and Friday evening with the results sent directly to the Headteacher who maintains the school's log.</p>  <p>Lateral Flow Risk Assessment.docx</p>	
Children attending more than one site	Not applicable at present.	
Testing	<p>School has and will continue to brief staff and parents via email/ClassDojo message and text of the need to book a test if they display any symptoms.  Staff and pupils are constantly reminded that they should not come into school if they have symptoms. If someone within the school community tests positive school leaders provide them with a copy of the PHE guidance.  In all cases/suspected cases school has and will continue to take swift action including contacting Public Health infection control team and following any advice given.</p>	
Enhanced cleaning	<p>School will further increase the frequency of the cleaning of shared toilet facilities to reflect the increase in the number of people on site from September and hence the increase of use.  The HT and BM are responsible for monitoring of the application of the enhanced schedule of cleaning.</p>  <p>Caretaking-cleaning schedule - September</p>	

Attendance	<p>Parents have been reminded via letter and e-mail that school attendance is mandatory and that the school attendance policies and procedures apply.</p> <p>Off-rolling School staff are aware of all forms of off-rolling and this is never acceptable.</p>	
Walk or cycle to school	<p>School has storage for a number of bikes during the school day. Parents and children are encouraged to walk to school whenever possible.</p>	
Buildings maintenance	<p>The school's Business Manager and Caretaker remain responsible for the day to day maintenance of the building. This is reviewed weekly via site checks which include reviewing the cleaning schedules in place.</p>	

Review	
Review Date	Actions
10.09.21	Risk assessment reviewed in SLT and the outdoor area for staff added to the staffroom section