



Dear Parents/carers,

Following the announcement by the Prime Minister on Monday 22nd February, we are looking forward to welcoming all pupils back for face-to-face learning from Monday 8th March 2021. This document contains both the risk assessment and re-opening information that stakeholders need. We ask that you all take time to become familiar with, and adhere to, the measures outlined in this document.

Should you have any questions or queries related to our updated 'Recovery Plan' please do not hesitate to contact me.

Over the course of the previous 12 months, the response of the school community in rising to the challenges and demands resulting from the pandemic has been phenomenal and on behalf of our staff and governors, I would like to thank you for your continued support and understanding in these challenging times.

Mr John Daley

RISK ASSESSMENT/RECOVERY PLAN FOR ALL PUPILS RETURNING ON 8TH MARCH 2021				
Name of School		Date of assessment		Review date
ST GREGORY'S CATHOLIC PRIMARY SCHOOL		WEEK BEGINNING 1 st March 2021		Week beginning 29 th March 2021
Name and Position of Assessor(s):	JOHN DALEY	Assessor(s) Signature:	<i>John Daley</i>	
Headteacher's Name:	JOHN DALEY	Headteacher's signature:	<i>John Daley</i>	
Chair of Governor's Name:	PAUL LEFF	Chair's signature:	<i>Paul Leff</i>	

This risk assessment is informed by the governments latest published document '**Schools coronavirus (COVID-19) operational guidance**' published February 2021

This risk assessment follows the **13 systems of control** set out in the above guidance, along with 2 further areas in relation to the school's safeguarding arrangements and to the development and sign off of the school's risk assessment:

Prevention

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated

In specific circumstances:

- 8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

Response to any infection:

- 10) Promote and engage with the NHS Test and Trace process.
- 12) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 13) Contain any outbreak by following local health protection team advice.

Hazard identified and people at risk	Current Control Measures/Additional control measures to minimize risk
<p>Section A:</p> <p>Responding to Someone with Symptoms</p> <p>Procedures for medical care, isolation and confirmed cases.</p> <p>People at risk: All children and adults</p>	<p>Managing confirmed cases of coronavirus COVID-19 amongst the school community</p> <ul style="list-style-type: none"> • If the school becomes aware that a member of the school community has tested positive for COVID-19, we will contact the Local Authority (see key information on pp12/13 of this document) • The Local Authority will also contact school if they become aware that someone who has tested positive for COVID-19 attended the School - as identified via NHS Test and Trace. • Working with the Local Authority, the School will coordinate its response to any pupil or member of staff testing positive for COVID-19. <p>This may include:</p> <ul style="list-style-type: none"> • sending home those who have been in close contact with the person who has tested positive and advising them to self-isolate for 10 days since they were last in close contact with the person. <p>Close contact is defined as:</p> <ul style="list-style-type: none"> • direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation or unprotected physical contact (skin-to-skin). • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. • travelling in a small vehicle, like a car, with an infected person. <p>To assist Test and Trace:</p> <ul style="list-style-type: none"> • School will keep records of pupils and staff in each bubble. Whilst it will be necessary to inform families should a member of the class test positive for COVID-19. Details, such as names, will remain anonymous. • If a member of the class or bubble is asked to self-isolate and develops symptoms of COVID-19, they should seek a test. If the test returns a negative result, they must remain in isolation for the remainder of the 10-day period. This is because they could still develop the coronavirus COVID-19 within the remaining days. • If the test returns a positive result, they should inform the school immediately and must isolate for 10 days from the onset of their symptoms. • Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.

Area of Risk Assessment	Control Measures/Additional control measures to minimize risk (if needed)
<p>Section B.</p> <p>Face Coverings & PPE</p> <p>People at risk: All children and adults</p>	<p>DfE guidance continues to state that pupils or staff should only require the use of PPE on limited occasion. Face masks / coverings are not considered PPE. 'PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus COVID-19 symptoms while at school, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE.' <p>Face masks:</p> <ul style="list-style-type: none"> • The latest DfE guidance states that 'face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face mask.' In recognition of the impact that a face mask can have in restricting transmission of COVID-19, staff are welcome, at their own discretion, to wear a face mask in the classroom. Likewise, older pupils, such as those in Class 4, may, if preferred, wear a face mask during lessons and when indoors. • The use of a facial covering for staff will be encouraged but is not a mandatory measure. • Removing face coverings: When removing face coverings, hands should be washed / sanitised before and after touching the covering. Disposable masks should be disposed in 'black bag', lidded waste bins and not recycling bins. Re-useable masks should be stored in a sealable plastic bag between uses. • When supporting pupils who have been taken to the isolation room after displaying symptoms of coronavirus COVID-19, all staff should make use of PPE including gloves, apron, visor / glasses and facial covering. • All visitors to School, including parents, will be asked to wear a facial covering if it is appropriate for them to do so. In all instances, parents should maintain social distance of at least 2 metres. • Face coverings are mandatory for parents/carers whilst waiting, dropping off and collecting children.
Area of Risk Assessment	Control Measures/Additional control measures to minimize risk (if needed)
<p>Section C.</p> <p>Hygiene and Handwashing and toilets</p> <p>People at risk include: All children and adults</p>	<p>Hand hygiene</p> <p>The DfE publication 'Schools Coronavirus (COVID-19) Operational Guidance' (updated February 2021) recommends that, 'Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating' • When practising good hand hygiene, hands should be washed thoroughly for at least 20 seconds with running water and soap and dried thoroughly. Posters displayed in school reiterate this message. • As an alternative or additional measure, the use of alcohol rub / sanitiser may be deployed, ensuring all parts of the hands are covered, under the strict supervision of a member of staff.

- All stakeholders must follow the ‘catch it, bin it, kill it’ principles, followed by thorough hand washing, when sneezing or coughing.
- The School recognises it is common for children to develop dry skin complaints due to additional hand washing. Parents should provide any moisturisers, which should be named and remain in school.

Toilets and hand washing stations

Latest guidance states that ‘if your site allows it, allocate different groups to their own toilet blocks’

As a result:

- Class 2 will use the key stage 1 toilets
- Class 3 will use the chalet toilets and the early years building toilets (boys only)
- Class 4 will use the toilets in KS2 corridor
- Research suggests that toilet areas are potential ‘hot spots’ for coronavirus COVID-19 transmission, therefore these areas should be well ventilated. Where applicable, windows will remain open.
- All mechanical ventilation units are in working order and ventilation checks will form part of daily cleaning routines. Doors to the KS1 and 2 toilets will remain open at all times.
- Toilets, sink areas and floors are to be washed and cleaned at regular intervals by members of staff on a timetabled basis.
- Access to toilets will be limited to a maximum of 2 pupils at any given time. Classes will be encouraged to use the toilets during supervised times by staff before and after break times.
- Staff will continue to use the toilets located outside the staffroom and the disabled toilet. Members of staff are required to wipe the sink basin, toilet flush, taps and door handles after each visit using an antibacterial wipe / spray and cloth. Appropriate signage to remind staff is in place.

Area of Risk Assessment	Control Measures/Additional control measures to minimize risk (if needed)
<p>Section D:</p> <p>Respiratory Hygiene</p> <p>People at risk: All children and adults</p>	<p>Respiratory hygiene</p> <ul style="list-style-type: none"> • In promoting good respiratory hygiene, the school continues to promote the ‘catch it, bin it, kill it’ approach. • Supplies of tissues are regularly replenished and available for all pupils to use. • Additional bins, with pedal-operated lids, are in place throughout the school to dispose of used tissues.
Area of Risk Assessment	Control Measure/additional control measures to minimize risk (if needed)
	<p>Cleaning Schedules</p>

Cleaning and waste disposal:
People at risk:
All children and adults.

- In line with Government guidance, the school will put in place additional and enhanced cleaning measures. This includes more regular cleaning of shared spaces or those considered as potential COVID-19 transmission hotspots, such as toilets and frequently touched surfaces such as door handles.
- Thorough cleaning of all surfaces in classes and other areas of the school will take place on a daily basis by our site maintenance office. The headteacher, teachers, teaching assistants, admin and support staff all contribute to the cleaning and in particular, throughout the school day and at the end of the school day from 1515pm.

Waste

In disposing of waste appropriately, the school will adhere to the measures set out in 'COVID-19 Cleaning in Non-Healthcare Settings Outside the Home'.

- When cleaning an area where a person with symptoms of COVID-19, or a confirmed case of COVID-19, has been present, the cleaner is required to wear PPE consisting of a face mask, visor / clear glasses, gloves and apron.
- Public areas where a symptomatic person may have passed, but spent limited time, should be cleaned in accordance to usual arrangements.
- All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones and grab rails in corridors.
- In cleaning of such areas, disposable cloths or paper roll and disposable mop heads should be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

- Should be put in a plastic rubbish bag and tied when full
- The plastic bag should then be placed in a second bin bag and tied
- This should be put in a suitable and secure place and marked for storage until the individual's test results are known
- This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
- If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed, this waste should be stored for at least 72 hours before disposal with normal waste.

Area of Risk Assessment	Control Measures/Additional control measures to minimize risk (if needed)
<p>Section F:</p> <p>Social Distancing</p> <p>At risk: all children and adults</p>	<p>Social Distancing:</p> <ul style="list-style-type: none"> Plans continue to ensure that mixing between contacts is minimised whilst facilitating the delivery of a broad and balanced curriculum. As such, we will continue to operate a 3-bubble model, with each class working in isolation from other classes. This means that contact between pupils of different classes will not be possible. Government guidance states that ‘all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable’. Whilst some staff members will continue to work exclusively within their bubble, this allowance for staff to move between bubbles will ensure that all pupils have access to a full and rich curriculum, making use of specialist professionals such as teaching assistants, Mrs Wakeling for Spanish and sports coaches. To restrict the potential for transmission across bubbles, all staff are asked to observe social distancing measures wherever possible. Due to its small size, the staffroom will be limited to a maximum of 5 adults, 4 around the table and 1 in the kitchen area. Staff will continue to use the Early Years building for breaks and lunchtimes. Staff are reminded that adult:adult transmission provides the most likely transmission route and must therefore observe social distance of 2 metres wherever possible. We encourage members of staff wear a face mask in these areas when not consuming food and/or drink but it is NOT mandatory. <p>Minimising contact: Bubbles</p> <ul style="list-style-type: none"> As with our original Recovery Plan, published September 2021, our ‘bubbles’ aim to restrict pupil:pupil and staff:pupil contact. This approach ensures that should a member of the bubble test positively for COVID-19, the number of children who will be required to observe a period of self-isolation can be restricted. Whilst such measures will significantly reduce opportunities for pupils from different bubbles to mix, the latest guidance advises that, ‘You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for specialist teaching, wrap-around care and transport.’ To this end, some staff will be working across different bubbles. To ensure that the risk of transmission is reduced, such staff are regularly reminded of the importance, wherever possible, to maintain social distancing between themselves and pupils. <p>Minimising contact: staggering timings throughout the day and ‘zones.’</p> <ul style="list-style-type: none"> To restrict contact when accessing our school grounds and to ensure that pupils within bubbles do not mix, we will continue to operate zonal playtime/lunchtime areas and key stage 2 and key stage 1 children will enter and leave the building via the same gates they used prior to Christmas.

- This will also help to control the flow of adults on-site. We politely request that adults on-site are limited to 1 per family and that parents avoid congregating in the parent waiting areas and instead 'drop off and go' in the mornings. If at all possible, we prefer parents of key stage 2 children to drop off at the external gate and school staff will supervise from then onwards. We prefer key stage 1 and early years' parents to accompany their children. We thank our families for their continued compliance.

THE SCHOOL DAY

New, temporary timings are outlined below and will be reviewed again in time for the summer term:

START OF THE DAY: Class 4 pupils 0845; Class 3 0845; EARLY YEARS/KS1 0845

END OF THE DAY: ALL CHILDREN 1515 (though we encourage parents to be there for 1510 where possible)

- We are extending our school day from 8th March in order to increase teaching time for the children. As a result, we will be starting 15 minutes earlier and finishing 15 minutes later compared to the timings in the autumn term. We are asked to strongly encourage all parents, where possible, to walk to school and avoid using their cars in order to lessen traffic congestion on Albert Road. In addition to this, can I encourage all parents to drop their years 3,4,5 and 6 children off at the outside gate at 0845 and staff will supervise them in the waiting area, giving some parents the chance to get off to work and avoid the Albert Road traffic. I would like parents to accompany all key stage 1 and early years' children to the side-gate adjacent to the **yellow** building.
- At hometime, again, can I encourage all parents to arrive at 1510 in order to collect children on time and move off the premises as quickly as possible in order to avoid traffic congestion.

0845-0855 Children enter school and, after washing hands, prayer, registration and ordering of dinners, lessons will begin at 0855

0855-1030 First session

1030-1045 Morning Break with children in their 'zones'

1045 – 1200 Second session for Early Years and Key Stage 1 children (Miss Ditchfield's Class)

1045 – 1215 second session for all key stage 2 pupils

1200-1300 Lunchtime for Early Years and Key Stage 1

1215 – 1315 Lunchtime for Key Stage 2

1300-1510 Afternoon teaching time for Early Years and Key Stage 1

1515 Lessons finish and hometime.

Club St Gregory's

Minimising contact: Wrap around care

We continue to offer wrap-around childcare. Whilst it will not be possible to provide before and after-school care within our bubbles, our aim is to ensure that children from different bubbles remain as socially distant from each other as is possible. A separate risk assessment will outline the measures in place to prevent children from mixing bubbles during wrap-around care hours. All bookings can be done in the usual way.

Breakfast club:

- All pupils attending breakfast club should use the Early Years entrance (Yellow building) to access the club.
- Pupils will be appropriately supervised at all times and will be given a range of activities and games to play with.
- Pupils will make their way to their classrooms at 0850am.
- Breakfast club staff will ensure that all surfaces where children have been stationed are cleaned using anti-bacterial wipes and that all equipment used is cleaned using anti-bacterial wipes.
- Snacks and drinks will be prepared using the kitchen facilities located in the Early Years building
- Each breakfast club session will be staffed by at least 1 leader each day

After school club:

- Pupils will be encouraged to spend the time outdoors, either underneath the canopy or playing games on the playground.
- Pupils will be offered a snack and a drink.
- As part of this arrangement, parents will be required to ring the bell in the usual way when they arrive to collect their child(ren); staff will then accompany the child(ren) to the front of the main gate to hand over to parents.
- Each after-school session will be staffed by two leaders each day.

Area of Risk Assessment

Control Measures/Additional control measures to minimize risk (if needed)

Section G: PREVENTION

Staying away from School

It is essential that anyone with symptoms of coronavirus COVID-19 does not come to school and seeks a test at the earliest possible opportunity.

Symptoms include:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal.
 - Any pupil displaying any of these symptoms during the day will be taken to our designated isolation room where they will wait with a member of staff until their parent is able to collect. Once the child has been collected, the parent should seek a COVID-19 test at their earliest convenience and self-isolate for a period of 10 days from the start of their symptoms.
 - Other members of the household should also self-isolate for a period of 10 days from when the symptomatic person first experienced symptoms.

- If other members of the family develop symptoms within that period, they must re-start the 10-day period of isolation from the time they first experienced symptoms.
- Any pupil, parent or member of staff should not come into School if they have tested positive for coronavirus COVID-19 within the previous 10 days.
- When in use, the isolation room should be ventilated appropriately by opening windows and doors. The accompanying member of staff will wear PPE consisting of a facial visor / clear glasses, face covering, apron and gloves.
- After the child has been collected, the isolation room will be cleaned with antibacterial spray, paying attention to the areas used by the child and any door handles. The member of staff will be required to wash their hands thoroughly. Doors and windows will remain open until the end of the school day.
- If the child requires the use of a toilet during a period of isolation whilst awaiting collection by a parent, they will be asked to use the accessible toilet in the EYFS building (yellow building)
- This will be thoroughly cleaned using disinfectant products following the child's departure by a member of staff wearing PPE (facial visor / glasses, face covering, apron and gloves).
- Members of staff who have been in close contact with a child displaying COVID-19 symptoms are not required to go home or self-isolate unless: they develop symptoms themselves; the symptomatic person subsequently tests positive; the member of staff reports a positive test from a LFD (Lateral Flow Device) or are requested to do so by the government's NHS Test and Trace programme.
- Any member of the school community should stay away from school if they are required to quarantine having recently visited countries outside of the Common Travel Area. More info: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>
- Pupils and staff are required to self-isolate if anyone in their household or support or childcare bubble has COVID-19 symptoms.
- Post testing support: Should a member of staff test positive, the school will remain in contact during their isolation and period of recovery. School will also support staff who may experience a continuation of symptoms consistent with those described as 'long COVID', which may include a range of measures to slowly re-integrate staff to ensure they have sufficient opportunities for recuperation as they return to School.

Area of Risk Assessment	Control Measures/Additional control measures to minimize risk (if needed)
<p>Section H.</p> <p>Keeping Spaces well ventilated</p> <p>People at risk: All children and adults</p>	<ul style="list-style-type: none"> • Since our previously updated Recovery Plan (January 2021), aerosol transmission has been discovered to pose a significant risk to those who share a confined space, even when observing social distancing. To combat this, wherever possible, windows and doors will be opened to ensure that the air within a space is regularly recycled and refreshed. • Opening of additional windows and doors will have an impact on classroom temperatures. In light of this, pupils and staff are encouraged to wear additional layers to ensure that they remain comfortable within the school setting. In instances where it is deemed too cold to have windows and doors opened permanently, regular opportunity to recycle and replenish the air will be taken and all doors and windows will be opened at playtimes.
Area of Risk Assessment	Control Measures/Additional control measures to minimize risk (if needed)
<p>Section I:</p> <p>Managing Symptoms, Testing and Responding to a Local Outbreak</p> <p>People at risk: All children and adults</p>	<p>As part of our commitment to the safety and wellbeing of all members of our school community, the school is committed to engaging and working with the Government's Test and Trace initiative (more information: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works). All members of our community should be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying any COVID-19 symptoms: staff and pupils must NOT come into School if they have symptoms and must go home immediately to self-isolate should symptoms develop whilst at School. • provide details of anyone they have been in close contact with if they test positive for COVID-19 or is asked by NHS Test and Trace. • self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <ul style="list-style-type: none"> • Tests can be booked online through the NHS testing and tracing for coronavirus website: • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/ or ordered via telephone NHS 119. <p>Containing outbreaks</p> <ul style="list-style-type: none"> • If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak. • The Local Authority will work with the school to advise if additional action is required. This may include recommending that a larger group of people self-isolate at home, which could potentially include the whole site. • In the event of an outbreak, Mr Daley/school office will contact parents and families directly - please ensure that school has up to date contact information, which may have recently changed as a consequence of COVID-related factors such as employment, temporary change of address, new mobile phone numbers and email addresses etc... <p>Contingency planning in the event of local/national outbreaks</p>

	<ul style="list-style-type: none"> In the event of a spike in COVID-19 cases in the locality, the school will liaise with appropriate authorities to decide what measures to implement to contain the spread of the virus. DfE will continue to support schools at both local and national level and the school will continue to work within these guidelines. This arrangement will continue to be informed by latest research and developments. <p>Contingency plans for local outbreaks</p> <ul style="list-style-type: none"> Where children are unable to attend school, a remote education plan will be put in place. Pupils engaging with remote learning will be subject to the same expectations as those attending School. The school has published guidance relating to remote learning expectations via the website. In the event of a local outbreak, the Local Authority may deem it necessary to temporarily close the School. In this event, remote learning provision will be put in place with immediate effect. The School will continue to offer face-to-face provision for children considered as vulnerable, or those of critical worker families where this is possible.
<p>Area of Risk Assessment</p>	<p>Control Measures/Additional control measures to minimize risk (if needed)</p>
<p>Section J.</p> <p>Safeguarding arrangements</p> <p>People at risk: All children and adults</p>	<ul style="list-style-type: none"> School has arrangements in place on how it will support: <ul style="list-style-type: none"> those who have developed anxieties related to the virus (see point 4 below under 'school operations.') those about whom there are safeguarding concerns those who may make safeguarding disclosures once they are back in school Any safeguarding issues that arise will be addressed using the school's safeguarding policy and recorded on CPOMS in a timely manner Plans are in place to manage any possible increase in safeguarding concerns as pupils return to school. Sufficient staff are able to support or signpost pupils with mental health issues Support for vulnerable and/or disadvantaged children returning to school has been identified and is in place. The impact on pupils with protected characteristics, including race and disability, has been considered.

SECTION 1: Local Area Key Contacts

Cheshire East Helpline for COVID-19 queries and notification of confirmed COVID-19 cases related to educational settings

Cheshire East COVID19 Helpline

01270 371323

Email

Covid19@cheshireeast.gov.uk

Line is open Monday to Friday 8am to 8pm
Saturday to Sunday 3pm to 5pm

Cheshire East Public Health can be contacted via this helpline

From September 2020 the Department of Education Helpline for COVID-19 enquiries and support with managing single confirmed cases will be available for the following education settings: early years settings; primary settings, infant or junior settings, middle settings, secondary settings; and further education providers.

DFE Helpline Number: 0800 046 8687 Select option for reporting positive case
Line is open Monday to Friday 8am to 6pm and Saturday to Sunday 10am to 6pm

Cheshire and Merseyside	0344 225 0562 (option 0 then option 1)
Cumbria	0344 225 0562 (option 0 then option 2)
Greater Manchester	0344 225 0562 (option 0 then option 3)
Blackburn with Darwen, Blackpool and Lancashire	0344 225 0562 (option 0 then option 2)

Out of Hours PHE Contact: Public Health
England first on call via the Contact People

0151 434 4819

Staffing: COVID Testing Risk Assessment:

- If any member of staff reports with a temperature above 37.8°, an issue with taste or smell or a new and continuous cough, they must book a NHS PCR test and not wait for their regular lateral flow test.
- This risk assessment covers the process of carrying out covid testing at home.

Covid Coordinator	John Daley
Registration Assistant	Lesley Chadwick/Suzy Broadrick

Task / Activity	Hazard	Who might be harmed and how	Control Measures	Further actions required
Conducting Test	Biological	<p>Infection of Tester from Air Borne Particles</p> <p>Infection of Tester from contaminated surfaces</p>	<ul style="list-style-type: none"> • All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests • All staff to test on specific days, ie Sundays and Wednesdays • Tests to take place in the evening to allow time for cover • Tester to wash hands prior to and after testing • All surfaces to be wiped down before and after testing • Testing waste to be disposed of immediately following tests • Double bag all positive test waste materials and place in household waste • Single bag all negative tests and dispose of in household waste • Record of tests and test results to be kept by covid coordinator/assistant, must include Time, Date, Name, Result, Comments, Actions following positive test 	Video and guidance will be shared week ending Friday 22 nd January
Contact Following a Positive Test	Biological	Cross contamination of other family members from used testing materials	<ul style="list-style-type: none"> • All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests • All staff who take the tests will receive the guidance document v.1.3.2 • Wash hands prior to and after testing • All surfaces to be wiped down before and after testing • Staff member testing positive must isolate immediately, not go into work and contact covid coordinator. • Staff member testing positive will self- isolate at home and organise an NHS PCR COVID Test • Candidate to double bag all waste materials and place in household waste • The member of staff will record the test result on the NHS Test and Trace website and inform John Daley/admin by text if positive and text/email if negative 	

Task / Activity	Hazard	Who might be harmed and how	Control Measures	Further actions required
Contact during a void test	Biological	Cross contamination of other family members from used testing materials	<ul style="list-style-type: none"> • All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests • All staff who take the tests will receive the guidance document v.1.3.2 • Wash hands prior to and after testing • All surfaces to be wiped down before and after testing • Staff member receiving a void test must complete a second test. If the subsequent test comes back void, the member of staff must organise a NHS PCR COVID test and the covid coordinator contacted. • The member of staff will record the test result on the NHS Test and Trace website and inform John Daley/admin by text if positive and text/email if negative 	
Contact during negative result	Biological	Incorrect logging or result resulting in risk of infection	<ul style="list-style-type: none"> • All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests • All staff who take the tests will receive the guidance document v.1.3.2 • Wash hands prior to and after testing • All surfaces to be wiped down before and after testing • If a negative result is received, the member of staff should go into work as normal and inform the covid coordinator about the result • The member of staff will record the test result on the NHS Test and Trace website and inform John Daley/admin by text if positive and text/email if negative 	
Test resources	Biological	Lack of testing equipment creating an increased risk of infection in school	<ul style="list-style-type: none"> • Covid coordinator to ensure a record of how many tests are available to staff is recorded and new tests are reordered within an appropriate time scale • Registration assistant to ensure that all staff sign for their test kits, recording the LOT number • Registration assistant to wear a face mask and ensure social distancing when distributing the testing kits • Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test 	

Task / Activity	Hazard	Who might be harmed and how	Control Measures	Further actions required
Test Failure	Biological	Candidates continue to work due to a false negative test result	<ul style="list-style-type: none"> All members of staff will sign to confirm they have watched instructional video on YouTube about self-administering tests All staff who take the tests will receive the guidance document v.1.3.2 Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed Test kits to be stored and managed by the Registration Assistant in line with the DfE storage guidelines to prevent damage to equipment 	

School Operations

1. Transport

- Wherever possible, school recommends that pupils walk to and from school.

2. Attendance expectations

- Government guidance indicates that, 'School attendance will be mandatory for all pupils from 8th March'. This means that parents have a legal duty to ensure that their child regularly attends School.

3. Pupils who are shielding or in self-isolation

- DfE guidance (February 2021) states 'many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.' Any parent for whom this is applicable should contact Mr Daley as soon as possible.
- Where medical advice is clear that a pupil is unable to attend school, or the child is self-isolating, teachers will lead learning activities remotely with immediate effect, making use of video and tutorials, distributing tasks and providing feedback for pupils via the Google Classroom online platform. All pupils unable to attend school are expected to engage fully with remote learning tasks.
- Engagement with remote learning will be monitored by the class teacher and Headteacher, both of whom will liaise with families to ensure the appropriate support is in place to facilitate learning from home.

4. Managing anxieties around the return to School

We recognise that a handful of families may be experiencing concerns around their child's return to school. To help alleviate these anxieties, the school is taking the following measures:

- publication of this updated Recovery Plan; this plan intends to outline the measures taken by the school to help promote a safe environment for all staff and pupils. It is hoped that the measures identified in this plan will provide reassurance and comfort to parents.
- publication of regular updates, both via email to parents when developments occur, and via the school's weekly newsletter.
- direct communication with families who have expressed concern regarding pupils' safe return to School.
- implementation, where deemed necessary, of an individual risk assessment to outline any additional considerations and measures that may be applicable for specific children and their circumstances.

5. Deployment of School staff

- All teaching, support, catering and administrative staff will attend school to carry out their duties, unless such duties can be carried out at home.
- In addition to our regular teachers, teaching assistants and administration staff, we are looking forward to continuing to work alongside colleagues who assist in delivering a full and exciting school curriculum to our pupils, for example Alick (Rugby TOTS), Nathan (AT SPORTS), Love Music Trust (Fridays Class 4) and Mrs Rudall (Specialist teacher), two new trainee teachers, Miss Sophie Robinson and Miss Laura Hibbert
- Staff will not be subjected to unnecessary increases in demands and wherever possible, additional non-contact time will be provided to support the wellbeing and workload of staff - for example, the introduction of timetabled non-contact time for the SENCO to help manage workload.

6. Volunteers

- To limit the number of adults on-site, we are restricting the number of volunteer helper visits until further notice. This will continue to be monitored and reviewed by the Headteacher in line with latest COVID-19 guidance.

7. Educational Visits

- In the latest guidance, the DfE advises against all educational visits (p.50) ; the school therefore upholds the decision to temporarily suspend all education visits until further notice.

8. School uniform

- Pupils are required to wear school uniform. In light of the need to ensure that the school is well ventilated at all times, and considering the weather at this time of year, we are strongly recommending that pupils wear suitable undergarments to help keep them warm. If necessary, pupils will be allowed to wear outer garments in the classroom.

- Whilst staff will ensure that their dress is safe and appropriate for their duties, standards in formal dress will be relaxed to ensure that staff are warm and comfortable when carrying out their duties.

9. Extra-curriculum provision

- All extra-curricular activities will resume after Easter, in line with the governments 'Road Map' and the vast majority of primary schools locally and nationally.

10. School visitors

- Visitors coming to School to work with pupils will be permitted, subject to control measures being in place. All curriculum visitor workshops will be risk assessed by the class teacher in liaison with visiting instructor / artist.
- Visits to school from prospective families regarding future admissions will be permitted by appointment only and subject to control measures being in place. Parents will be offered viewings on an individual basis and the school will not operate an open day / open morning to help control numbers on-site at any one time. All visitors will be required to wear a face covering for the duration of time on-site.
- Inspectors and maintenance workers will continue to visit the school to complete necessary work in line with statutory duties. In doing so, control measures will be in place. Where possible, maintenance works will be arranged during non-contact hours.

11. Classrooms

- Classrooms will be organised to suppress potential COVID-19 transmission. Pupils will be seated facing the front of the class and teachers should take care to ensure that lesson inputs are delivered from a safe distance. Though it is not possible that pupils be positioned at 2-metre intervals, staff will endeavour to ensure that maximum social distancing is achieved at all times.
- Teachers and pupils will ensure that classrooms are clean and tidy environments; surfaces should be left uncluttered and wiped at regular intervals throughout the school day.
- Pupils have been allocated stationery by the school consisting of a pencil case, scissors, pencils, colouring pencils, eraser, pencil sharpener, handwriting pen (where applicable), ruler and glue stick. All items are named and are not to be shared.
- Where equipment is shared, such as measuring scales in a maths lesson, it is to be wiped down before and after use with antibacterial wipes.
- Tissues will be made available for all pupils in each classroom to enable them to follow the 'catch it, kill it, bin it' approach to virus containment.
- Soft furnishings and fabrics (such as cushions / dressing-up clothes) will be removed from classes until further notice.
- Where iPad is used to support learning, devices will be wiped with an antibacterial wipe at the end of each session. iPad devices should, wherever possible, be allocated to a specific user and shared use of devices is to be discouraged.

12. School kitchen: lunches and snacks

- The school kitchen will be fully open to prepare hot lunches for pupils and staff.
- Lunches will be served in the hall and the children will have staggered times to reduce risks of transmission. After each sitting, the midday assistants will clean all surfaces in preparation for the next group.
- When pupils go out to play at lunch time, the playground will be separated into bubble/'zoned' areas with each class having access to a third of the playground at any one time.
- Morning break time snacks can be ordered in the usual way. We strongly suggest to those who bring their own snacks to have items such as fruits, breadsticks, crackers etc... (please note: crisps and chocolate bars are not considered to be appropriate playtime snacks).
- Pupils are also permitted to bring in their own water bottle. We ask that all water bottles are named.

13. Bags and other belongings

- Pupils are only permitted to bring essential items to school - specifically, coats, school reading books and blue school book bags or carrier bags. Please **DO NOT** bring in rucksacks as they take us too much space.

14. School payments

- All payments must be made in the usual way and mainly online via the Cheshire East Schools e-Payment website.
- Further information regarding how to set up an account and make payments can be obtained from Mrs Chadwick/Broadrick via the School office: 01625 572037 or admin@stgregorys.cheshire.sch.uk

Curriculum, Behaviour and Pastoral Support

15. Curriculum expectations

- A broad and ambitious curriculum will be taught which will ensure that pupils' interests and enjoyment of the whole curriculum can be nurtured. Where applicable, some specific activities may be restricted or temporarily suspended. For example, activities such as singing will be subject to control measures to reduce potential transmission, such as ensuring adequate ventilation is in place, preferably outdoors.
- Curriculum content will continue to be taught in a cross-curricular manner which enables children to apply skills across different areas of learning. Regular activities, such as guided reading will continue to be taught with teachers ensuring that children are appropriately spaced.
- PE lessons will resume with control measures in place to help reduce the potential for transmission. These measures include ensuring that all pupils thoroughly wash hands immediately before and after sessions; ensuring that all equipment is wiped down with antibacterial wipes / detergent sprays between uses; ensuring that pupils have access to hand sanitisers / wipes to be used under adult supervision

during lessons when passing on shared equipment; ensuring that pupils work at an appropriate distance, prioritising outdoor sports and ensuring that contact sports are avoided. Nathan and Alick will continue to work with class the classes they taught before Christmas.

- Music provision will continue to be supported by colleagues from the Love Music Trust who will resume their work with our KS2 pupils. Singing and chanting will only be permitted in small groups and where children are appropriately distanced and not positioned face-to-face. Wherever possible, singing activities should be led outdoors.

16. EYFS

- Our intention is to provide plentiful opportunities for outdoor learning as we recognise that the potential for COVID-19 transmission is much reduced in outdoor environments. Outdoor upgrades will help to facilitate increased opportunities for outdoor learning for our Reception pupils this year.
- A key part of the EYFS curriculum is to facilitate opportunities for children to play and share together. We will be continuing to provide these opportunities for children with some control measures in place - such as regular washing and cleaning of equipment and toys. To help manage this, some toys and resources may be restricted on certain days, or allocated to specific children on a rota basis.

17. Key Stage 1 and Key Stage 2

- We recognise that for many children, school life during a global pandemic may present some challenges, both emotionally and academically. We aim to ensure that all of our pupils enjoy their lessons and continue to flourish academically and personally whilst under our care of duty. To do this, teachers will continue to prioritise identifying gaps in pupils' learning and use information to inform subsequent activities.

18. Pupil wellbeing and emotional support

- As always, the safety, happiness and wellbeing of our pupils remains our primary focus and we recognise that some children may experience personal challenges during the ongoing pandemic. As part of our curriculum plans, we will support pupils by providing opportunities for them to discuss their lockdown fears, worries and anxieties and to reflect on their experiences over recent months. We will also support pupils by providing a platform for them to explore their hopes moving forward and what positives can be taken from the changes post COVID restrictions. In doing so, our staff will make use of a range of resources made available through organisations such as NSPCC, Mentally Healthy Schools, Young Minds, Visyon etc.
- Where the School recognises a child to have an additional need, they will be supported by their class teacher, Mr Daley and the school SENCO Mrs Arnold.
- Where necessary, the School will raise concerns with external professionals to support the mental health and wellbeing of pupils, such as colleagues from the Visyon team, CAMHS, etc.

19. Behavioural expectations

In response to the COVID-19 pandemic, the school's behaviour expectations include:

- Compliance with reduced capacity and restrictive use of urinals, basins and cubicles when visiting the toilet
- Compliance with additional ventilation measures - keeping windows and doors open where applicable
- Increased personal hygiene - regular and thorough hand washing, use of sanitisers when required (with adult supervision)
- Efficient management of resources - ensuring that only essential items are brought into School
- Adherence to one-way systems throughout the School premises and grounds
- Remaining within designated 'bubble' zones
- No spitting, coughing or sneezing in the direction of others
- Observance of social distancing measures where applicable - such as floor markings
- Full engagement with remote learning measures in the event of a local lockdown or need for self-isolation
- Adherence to rules for e-safety when engaging with technology, both as part of online learning provision and when using technology for recreation purposes

The usual rewards and sanctions will be in place to celebrate positive behaviour and act as a deterrent for negative behaviours.

20. Intimate care

Intimate care provision will continue in line with the school's Intimate Care Policy:

- Members of staff administering intimate care must ensure that they wear suitable PPE.
- Following intimate care administration, the pupil and adult must wash their hands with warm water and soap.
- Intimate care waste should be disposed of by removing soiled materials immediately to the bin store prior to cleaning of the area.
- Following intimate care, the area used must be suitably cleaned using disinfectant products.

21. Assessment and Accountability

Inspection

For the duration of the spring term, routine Ofsted inspections have been suspended, although inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. The school is getting prepared for this eventuality.

Primary assessment

Statutory primary assessments (SATs & other summative assessments) will no longer be in place for this academic year. This includes:

- EYFS profile
- The phonics screening test (Year 1 and Year 2 'catch up' pupils)
- Key stage 1 data collection exercises will be based upon teacher assessment in reading, writing and mathematics.
- Year 4 multiplication test, which is now an optional test, will be administered in the summer term
- Key stage 2 tests (reading and mathematics) and teacher assessments (writing).
 - The School will continue to assess pupils' progress and attainment to inform its curriculum provision and identify pupils for additional intervention where necessary

John Daley

04 March 2021