



Covid-19 Risk Assessment and Actions

Updated on 17/06/2021



South Drive, Liverpool, L15 8JL

Tel: 0151 733 6937 Fax: 0151 280 0430

E-mail: schooloffice@olgh.co.uk (website: www.olgh.co.uk)

Headteacher: Miss S Peacock

Dear Families,

Additional measures have been put in place to help us respond to potential coronavirus cases and to act quickly in the event of a confirmed case.

Parents and carers are asked to contact our OUT OF HOURS email address if their child displays symptoms while at home or if their child is confirmed as being positive during the evening or at weekends. This will speed up our response by allowing us to warn parents of confirmed positive cases and bubble closures before they try to send their children to school, further preventing the potential spreading of the virus. Also, if you ring the school office when the school is closed, there is an option to be directed to report a positive Covid case to a member of the Senior Leadership Team

OUT OF HOURS Email Address: covid@olgh.co.uk

This email address is the responsibility of our SLT and Business Manager and will be staffed on a rota basis.

These contact details will be the first point of call when school is closed.

The school office will be the first point of contact during the day when school is open.

School maintains records of all absences and the reasons for those absences, including all Covid absences and any positive or negative tests. These can be accessed by all SLT members and our admin staff 24-7, if necessary.

Kind regards,

Mr. McQuiston

Acting Head of School

School Covid-19 Procedures

The children will be in the following bubbles to enable school to function smoothly but to limit the amount of contact children have with other children and adults:

- Reception
- Year 1 and 2
- Year 3 and 4
- Year 5 and 6

Every effort is made to maintain the integrity of these bubbles and keep contacts between children and staff to a minimum.

From January, staff will be offered the opportunity to test themselves at home using LFT tests for asymptomatic persons. The results of these tests will be reported to school and to NHS track and Trace. School will keep these results for their records.

Symptomatic Children or Staff

- **Any individual with Covid-19 symptoms or who has tested positive will not be allowed to attend school and must self-isolate immediately, under the current government guidance, for 10 days starting from the first day of their symptoms.**
- Anyone who has a member of their household with symptoms of Covid-19 must self-isolate, under the current government guidance, for 10 days from the onset of the family member's symptoms. If they develop symptoms themselves, they must self-isolate for a further 10 days from the onset of their symptoms and get tested.
- The parent/ carer or staff member should notify the school/ HT of their absence by phone immediately for response measures to be put in place.
- If a child develops symptoms during the school day, they will have their temperature taken by school staff and they must isolate (in the designated place - **the meeting room**) from the rest of the school until they are able to be collected from school. Parents will be contacted immediately. Parents will be advised to get the child a PCR test.
- When helping someone who is displaying symptoms, PPE equipment must be worn and then disposed of by double-bagging and storing for 72 hours before binning in the normal way.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom, if possible. The bathroom should be cleaned and disinfected using standard household cleaning products before being used by anyone else.
- In the case of a staff member, they must go home immediately.
- **Anyone displaying symptoms will be advised to get tested via a school testing kit, a testing centre or by calling 119.** If negative, they can return to school when fit to do so.
- Those in direct and sustained close contact with a symptomatic person will have to self-isolate for 10 days **if there is a confirmed positive case** of Covid-19 in that year group/ bubble. The 10 days will begin from the last day of contact with the positive case.
- School will record and keep minimum dataset: reason for absence, date of onset of symptoms, symptoms, class etc.
- If an adult/ child in school tests positive, this will be reported to the education SPOC at Liverpool City Council .
- If someone tests negative and they feel well enough, they can stop self-isolating. Other members of their household can stop self-isolating too.

Hygiene and Cleaning

Hand and Respiratory Hygiene

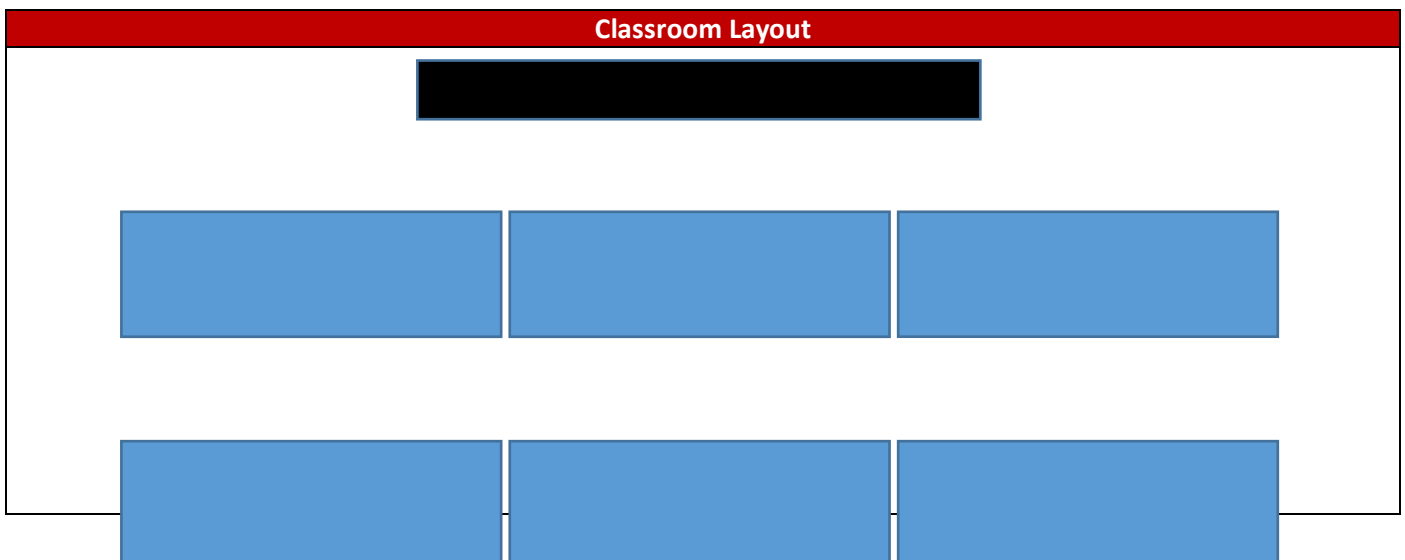
- Children are required to sanitise their hands upon entering the classroom – all classrooms have touchless hand sanitisers and handwash to do so. Touchless hand sanitiser stations are available in communal areas too.
- Teachers will prompt children to wash their hands more frequently than usual – 20 seconds with soap and running water. Classrooms will also have hand gel.
- We promote the 'catch it, bin it, kill it' approach.
- Teachers will actively teach children about hygiene and remind them to try to avoid touching the face.
- Children will wash their hands in the morning, before eating, after playtimes and after toilet breaks.
- All staff will be asked to be responsible for enhanced cleaning procedures, where reasonable – wiping down toilet seats with an anti-bacterial wipe after they use it, for example.

Enhanced Cleaning Provision

Before School	Morning Break	Lunch	Afternoon Break	After School
<ul style="list-style-type: none"> Door handles and entrance key code Communal areas 	<ul style="list-style-type: none"> Door handles and entrance key code Staff to check toilets and wipe down Classroom tables to be wiped down 	<ul style="list-style-type: none"> Cleaners on site to deep clean toilets, classrooms and lunch hall Door handles and entrance key code Any other communal areas 	<ul style="list-style-type: none"> Door handles and entrance key code Staff to check toilets and wipe down 	<ul style="list-style-type: none"> Cleaners on site to deep clean toilets, classrooms and lunch hall. Communal areas – corridors and entrances to be cleaned Door handles Floors mopped

Start and End of the Day						
EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
8:45 – 3:00	8:50 – 3:05	8:55 – 3:10	9:00 – 3:15	8:45 – 3:05	8:50 – 3:10	8:55 – 3:15
Enter and collection via South Drive main gate				Enter and collection via gate on Chestnut Grove beside the Honey Pot Nursery		
<p>Parents must make every effort to socially distance at the school gates. They should line up along the walls of the school in their year groups. Children will be led to the gate at home time by their class teacher or teaching assistant. Please take a note of the slightly staggered opening times. This is for social distancing. Please be on time. Siblings can enter via the same gate at the same time in the morning; they can leave via the same gate but at staggered times depending on when their class finish.</p> <p>PARENTS AND STAFF MUST WEAR FACE COVERINGS AT DROP-OFF AND COLLECTION TIMES</p>						

Morning Break Time						
EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Reception Outdoor Area	10:15 AM	10:15 AM	10:30 AM	10:30 AM	10:35 AM	10:35 AM
Mrs. Blythe and EYFS teacher	Mrs. Edison plus rotation of Y1 and Y2 class teachers		Mrs. Spence plus rotation of Y3 and Y4 class teachers		In the annexe Mrs. Ayegba plus rotation of Y5 and Y6 class teachers	
Lunch Time						
EYFS	Year 1 and Year 2		Year 3 and Year 4		Year 5 and Year 6	
11:45 – 12:45	11:45 – 12:45	12:00 – 1:00	12:00 – 1:00	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15
Hall @ 11:45 – 12:30	Hall @ 11:50 – 12:20	Hall @ 12:00 – 12:30	Hall @ 12:15 – 12:40	Hall @ 12:25 – 12:50	Hall @ 12:30 – 12:50	Hall @ 12:35 – 12:55
Mrs. Blythe and Mrs. Pomford	Mrs. Edison and Mrs. Spence		Mrs. Robinson and Mrs. Sharp		In the annexe Mrs. Ayegba and Mrs. Wilcock	





To maximise space and to limit the spread of the virus, the DFE have advised schools to place tables and chairs in a forward facing position. Therefore, classrooms Y2 to Y6 will arrange their desks in this structure or another similar, forward-facing structure. This will enable interaction to still occur whilst following guidance. Teachers are being advised to maintain 2m distance from children and other adults, where possible. We will ensure that rooms are well ventilated – classrooms will be aired during each break in lessons. Children within the same bubble do not need to maintain a 2m distance but should remain vigilant and cautious. We will ensure that rows are as far apart as possible. Year 1 will use a mix of continuous provision and direct teaching and therefore will not be forward facing. Reception will continue to operate through continuous provision and teacher-directed group work, not forward facing.

Resources

Classroom Based Resources

- Children can share resources such as books and maths equipment.
- Equipment should be cleaned more regularly, as with other frequently touched surfaces.
- Children will be given their own pencils, pens and coloured pencils and these should not be shared – they will keep these in a pencil case given to them by school.

Shared Equipment

- Resources used by different groups of children will be cleaned after use.
- If this isn't possible, they will be left for 48 hours before using again – 72 hours for plastic items.

Staff Shared Areas

The Staff Room

Staff are asked to only enter the staffroom during their designated times at lunch time. Staff within a bubble can choose to spend their lunch together in their classroom. Different staff bubbles must not mix.

The Main Reception Office

Staff must ensure that they maintain a 2m distance and no more than two other members of staff should be in this room at any one time.

Staff Meetings

Staff meetings will be held mainly online, although we may require some meetings in person. Staff **must** ensure they sit 2m away from other adults during these times.

The Headteacher's Office

The Headteacher's office can accommodate no more than 3 members of staff at any one time. This room will be used for SLT meetings after school, when necessary. Only when it is deemed essential, parents will be invited to meet Mr. McQuiston in this room.

The Meeting Room

The meeting room will be used to isolate anyone who is displaying symptoms of Covid-19, by SLT and essential meetings with parents only. The room must be cleaned down after use.

Staff at Risk

During lockdown, CEV staff members will be shielding at home and unable to come to work. These staff members will continue to work from home supporting home learning.

Face Coverings

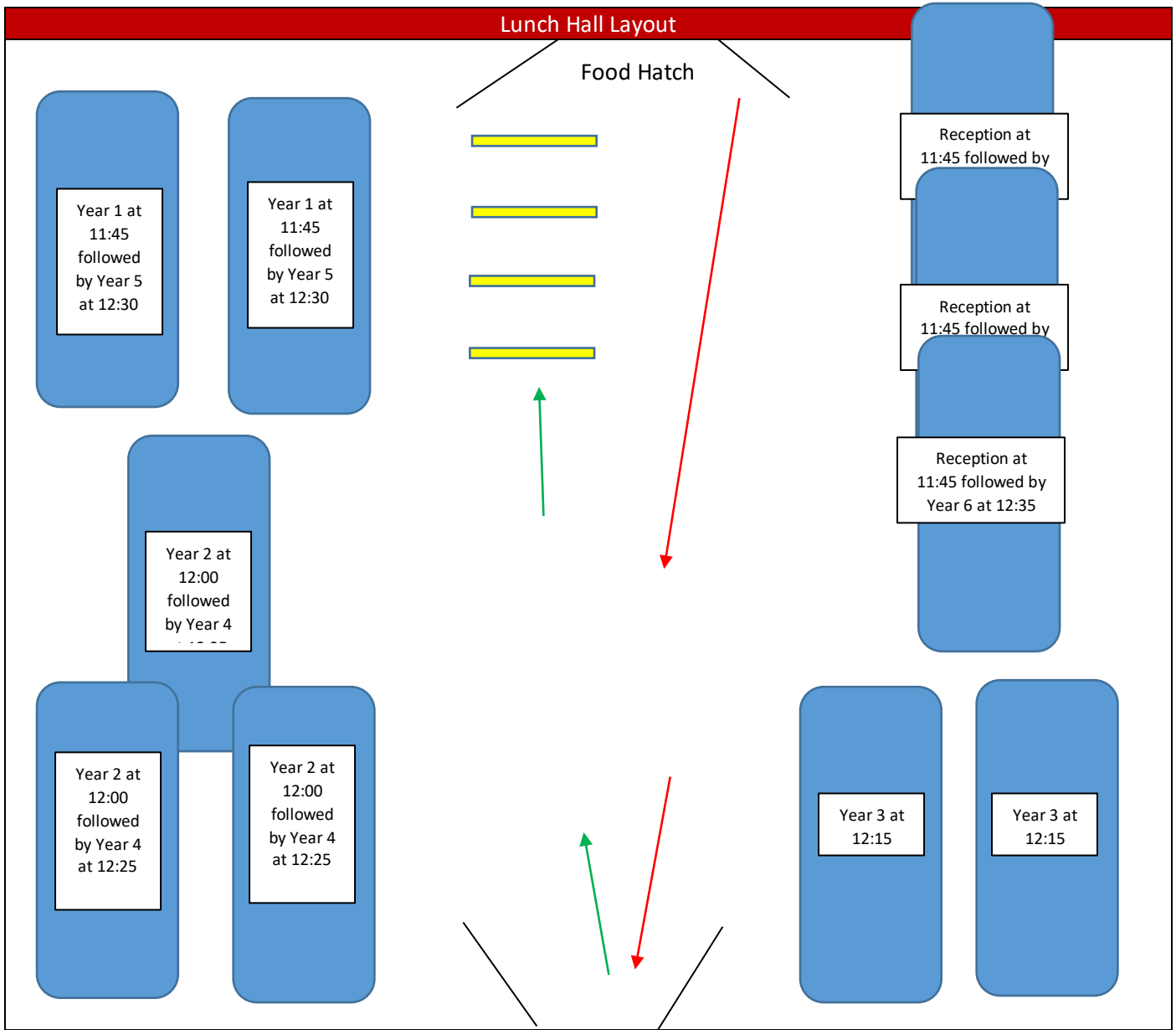
Staff and visitors are advised to wear face coverings in communal areas of the school or when social distancing is not impossible. Children do not need to wear face coverings in school. **Face coverings must be worn by all adults at the school gates.**

PPA

Because we do not have a designated PPA room, staff are being asked to take their PPA time off-site to reduce the number of people in the building, when possible. PPA teachers are reminded to maintain a 2m distance from the children and other staff members so as to not put themselves at further risk of infection.

Marking

Marking is permitted under Government guidance. Teachers are asked to only take marking home if it is essential to do so. Teachers should be careful to not lean over children and their books when helping them with their work so as to not put themselves at extra risk.



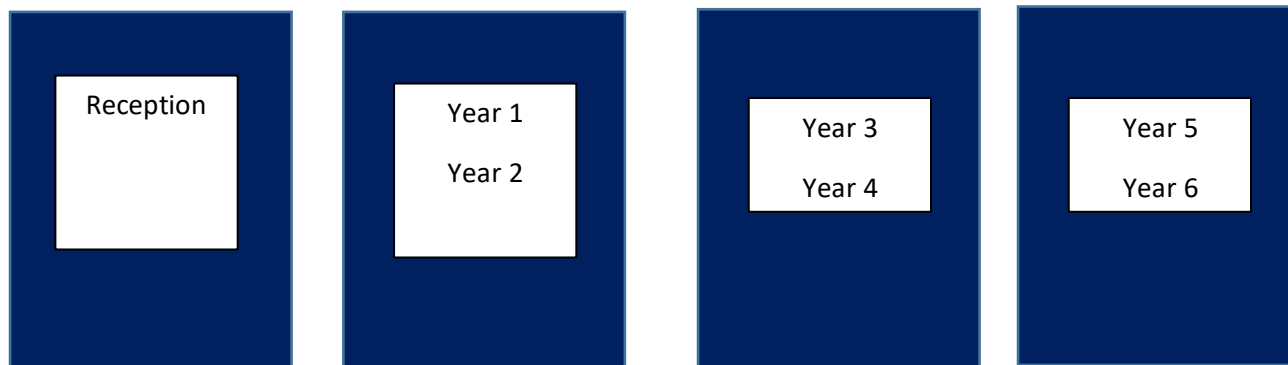
Lunch Procedures

- Each bubble has a designated lunchtime supervisor.
- They will collect the children from the classroom at their designated lunch time and lead them either to the playground or straight to the lunch hall dependent on the allocated lunch slot.
- Lunchtime staff are responsible for ensuring the children follow the guidance surrounding social distancing between bubbles - they must remain more than 2 metres away from other bubbles.
- Lunchtime staff in each bubble will clean down the tables and chairs of their group after use.
- Reception will remain in their outdoor area; Year 1 and 2 will play on the infant side of the playground.
- Year 3 and 4 will be split across the junior side of the playground; Year 5 and 6 will use the annexe (Y3/4 may rotate with Y5/6)
- Break times will take place on the main playground.

Breakfast, After School and Extra-Curricular Provision

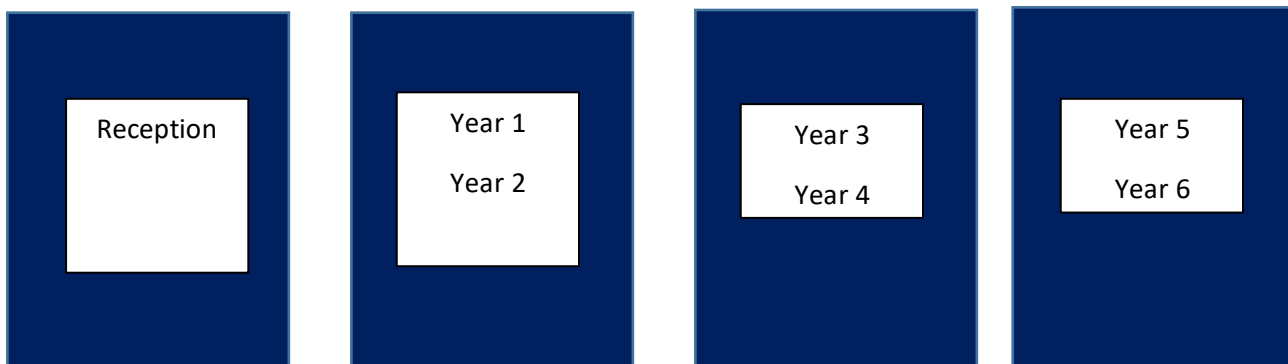
Breakfast Club

Breakfast club will continue to be available to enable parents to get to work on time. It will begin at 8:00 AM and run until 8:45 AM. Children will go to their classroom at 8:45 AM. The children will enter the breakfast club via the side gate at the end of the car park. Parents will be able to walk around and leave their child at the hall doors. **This gate will be shut at 8:40AM.** The hall will be set up to accommodate children from different year groups. Each bubble must remain apart and sit at separate tables to eat their breakfast. Activities will be designated to different bubbles and rotated throughout the week. Mrs. Spence is in charge of the running of this club supported by Mr. Clark. Parents will need to book a place in advance. Children will be grouped like this:



After School Club

After School Club will begin at 3:15 PM. It finishes at 5:30 PM. Parents can pick their children up by the usual means, buzzing at the Main Reception. Activities will be set up to accommodate children from different year groups. Activities will be grouped by key stage – KS1, LKS2, UKS2. The activities will be rotated throughout the week. This year, Mrs. Edison and Mrs. Ayegba are in charge of running the club. Parents will need to book a place in advance.



Other Extra-Curricular Clubs

Extra-curricular clubs are now able to run.

Jordan from Full of Beans will coordinate lunch-time activities on the playground. These structured activities, which are carefully planned by Jordan, will be a huge help in maintaining social distancing at lunch-times and providing the children with a range of fun games to enjoy. He will also be providing after school activities.

Teachers will be running extra-curricular clubs at lunch-time and after school from 15th March.

Residential Trips

Year 6 trip to PGL

PGL for Year 6 2020/21 has been rescheduled for 19th - 21st May 2021 (Summer Term). This will be reviewed at Easter to see if it is still viable.

Other Educational Visits

All other educational day visits **will not be permitted** at this current time.

External Visitors

All visitors on the school site should register and the school should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. A record should be kept of all visitors because if necessary these records will be used to identify potential contacts.

Details needed to be collected from visitors include:

- the name of the visitor
- a contact phone number for each visitor
- date of visit
- arrival time
- departure time

Details need to be kept for 21 days in line with the schools GDPR policy.

Visits to school are at the discretion of Mr. McQuiston. They will be limited and on-site visits will only take place if absolutely necessary.

Uniform

Children must wear full school uniform to school, from Monday 8th March, consisting of white shirt, grey trousers or skirt, school tie and navy school jumper with smart black school shoes.

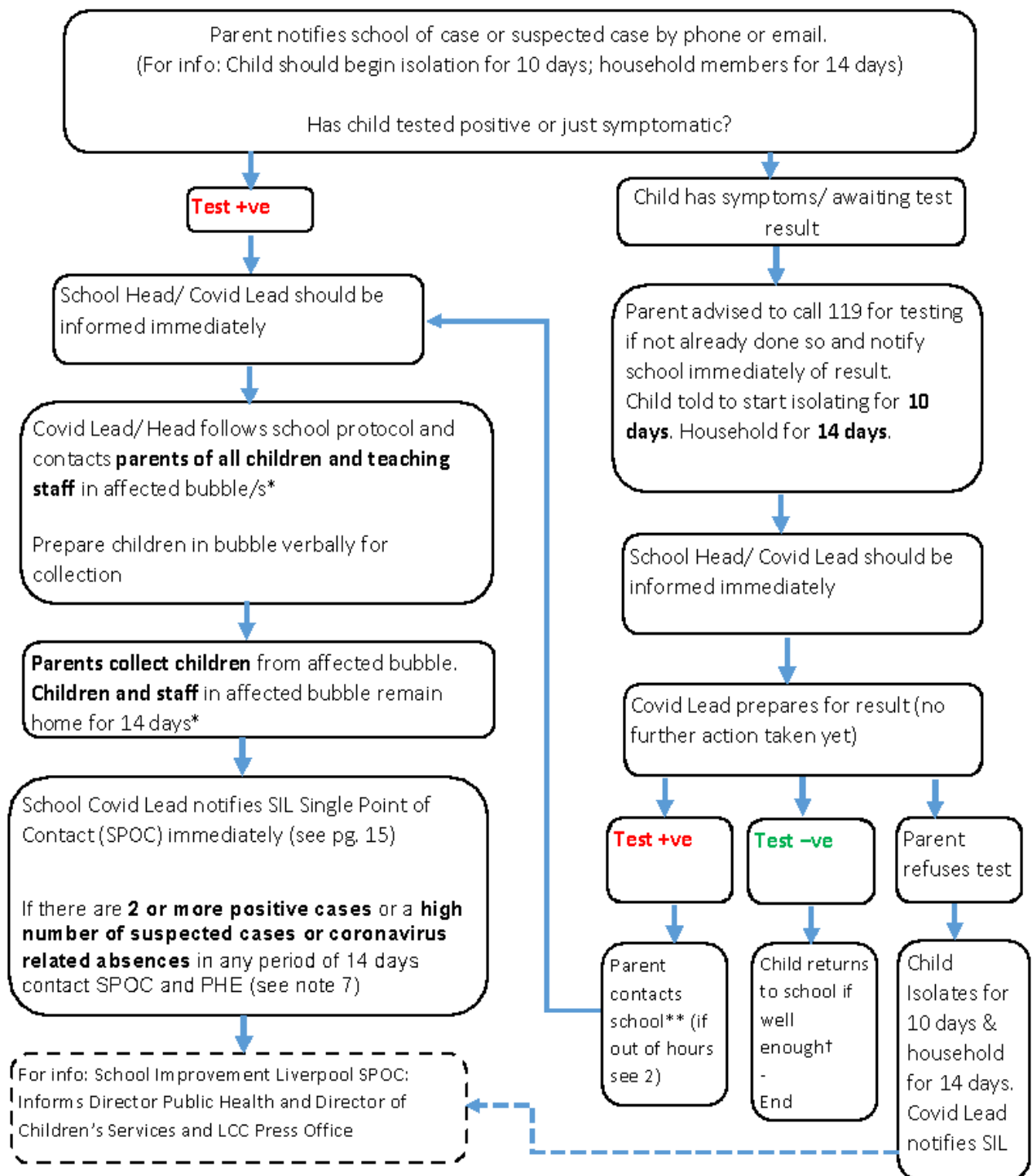
Children can wear their PE Kit to school on the days they have PE.

PE kit consists of:

- White polo top, navy shorts and trainers/ pumps
- Additional jogging suits can be purchased from 'Kitted Out' on Allerton Road for the colder days – navy jogging bottoms and navy jogging top.

1. Schools Covid-19 Case Reporting Process September 2020 **IN SCHOOL HOURS**

All schools to keep easily accessible lists of bubbles including pupil names and parent contacts



For more than one case (or high number of suspected cases) at setting PHE will conduct a risk assessment and provide further advice about any necessary outbreak control procedures.

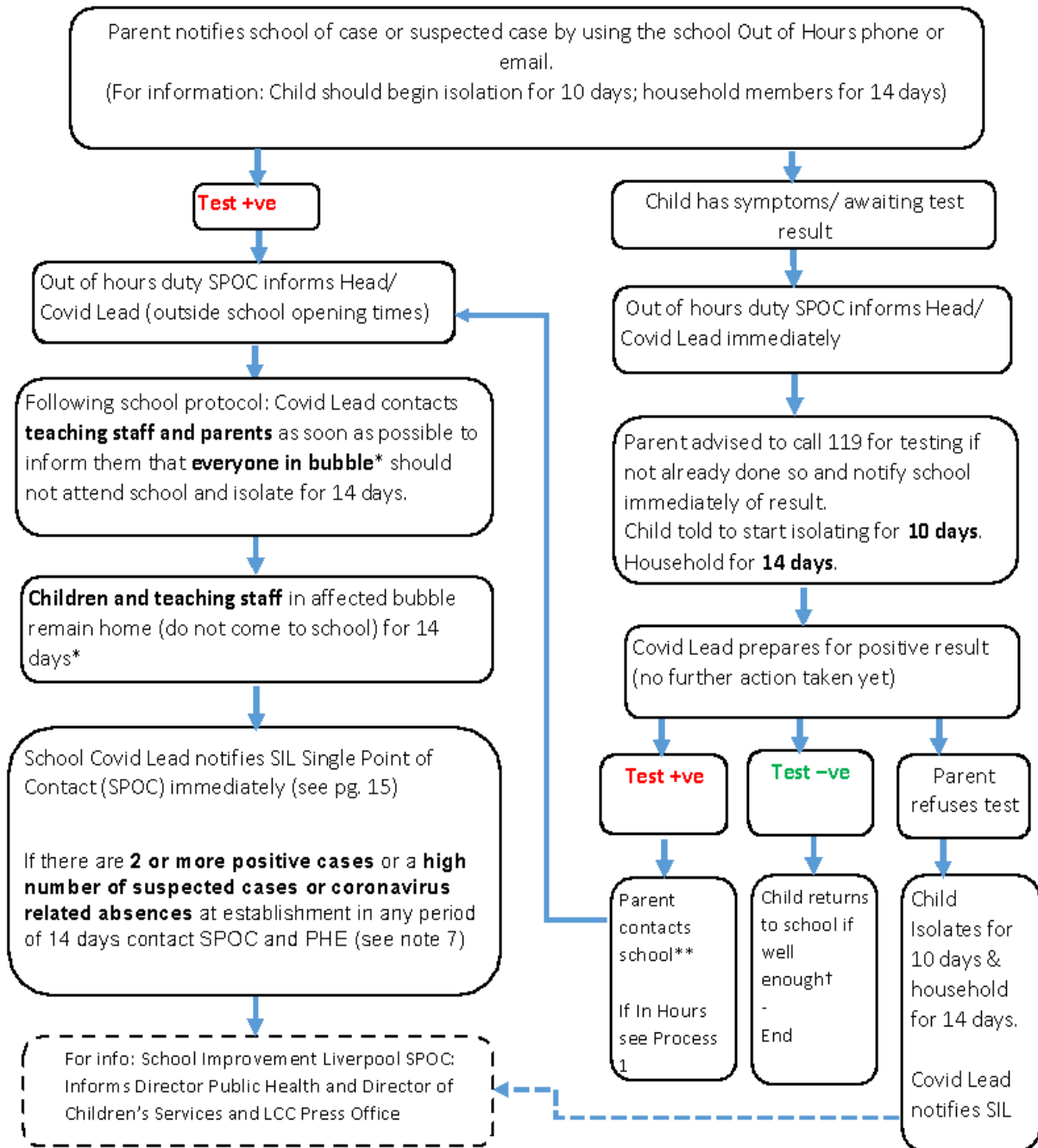
*Include anyone who has had contact (see note 4, p4)

**PHE may also contact school

† Unless child has had contact with a confirmed case – then they should continue isolation for 14 days

2. Schools Covid-19 Case Reporting Process September 2020 **OUT OF HOURS**

All schools to keep easily accessible lists of bubbles including pupil names and parent contacts



For more than one case (or high number of suspected cases) at setting PHE will conduct a risk assessment and provide further advice about any necessary outbreak control procedures.

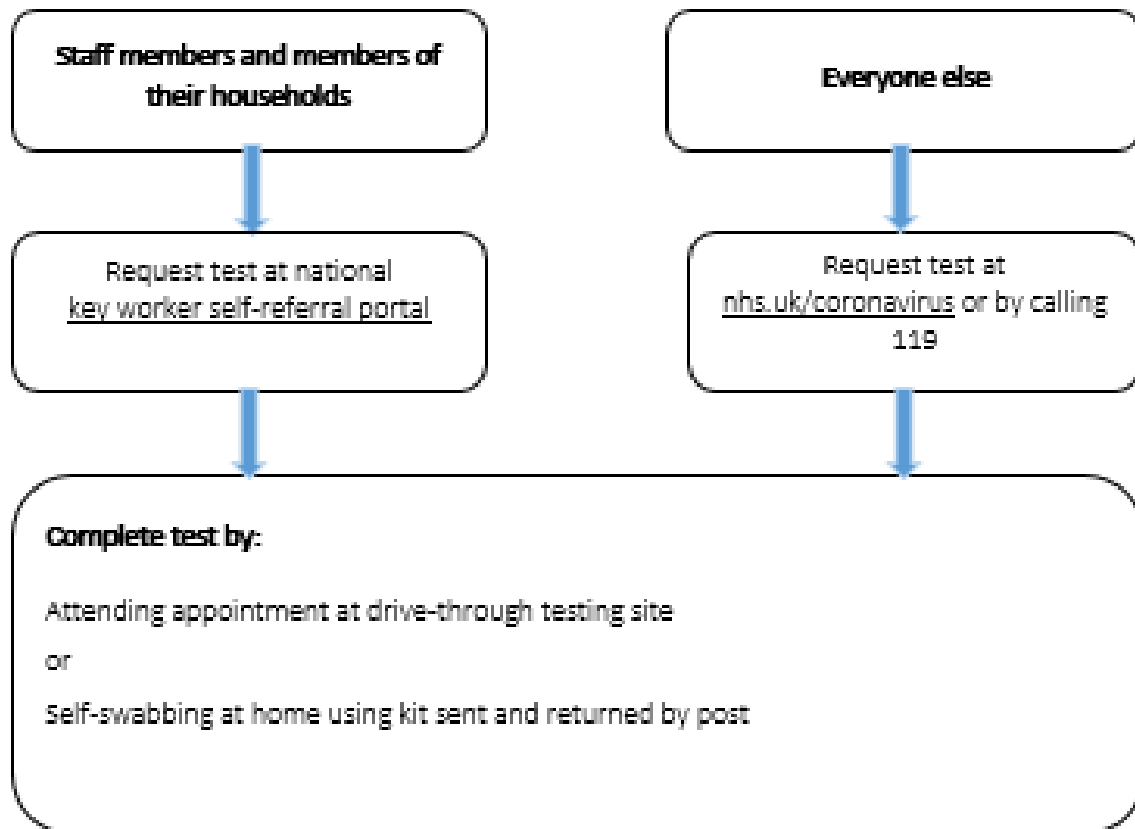
*Include anyone who has had contact (see note 4, p4)

**PHE may also contact school

† Unless child has had contact with a confirmed case – then they should continue isolation for 14 days

Testing

Flowchart on requesting testing for anyone with new symptoms of Covid-19:



All swabs in children aged under 12 years must be performed by a parent or guardian. Some testing sites have staff who can take swabs from those aged 12 years and over who do not wish to self-swab.

Important information for everyone requesting testing:

- It is best to **apply for testing within the first 3 days of having symptoms** as it may take a day or two to arrange.
- **The test is best taken within 5 days of symptoms starting.**
- The test involves taking a swab of the **inside** of your nose and the back of your throat, using a long cotton bud.
- The tests will only tell you if you have coronavirus **at the time of testing**. It will not tell if you have previously had the virus. Antibody testing (to check if you have had the virus) is currently only offered to certain groups of NHS staff.

Liverpool City Council have released this model to explain what their response and the response of schools will be if schools have outbreaks, the city has outbreaks or the city is put under lockdown again.

OLGH September 2020 Covid-19 Risk Assessment

A	Date: 05/07/2020	School: Our Lady of Good Help Catholic Primary School	Team: N/A	Location: South Drive, L15 8JL, Liverpool
Review Date: Ongoing		Ref: N/A	Assessor:	Head Teacher: Mark McQuiston (Acting Head of School)

B	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> ● All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. ● There is adequate supervision, where required, to ensure procedures are correctly adhered to. ● Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy ● Pupils who are symptomatic will not be allowed to attend school and must be tested. ● Pupils with other household members exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance and get a Covid-19 test. <p>SLT will also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> ● New and expectant mothers ● Extended duty of care ● Stress ● Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> ● Vulnerable member of staff and/or who have received a Government shielded letter. ● Staff who have an extremely vulnerable household member. ● Staff who live with a vulnerable person. <p>Formal process in place for SLT to contact the worker if required, as detailed within applicable risk assessment above.</p> <p>SLT to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> ❖ Gov.uk https://www.gov.uk/ ❖ Public Health England https://www.gov.uk/government/organisations/public-health-england 	Low-med

- ❖ Department for Education <https://www.gov.uk/government/organisations/department-for-education>
- ❖ Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- ❖ HSE COVID19 latest information and advice
 - ❖ HSE Working safely during the coronavirus guide
 - ❖ Government guidance COVID-19: guidance for schools and other educational settings
 - ❖ Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
 - ❖ Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable
 - ❖ Government publication COVID-19: cleaning in non-healthcare settings
 - ❖ Government publication Best Practice: how to hand wash
- Due to the rapidly changing advice on Covid-19, SLT will ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.
 - There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:
 - Public health guidance on using PPE putting on and removing PPE shared with staff. PPE used in line with government guidance:
 - <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>

PPE provided, as required, in line with guidance includes:

- ❖ Disposable half face masks:
 - ❖ Disposable gloves:
 - ❖ Disposable aprons:
 - ❖ Goggles - where personal care is to be provided
- All used PPE will be double bagged and disposed of appropriately. Store for 72 hours before disposing via the normal waste stream.
 - All staff informed that hands are to be washed regularly as per Government guidance.
 - Pupils regularly, in age appropriate ways, taught and asked to wash as per Government guidance.
 - Signage is displayed around school encouraging staff and pupils to maintain good hand hygiene.
 - 'Catch it, bin it, kill it' promoted.
 - Parents and carers kept informed via parentapps and email regarding proposals for September including start finish times and any new local rules regarding drop off and pick up etc.
 - Staff kept informed via email, staff meetings/ briefings and zoom calls if necessary.
 - Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.

			<ul style="list-style-type: none"> All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form. <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 	
2	Covid-19 virus: General school environment	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Staff and visitors must use hand sanitiser upon entry to the school. Pupils will also wash their hands when they enter their classroom. Parents and staff must wear face coverings at the school gates for drop off and pick up. Parents drop off and collect their children at the school gates. Parents are requested to drop their children off alone i.e. not both parents attending at once. If dropping off late or collecting early, parents must report to the school office via intercom at the carpark. Children will be brought out to the parents. 2 members of staff present on the gate(s) to greet parents and prevent access to school grounds - Mr. Clark (caretaker) and a member of SLT at one gate and Mrs. Hopwood and a member of SLT at the other gate. Markings are laid out on the school railings for children/parents to line up at the start of the school day – lines laid out to maintain 2m social distancing. Parents are requested to maintain 2m social distancing and not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) Glass panel in place for office staff to shield from foyer. Touchless Hand sanitizer stations located at the entrances to the building and in each room, including toilets, staff room and corridors. Internal doors to be kept open where possible and windows opened in the classrooms to improve ventilation. Timetables have been revised to reduce movement around the school premises and to stagger busy transitional periods such as lunch time. Books and classroom resources can be used but should be cleaned more frequently. Staff verbally reinforce controls in corridors, walkways and stairways where necessary. Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side. Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate. The use of the school staff room is minimised to maximise social distancing between colleagues – 5 max. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Classes will be kept together thereby minimising mixing with other classes as much as possible – key stage bubbles in operation: reception, KS1, LKS2, UKS2 When possible, the numbers using toilets will be managed in line with social distancing guidelines - 1 girl and 1 boy at a time. 	Low-med
3	Covid-19 virus: School reception and offices	Staff	<ul style="list-style-type: none"> Staff are instructed to send information electronically to avoid the use of internal mail services. All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. Office windows will be opened where practical, to encourage as much natural ventilation as possible Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken. Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required. A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use. 	Low-med

			<ul style="list-style-type: none"> • Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back. • The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. 	
4	Covid-19 virus: Meetings	Staff	<ul style="list-style-type: none"> • All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. • Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. • Meeting room capacity is reduced to comply fully with prevailing social distancing measures. • Meeting rooms will be adequately ventilated with external windows opened during meetings. • Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. • Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required. • Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings 	Low
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Children to be kept in their class as a bubble:</p> <ul style="list-style-type: none"> • Classes are kept in 'bubbles' – Reception, KS1, LKS2 and UKS2 - and should not mix with other bubbles during the school day. • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. • Children to be seated in rows (forward facing) in no more than 8 children per row. • Pupils are seated side by side as opposed to opposite each other. • Wherever possible, staff supervising a cohort will also remain within this 'bubble' – teacher, TA and lunchtime supervisors have been allocated year groups. • Playtimes and lunches to be staggered so children can remain in 'bubbles' and we will use separate playgrounds for different bubbles to minimise mixing and dilute numbers using common areas such as walkways and toilets. • Support staff to bring first aid onto the playground during play times. • All classes are to take place in the same setting wherever possible to limit the numbers moving around the school. • Outdoor learning to take place when possible. • For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. • Resources shared between bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. • All unnecessary items are removed from classrooms and teaching environments as much as possible. • Classes are to take place in the same setting wherever possible to limit the numbers moving around the school. • Classroom activities planned and structured; where possible and appropriate classes will be held outdoors. • Cleaning of hands is encouraged when changing classrooms for different activities. • Pupils are regularly reminded to maintain social distancing where possible. • Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. Staff instructed in the following working practices: • Wiping down surfaces, where possible. 	Low-med

			<ul style="list-style-type: none"> ● Keep hands away from face as much as possible. ● Regularly perform appropriate hand washing. ● Staff must use spill proof flasks. ● Staff who need to move between groups of children should maintain a 2m distance. ● Lessons and activities planned to make best use of school resources, additional cleaning may be necessary. ● Children will work in their own classroom or outdoors. They will not be in other classrooms. ● Pupils regularly reminded to keep good hygiene. ● Children will be reminded to wash their hands upon entry to school, before and after play times (including lunch), after any trips to the toilet and upon leaving for home. ● Children will be reminded not to share their stationery equipment with others. ● The staffroom has been socially distanced – tables have been separated and a maximum of 5 adults can be in the room at any one time. Additional cleaning during the day will be implemented. Staff will have access to additional space in Mrs. Wileman’s garden. ● Children will not bring personal belongings into school apart from: suncream (when required), book bag, water bottles, hat and a coat. 	
6	Covid-19 virus: Dining Area	Staff Pupils	<ul style="list-style-type: none"> ● The dining room will hold a maximum of 60 children split into year groups with clear divisions. Children must remain more than 2m away from other year group bubbles. During lockdown, there will be no more than 30 at any time. ● Lunch times will be staggered to ensure ‘bubbles’ do not mix. ● Dining room tables and chairs will be wiped down between sittings. ● Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible. ● Tape marking applied to the dining room to indicate social distancing in the line for school dinners. Children will be asked to remain seated until called to receive their hot meal - 4 children at a time. 	Low-med
7	Covid-19 virus: School Day	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> ● Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once. ● Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school. ● Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times. ● Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods. ● Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets (see above). ● Where possible the numbers of pupils using toilets will be managed. ● Children should wear PE Kit to school to avoid having to change on the days they have PE. 	Low-med
8	Covid-19 virus: Working and teaching within the school environment	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> ● Staff instructed in the following working practices: <ul style="list-style-type: none"> ❖ Aim to maintain 2m social distancing at all times, where practicable. ❖ Limit number of surfaces touched, where possible. ❖ Keep hands away from face as much as possible. ❖ Regularly perform appropriate hand washing. ● Lessons and activities planned to make best use of school resources whilst maintaining social distancing. ● Marking is permitted. ● Staff to follow staffroom timetable 	Low-med

9	Covid-19 virus: Cleaning	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> ● All cleaning staff are experienced and have received appropriate training. ● Reference existing school COSHH risk assessments: ● Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments. ● Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use. ● Playground equipment and classroom equipment wiped down and cleansed at the end of the school day and between activities where possible. ● Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. ● School will be fully cleaned at the beginning, lunchtime and end of each school day, with toilet checks and cleaning of door handles at break times implemented by staff. ● Regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned, throughout the day. ● Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include amongst other things: <ul style="list-style-type: none"> ❖ Printers/ photocopying machines ❖ Door entry keypads ❖ Doors, fridges and cabinets handles ❖ Light switches ❖ Kitchen surfaces ● Classrooms where a pupil or staff member has become symptomatic during the school day will be cleaned along in-line with Government publication COVID-19: cleaning in non-healthcare settings. 	Low-med
10	Covid-19 virus: Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> ● Pupils (and staff) who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them and told to get a Covid test. Staff members with symptoms will be sent home to isolate and told to get a Covid test. ● If staff are unable to maintain social distancing from isolated pupils, appropriate PPE should be worn e.g. a surgical face mask. ● Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible. ● This room will be deep cleaned afterwards. ● The school may be able to supply home testing kits dependent on availability. ● School will inform the LCC Health and Safety Unit. ● Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested: <ul style="list-style-type: none"> ❖ If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. ❖ If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. ● The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result. ● If necessary, a 'bubble' will be sent home and advised to isolate in line with guidance. 	Low-med

Risk Level: High: Accident likely with possibility of serious injury or loss **Medium:** Possibility of accident occurring causing minor injury or loss **Low:** Accident unlikely with control measures in place

D	Controls	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed
1	Stakeholders to be given Risk Assessment for consultation	<ul style="list-style-type: none"> Staff, governors and parents emailed and comments taken into consideration 	Mark McQuiston	Ongoing	
	Classrooms to be rearranged to support new guidance on forward facing desks	<ul style="list-style-type: none"> Rearrange tables and chairs into rows of no more than 8 chairs Remove unnecessary or hard to clean items 	Class Teachers	1 st September	
	2m distance markings outside school gates and at the Main Reception	<ul style="list-style-type: none"> Outside for parents dropping off and picking up children Playground for lining up (children) Corridors for direction Dining hall markings for lining up for dinner Dining tables for eating lunch 	Duncan Clark	8th March	
	Teaching children about Hygiene	<ul style="list-style-type: none"> Staff to use e-bug resources to promote good hygiene 	Teachers	Ongoing	
	PPE	<ul style="list-style-type: none"> PPE to be procured 	Mark McQuiston	Ongoing	
	Updates for staff	<ul style="list-style-type: none"> Staff to be sent updates in guidance as it is received 	Mark McQuiston	Ongoing	
	Communication to staff	<ul style="list-style-type: none"> Staff briefings and meetings to take place in Year 6 classroom or via Zoom Staff to be updated as new guidance is given Staff briefed on what to do if a child becomes symptomatic 	Mark McQuiston	Ongoing	
	Communication to parents regarding school procedures	<ul style="list-style-type: none"> Parents should be made aware of drop off and pick up procedures Start and finish times Expectations and procedures when displaying symptoms 	Mark McQuiston	Ongoing - when changes are made	
	Communication to pupils	<ul style="list-style-type: none"> Pupils told rules and expectations Pupils encouraged to maintain appropriate distancing whilst in class Toilets to be used no more than - 1 boy and 1 girl 	All staff	Ongoing	
	Cleaning guidance	<ul style="list-style-type: none"> Cleaners to be kept up to date on gov guidance on cleaning school 	Duncan Clark	Ongoing	
	Supervision	<ul style="list-style-type: none"> 2 staff (Mr. Clark, Mrs. Hopwood and SLT member) on either gate to remind parents to socially distance at the beginning and end of the school day and to prevent parents entering school grounds Staff to monitor toilets, ensuring 1 in 1 out and cleanliness Lunch staff to monitor queue for food – maintain 2m whilst going through kitchen to receive food – 4 at a time Staff to direct children to correct seats for dinner 	Staff	Ongoing	
	Isolation room	<ul style="list-style-type: none"> 'Meeting room' to be used for any symptomatic children 	All staff	Ongoing	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High Medium Low</p>	<p>Risk assessment signed off by: Mark McQuiston</p> <p>Signature: M. McQuiston</p> <p>Date: 24.02.2021</p>
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Equality Impact Assessment– School Reopening (Pupils and Staff)

This Equality Impact Assessment (EqIA) is used to assist us to ensure we meet our duties under the Equality Act 2010 to take account of the needs and impacts of the proposal or function in relation to people with protected characteristics. Please note, this is an ongoing duty. This means we will keep this EqIA under review and update it as necessary to ensure its continued effectiveness.

To demonstrate having 'due regard' for the Equalities Act (2010) and the Public Sector Equality Duty Section 149, when making significant decisions that include policies, processes and/or guidance it is crucial that Our Lady of good Help Catholic Primary School considers the needs and implications for those people with protected characteristics.

The EqIA has been completed to identify the potential adverse effects of the significant decision, in this case school re-opening on pupils and staff with protected characteristics. There are nine protected characteristics under the Equalities Act (2010) that include age, disability, gender reassignment, race, religion or belief, marriage and civil partnership, sexual orientation, pregnancy and maternity and sex.

We are mindful of the emerging data and evidence of the disproportionate adverse effects of COVID-19 on people with protected characteristics specifically Gender, Black, Asian, and Minority Ethnic (BAME) people, LGBTQ+ people, Disabled People and Older People. These impacts must be born in mind when making the decision for the wider re-opening of schools.

The Equality Impact Assessments refer to a number of COVID-19 Individual and Workforce Risk Assessments.

Guidance used in assessment of Impact and identification of Reasonable Adjustments:

- Risk Reduction Framework for NHS Staff at risk of COVID-19 infection <https://www.fom.ac.uk/covid-19/update-risk-reduction-framework-for-nhs-staff-at-risk-of-covid-19-infection>
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- People at higher risk from coronavirus <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>
- Advice on social distancing <https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

Documents to support the completion of the EqIA are listed below:

- SEND / Vulnerable Pupil risks assessment (protocol / risk assessment)
- Individual staff risk assessment

COVID-19: Equality impact assessment – Pupils

Policy or Decision	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-191	Assessment conducted by – name:	Mark McQuiston
School Name:	Our Lady of Good Help Catholic Primary School	Assessment conducted by – job title:	Acting Head of School
Covered by this Assessment:	Pupils	Assessment date:	July 2020

Groups with protected characteristics	It is assessed that this decision could have a:			Impact Comments:	Reasonable Adjustments Identified:	Negative Impact: Please provide details as to why reasonable adjustments are not being made
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)				Not applicable for this assessment	Not applicable	Not applicable
Disability			X	<ul style="list-style-type: none"> a. High Risk – ‘Clinically Extremely Vulnerable’: Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus. b. Moderate Risk – ‘Clinically Vulnerable’: Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus. c. Other – Do not fall into one of the above categories, however, have received medical advice to remain at home. d. Disability which is the subject of reasonable adjustments e. Reopening schools to children with special educational needs could increase their access to school based support. 	<ul style="list-style-type: none"> a. Pupils within this category will have been contacted by the NHS and advised with regards to shielding requirements. These pupils will be provided with study to be carried out from home. b. Pupils within this category have been advised by the NHS/government to follow advice on social distancing. These pupils will be provided with study to be carried out from home unless stringent social distancing measures are possible, and they/their parents agree to a return. c. Pupils within this category will provide a letter from their GP confirming advice. If it is possible to attend school these pupils, a risk assessment should be undertaken if required. d. A risks assessment should be undertaken if required. e. A risks assessment should be undertaken if required. 	Not Applicable – all reasonable adjustments will be made.

Gender reassignment		X		No evidence of impact	Not required	Not required
Marriage and civil partnership		X		No evidence of impact	Not required	Not required
Pregnancy and maternity			X	No evidence of impact	Not required	Not required
Race			X	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.
Religion or belief		X		No evidence of impact	Not required	Not required
Sex			X	Current evidence of males being at higher risk of being admitted to hospital.	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.
Sexual orientation		X		No evidence of impact	Not required	Not required

COVID-19: Equality impact assessment – Staff

Policy or Decision	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-191	Assessment conducted by – name:	Mark McQuiston
School Name:	Our Lady of Good Help Catholic Primary School	Assessment conducted by – job title:	Acting Head of School
Covered by this Assessment:	Staff	Assessment date:	July 2020

Groups with protected characteristics	It is assessed that this decision could have a:			Impact Comments:	Reasonable Adjustments Identified:	Negative Impact: Please provide details as to why reasonable adjustments are not being made
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)			X	<ul style="list-style-type: none"> a. Moderate Risk – ‘Clinically Vulnerable’ – those aged over 70. b. Current evidence that those aged over 50 of BAME ethnicity, particularly those with comorbidities, may be associated with increased vulnerability. c. Current evidence that those aged over 60 of White European ethnicities, may be associated with increased vulnerability. 	<ul style="list-style-type: none"> a. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible. An individual staff risk assessment is completed to determine this. b. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role. c. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role. 	Not Applicable – all reasonable adjustments will be made.

Disability		X	X	<p>a. High Risk – ‘Clinically Extremely Vulnerable’: Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus.</p> <p>b. Moderate Risk – ‘Clinically Vulnerable’: Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus.</p> <p>c. Other – Do not fall into one of the above categories, however, have received medical advice to remain at home.</p> <p>d. Disability which is the subject of reasonable adjustments</p>	<p>a. Staff within this category will have been contacted by the NHS and advised with regards to shielding requirements. These staff will be provided with work that can be carried out from home.</p> <p>b. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible. An individual staff risk assessment is completed to determine this.</p> <p>c. Staff within this category will provide a letter from their GP confirming advice. If it is possible to attend work these staff will have an individual staff risk assessment.</p> <p>d. These staff will have an individual staff risk assessment completed.</p>	Not Applicable – all reasonable adjustments will be made.
Gender reassignment		X		No evidence of impact	Not required	Not required
Marriage and civil partnership		X		No evidence of impact	Not required	Not required
Pregnancy and maternity			X	Moderate Risk – ‘Clinically Vulnerable’ – Pregnancy.	Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option and stringent social distancing measures are possible. An individual staff risk assessment is completed to determine this.	Not Applicable – all reasonable adjustments will be made.
Race			X	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability	A BAME risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.
Religion or belief		X		No evidence of impact	Not required	Not required
Sex			X	Current evidence of males being at higher risk of being admitted to hospital.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.
Sexual orientation		X	X	Potential for a positive effect or negative impact. LGBTQ+ people have a higher rate of mental ill health, domestic abuse in comparison with their counterparts which could affect their return to work.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not required

Equality impact assessment based directly upon members of staff. In addition to this, our school has identified that staff: (i) who live with individuals classified as High Risk – ‘Clinically Extremely Vulnerable’ - will work from home unless this is not an option, stringent social distancing measures are possible. A ‘COVID-19 – Individual Staff Risk Assessment’ should be undertaken to determine this. (ii) who live with individuals classified as Moderate Risk – ‘Clinically Vulnerable’ - should attend work and the school will undertake a ‘COVID-19 – Individual Staff Risk Assessment’

Any member of staff over the age of 50 that identifies as BAME staff will have an individual Risk Assessment completed. On request any BAME staff under the age of 50 can have a Risk Assessment completed.

Any member of staff that identifies as being aged over 60 of white European ethnicity can request an individual Risk Assessment

Public Health Resources

FAQ

Q1. Should we screen pupils and staff coming in to school?

All children and parents should already have been told not to attend if they have symptoms (new continuous cough and/ or high temperature or loss of sense of smell or taste) in the last 7 days, or if they live with anyone who has had symptoms in the last 14 days. Education settings should **continue to reiterate this to parents, pupils and teachers**.

Routine daily testing of an individual's temperature is not a reliable method for identifying coronavirus and is not recommended.

Q2. Should we screen other essential visitors to the school?

Other visitors to your school should be asked before entering if they have had symptoms in the last 7 days or if anyone in their household has had symptoms in the last 14 days. If they have then they should not be permitted to enter.

Routine testing of an individual's temperature at one point in time is not a reliable method for identifying coronavirus and is not recommended.

Q3. How often should I wash my hands or use hand sanitiser?

You should wash your hands thoroughly for 20 seconds with soap and running water more often than usual, particularly: when coming in to start work, before eating or preparing food, after using the toilet, after having contact with another person, before and after providing care (e.g. first aid), after coughing or sneezing, before touching your face. You should use hand sanitiser when handwashing isn't possible.

Q4. What do I do if a child becomes unwell in school?

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Q5. What if corridors are narrower than 2 metres?

Brief transitory contact, such as passing in a corridor is **low risk** and should not be of particular concern.

Q6. What do we do if there is a child or teacher with symptoms or confirmed positive? Who do we tell?

Please see the flow charts in the main guidance document issued by the local authority.

Q7. What if a symptomatic child needs to use the toilet?

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE should be worn.

Q8. If I've just helped a child with symptoms do I need to go home?

No only if you have symptoms yourself (or test positive later). If the child subsequently tests positive then you should self-isolate for 14 days (as should the child's group/class).

Q9. What about cleaning the area?

Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Q10. What if I do have to come closer than 2 metres of a child with symptoms?

If you do have to come within 2 metres of a **symptomatic child** (new continuous cough and/ or high temperature or loss of sense of smell or taste) you should wear a fluid resistant mask. If contact with a **symptomatic** child is necessary then you should wear disposable gloves, a disposable apron and a fluid-resistant surgical face mask. 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.

Q11. Can we get tested?

Anyone with symptoms – staff, parents and children can get tested through the testing portal:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Or telephone 119

Q12. How do you catch coronavirus?

Primarily through droplet infection - the virus can be carried in fluids coming out of someone's mouth or nose and directly travel to land on your eyes, nose or mouth.

Or

Through touching a contaminated surface and then touching your eyes, nose or mouth.

It is also possibly found in eye secretions and stools of infected people.

Q13. Do we still have to remain 2 metres apart?

Ideally staff in secondary schools should maintain 2 meters distance from their pupils, staying at the front of the class, and away from their colleagues where possible.

We know that this is not always possible, particularly when working with younger children in primary school, but if adults can do this when circumstances allow that will help.

In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.

Minimising contacts and mixing by using small and/ or consistent groups (bubbles) is a crucially important strategy for infection control.

Q14. Can we have whole school assemblies?

No – avoid large gatherings such as assemblies or collective worship with more than one group.

Q15. Is it safe to touch surfaces, packages, envelopes, deliveries etc?

Viruses can survive on different surfaces for different times depending on temperature, humidity, light and other environmental conditions.

Frequently touched communal surfaces should be cleaned regularly. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, as should outdoor playground equipment

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Washing your hands more regularly will also reduce the risk of infection.