

## SS Peter and Paul Catholic Primary School

School Re-opening Risk Assessment
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Location / Site	SS Peter and Paul Catholic Primary School, Cricket Green, Mitcham CR4 4LA
Activity / Procedure	Phased Reopening of the school – from 1 <sup>st</sup> June Full Reopening of the school September 2020 Full Reopening of the school March 2021
Assessment date	29/05/2020 11/07/2020
Assessment serial number	Re-opening v 2 updated 11/06/2020 September opening update v3 16/07/2020 September opening update V4 27/08/2020 September opening update V5 29/09/2020 November update V6 05/11/2020 January opening update V7 04/01/2021 January version V8 12/01/2021 February V9 04/02/21 March opening update V10 02/02/21 April update 2021 V11 20/04/21 May update 2021 V12 18/05/21

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

In the creation of this Risk Assessment the following documents have been read and decisions made based upon the guidance.

Schools and childcare settings: return in January 2021

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Guidance New National Restrictions from 5<sup>th</sup> November 2020

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

Schools coronavirus (Covid-19) operational guidance February 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

[Face coverings in education. Published 26 August 2020](#)

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Guidance for full opening: schools Published 2 July 2020 & updated 7<sup>th</sup> August 2020

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020  
Updated 16 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Coronavirus (COVID-19): Implementing protective measures in education and childcare settings  
Updated 1 June 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Opening schools for more children and young people: initial planning framework for schools in England  
Updated 16 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Actions for schools during the coronavirus outbreak Updated 3 June 2020

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak Updated 16 June 2020

[https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm\\_source=44bd7d85-a51f-49e1-9c45-34955547f19d&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm_source=44bd7d85-a51f-49e1-9c45-34955547f19d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)  
[https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm\\_source=44bd7d85-a51f-49e1-9c45-34955547f19d&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm_source=44bd7d85-a51f-49e1-9c45-34955547f19d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

<p>Planning guide for primary schools Updated 15 June 2020  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p> <p>Checklist for September NEU/GMB/UNISON/UNITE July 2020  <a href="https://neu.org.uk/media/10536/view">https://neu.org.uk/media/10536/view</a></p> <p>Face coverings in education May 2021  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984846/FINAL_Face_coverings_in_education_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984846/FINAL_Face_coverings_in_education_guidance.pdf</a></p> <p>School's coronavirus operational guidance May 2021  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf</a></p> <p>Merton Council Risk Assessment toolkit for September Opening of schools 8<sup>th</sup> July 2020</p>
<p>This Risk Assessment will be shared with all staff, parents and pupils.</p>

A
<p><b>Section 1</b> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID 19) symptoms, or someone in their household who does, do not attend school</p>
<p><b>Identified Hazard: risk of spreading the virus.</b></p> <p>Encourage unwell/suspected unwell individuals, taking swift action to contact the local health protection team, and use of NHS “Test and Trace”</p>
<p><u>Control measures</u></p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, or have tested positive in the last 7 days, do not attend school, and ensuring anyone developing those symptoms during the school day is sent home.</p> <ol style="list-style-type: none"> <li>1. Plan the school level response should someone fall ill on site (following ‘Implementing Protective Measures’ additional questions guidance):             <ol style="list-style-type: none"> <li>a. All pupils who show symptoms to be isolated as soon as they appear in the medical room and parents are to be called and they are to come to collect immediately</li> <li>b. If the symptomatic person uses the toilet it must be cleaned and disinfected before anyone else can use it.</li> <li>c. All staff who show symptoms to be supported to return home as soon as possible.</li> <li>d. All symptomatic staff and pupils to be guided towards testing opportunities.</li> <li>e. PPE available for staff members who are supporting symptomatic pupils, if unable to maintain a 2m distance</li> </ol> </li> </ol>

- f. Changes made to the home school agreement, reflecting the need for parents to act swiftly and get their child tested.
  - g. Take swift action to report and work with local health protection team and NHS Test and Trace
  - h. Take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19), as per the Local Authority's flow chart.
2. Understand the flowchart and the NHS Test and Trace process.
3. Leaders to ensure that staff members and parents/carers understand that they will need to be ready and willing to:
  - a. book a test if they are displaying symptoms.
  - b. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
  - c. self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
4. Expectations shared on during staff briefings and on the INSET days with staff.
5. Information shared with parents in a newsletter from the headteacher, in the new home school agreement, in posters outside the school building and via ParentMail.
6. For pupils and staff to return to school, after someone has tested positive for COVID19 a period of isolation should be undertaken: this decision will be taken by the Health Protection Team.
7. If a child or member of staff tests positive, then in partnership with Merton and local public health guidance – the bubble that the adult or child is in contact with, will be closed.
8. Staff are invited to administer lateral flow test twice a week
9. Borough visitors are to have taken a lateral flow test on the day that they are visiting.
10. Additional BAME risk assessments offered to eligible staff

B

**Section 2** Clean hands thoroughly more often than usual

**Identified hazard: Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus**

**Control measures**

1. Hand gel dispenser in school foyer and main entry points.
2. Hand gel and soap ordered in increased quantities.
3. Tissues available in classrooms and shared areas for people to use.
4. Lidded bins throughout the school to place tissues in.
5. Bins regularly emptied throughout the day.
6. Children wash hands on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet, when they change rooms and any time they cough or sneeze.
7. Cleaning equipment in classrooms in the event of coughs and sneezes on classroom resources (PPE in classrooms for use in the event of this matter arising).
8. Washing hands posters replaced in all washing areas.
9. Reminders how to wash hands properly – videos and posters (use E-Bug resources and PHE schools' materials).
10. Procedure agreed for children to wash hands so thorough hand washing.
11. Children supervised when washing hands and using hand sanitiser.
12. Increase the number of places that children and adults can wash their hands- introducing hand washing troughs in the playgrounds.
13. Teacher to wash their hands after they have handled the children's books.
14. Pupil face covering to be removed on arrival and pupils to place them in their own bag.
15. Staff are to wear face coverings in all shared areas outside of the allocated bubbles. Within the classroom staff can choose to wear a face covering.

C

**Section 3** Ensure good respiratory hygiene by promoting the “Catch it, bin it, kill it” approach

**Identified hazard: Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus**

**Control measures**

1. Disposable masks and face visors are available to all staff members should they require them and especially for
  - a. staff who provide intimate care for any children or young people; and
  - b. cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care (where a distance of 2 metres cannot be maintained) until they can return home
  - c. for nappy changing etc
  - d. pupils who routinely spit, PPE only necessary used at other times
2. Dispose of PPE in a double bag
3. Ensure good respiratory hygiene – promote the ‘catch it, bin it, kill it’ approach
4. Reminders to pupils in virtual assemblies about use of tissues, or use of elbow, to cough or sneeze.
5. Lidded bins are available
6. Tissues in all classrooms and spaces where staff work.
7. Regular emptying and securing of bin waste (double bagging, at least daily, waste to be kept separate for 72 hours).
8. Windows to be open in classrooms during daytime.
9. Interior classroom doors to remain open, to aid ventilation
10. Carry out risk assessments for some children with complex needs (eg those who spit or use saliva as a sensory stimulant) and those who work with them, but this should not be a reason to deny face to face education.

D

**Section 4** Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

**Identified hazard: risk of infection due to lack of cleaning resulting in indirect transmission of the virus - rooms/surfaces**

Control measures

1. Putting in place a cleaning schedule that includes:
  - a. more frequent cleaning of rooms/shared areas used by different bubbles: music room, school hall, corridors, ELSA den, library, ICT suite, staff toilets and pupil toilets, using standard cleaning products
  - b. frequently touched surfaces being cleaned more often than normal: desks, chairs, doors, sinks, toilets, light switches, bannisters, photocopiers, keyboards, musical instruments, using standard cleaning products
  - c. iPads to be wiped with anti-bacterial wipes.
2. All surfaces, handles, toilets and shared equipment will be cleaned each day using anti-bacterial cleaner.
- ~~3. Site manager's hours to remain rescheduled to enable more cleaning during school day.~~
4. Increase number of cleaning hours for an enhanced cleaning schedule, through the employment of a day janitor
5. Provision and regular replenishing of anti-bacterial wipes and cleaning sprays for adult use during the school day, to ensure these are always available.
6. Establish routine for cleaning of resources shared between more than one bubble, and for more regular cleaning of outside resources.
7. Establish a routine of cleaning outside resources more regularly.
8. All cleaning items, available for regular classroom cleaning, are stored safely.

E

**Section 4** Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

**Identified hazard: risk of infection due to lack of cleaning resulting in indirect transmission of the virus - toilets**

Control measures

1. Allocated toilets for phase bubbles, within the school building.
2. Soap readily available in the toilets and paper towels and designated bin (lidded and pedal operated).
3. Water fountains disabled.
4. Extra signs in toilet regarding washing hands.
5. Extra soap ordered to ensure supplies do not run out.
6. Queuing system outside of the toilet 1m+ apart.
7. Liquid soap available at sinks outside of the classroom.
8. Hand sanitiser available at entry points.
9. Toilets cleaned regular intervals during the school day —site manager's schedule adjusted.
10. Cleaning schedule monitored by School Business Manager.
11. Day janitor employed.
12. Parents no longer to use the school toilets, or permitted on the school premises

NB Bubbles do not need to be allocated their own toilet blocks

F

**Section 4** Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

**Identified hazard:** risk of infection due to lack of cleaning resulting in indirect transmission of the virus - resources

Control measures

1. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
2. Provide packs of individual playdough.
3. Books and games can be shared within a bubble.
4. Items shared between different bubbles need to be cleaned and left for 48 hours (72 hours for plastic).
5. Keep all surfaces clear for ease of wiping down.
6. Reduce the amount of toys in one box.
7. Daily rota for cleaning toys, especially those that have the potential to be mouthed e.g. plastic home corner cups, forks, pretend fruit and vegetables etc.
- ~~8. Wash resources in sterilising fluid for only 15 minutes (there is no need to rinse toys afterwards as it is completely safe for children.~~
9. Establish routine for cleaning of resources shared between more than one bubble, and for more regular cleaning of outside resources.
10. Establish a routine of cleaning outside resources more regularly.
11. Provide anti- bacterial wipes and cleaning sprays for adult use during the school day.
12. Day janitor employed.
- ~~13. No resources or bags to be brought into school or taken home, by pupils.~~

G

**Section 5** Minimise contact between individuals and maintain social distancing wherever possible

**Identified hazard: how to group children**

**Control measures**

1. Minimising the number of contacts and mixing during the school day, by keeping adults within a bubble where possible.
2. Having consistent bubbles and groups within the bubbles.
3. Having four distinct bubbles:
  - Nursery and Reception
  - Years One and Two
  - Years Three and Four
  - Years Five and Six
4. Having seven distinct year groups:
  - N, R, 1,2,3,4,5,6
5. Having fifteen distinct class groups.
6. All school adults can move between groups but should keep their distance from other adults (2m) – this will be the case at breakfast club, after school club, lunchtime, break duties – in line with a full educational offer.
7. During lockdown, there will be no extended day provision- breakfast club or after school club. **Extended day to resume once lockdowns are over.**
8. During lockdown, adults are requested to remain with the bubble that they are allocated to.
9. Having designated staff members that are able to move between the bubbles:
  - school leaders
  - music teacher
  - ELSAs
  - leadership/NQT cover teacher
  - admin team
  - site manager and day janitor
10. Staggered entry and exit from school for each bubble.
11. Keeping bubbles together for break and lunch times.
12. Designated toilets for children within each bubble.
13. Designated routes around the school for each bubble.
14. Designated handwashing areas.
15. Where possible move around the school building outside.
16. Older children encouraged to keep their distance (however it is acceptable not to distance within their group/class).
17. For the majority of time, distinct bubbles are to be kept within their class groups during classroom time.
18. Staff and children encouraged to bring their own hand sanitiser.

H
<b>Section 5</b> Minimise contact between individuals and maintain social distancing wherever possible
<b><u>Identified hazard:</u> measures in the classroom</b>
<b><u>Control measures</u></b>
<ol style="list-style-type: none"><li>1. Pupils supported to maintain distance and not touch staff and peers where possible, if old enough. (It is recognised that it may not be possible to do this with pupils with complex needs)</li><li>2. Minimise time spent with another adult at a distance of 1m</li><li>3. Reduce the amount of time spent with face to face contact with pupils and where possible avoid face to face contact at a distance of 1m and less (outside of the class group)</li><li>4. Put in place measures so that adults are able to maintain, where possible, 2m distance from each other, and from children when circumstances allow, especially if they are moving between groups.</li><li>5. Children in table groups.</li><li>6. Plastic chairs to be used in the classrooms by staff and pupils.</li><li>7. Teacher's chair to remain at the teacher's desk.</li><li>8. Remove excess chairs and other furniture from the room.</li><li>9. Remove all unnecessary equipment from classrooms.</li><li>10. Pupils' hands to be sanitised upon entry to the building by a member of staff.</li></ol>
NB Educational and care support should be provided as normal for pupils who have complex needs or who need close contact care.

I

**Section 5** Minimise contact between individuals and maintain social distancing wherever possible

**Identified hazard: measures elsewhere**

**Control measures**

1. Whole school physical gatherings cancelled.
2. Assemblies or collective worship to take place virtually or in bubbles, year groups or classes only.
3. Movement around the school should take place outside of the building where possible.
4. When groups of children are moving around the school they must be accompanied by adults, front and rear of each group, where capacity allows.
5. Staggered break times and lunch times timetabled.
6. Entry and exit of the school staggered, rota created for each bubble.
7. Time between lunch sitting allocated for cleaning surfaces.
8. Markers on the floor to encourage distancing whilst queuing.
9. Consideration to some classes eating in their classrooms.
10. School foyer to have the window open.
11. Screen to be put up/glass window closed at all times.
12. Hand sanitizer available.
13. Member of school staff outside of foyer for the collection of late (before register closes) pupils' names to be taken rather than parent signing in.
14. Visitors to the school by appointment only, expectations outlined to them.
15. A record of all visitors kept.
16. No "hot-desking" – allocated spaces/one-person work stations. (PPA room keyboards and surfaces to be cleaned by the teachers using it)
17. Allocate staffrooms per bubble/year grouping
18. Minimise use of staff rooms while recognising staff need a break.
19. Agree use of staff room, minimizing time staff congregating in there.
  - a. Staff allocated a staff room to use.
20. Car parking places allocated to staff members.
21. SEND pupils prepared for difference with the use of social stories.
22. Safety messages to be displayed around the school.
23. Avoid multiple staff members at the photocopier.
24. Class admin should take place within the classroom.
25. Breakout areas for structured and timetabled intervention use only.

NB Educational and care support should be provided as normal for pupils who have complex needs or who need close contact care

J
<b>Section 5</b> Minimise contact between individuals and maintain social distancing wherever possible
<b><u>Identified hazard: measures elsewhere continued - lunch times</u></b>
<b><u>Control measures</u></b>
<ol style="list-style-type: none"><li>1. Staggered lunch breaks and lunch sittings.</li><li>2. Children to all face in the same direction whilst eating.</li><li>3. Surfaces sanitised in between sittings.</li><li>4. Reminders of handwashing before lunch.</li><li>5. Child allocated lunch/table space.</li><li>6. Oscar Romero room opened as an additional lunch space if required.</li><li>7. Some classes to eat in their classrooms where necessary.</li><li>8. Supervision to be organised within bubbles.</li><li>9. Children asked to bring packed lunch in a named lunchbox.</li><li>10. Children asked to bring water in a named water bottle.</li><li>11. Staff to provide labels for lunchboxes and water bottles when required.</li><li>12. Staff collect children's hot meals from counter (Reception and Year 1 only).</li><li>13. Nursery children to have packed lunches.</li><li>14. Food to be prepared into smaller pieces, so that it reduces the need for adult support to cut.</li><li>15. Reminders of handwashing after lunch.</li></ol>

K
<b>Section 5</b> Minimise contact between individuals and maintain social distancing wherever possible
<b><u>Identified hazard:</u> measures elsewhere continued - break times</b>
<b><u>Control measures</u></b>
<ol style="list-style-type: none"><li>1. Staggered playtimes and allocated zones to play in the first instance.</li><li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned.</li><li>3. Play resource boxes per bubble.</li><li>4. Games discussed which encourage social distancing – football passing, catch etc.</li><li>5. Staff supervision throughout – actively encouraging social distancing.</li><li>6. Staff assigned from the bubble to supervise during break and lunch times.</li><li>7. Outdoor play equipment frequently cleaned.</li></ol>

L

**Section 5** Minimise contact between individuals and maintain social distancing wherever possible

**Identified hazard: measures for arriving and leaving school**

Control measures

1. Parents encouraged to wait 1m+ metre.
2. Allocated gate for parents and children to arrive and leave through.
3. Parents to wear face coverings when on school premises.
4. Protocol shared with parents over route in and out of school.
5. Signage for parents and children displayed outside to indicate the routes.
6. Only one parent/carer to accompany a child.
7. One-way in and one-way out.
8. Members of staff to be on duty to supervise.
9. Staggered drop off and pick up times for different bubbles.
10. Parents directed to leave area and avoid congregating.
11. Pupils remove face coverings when entering the school grounds (current guidance states that masks are not required for pupils under 12).
12. Face coverings to be disposed of in a covered bin.
13. Hands are to be washed or sanitised upon entering the building.
14. Children encouraged to walk, cycle or scoot to school.
15. No fruit to be shared in a box after school.

<u>M</u>
<b>Section 5</b> Minimise contact between individuals and maintain social distancing wherever possible
<b><u>Identified hazard:</u> visitors to school</b>
<u>Control measures</u>
<ol style="list-style-type: none"><li>1. Clear guidance required for visitors regarding school's processes for social distancing and hygiene.</li><li>2. All visitors by appointment only.</li><li>3. Visitors to use the QR code to sign into track or trace</li><li>4. Encourage phone calls/emails/ virtual meetings rather than face to face.</li><li>5. Minimise visitors coming into school where possible.</li><li>6. Outreach Local Authority staff will have taken a Covid19 lateral flow test on the day that they are to visit and presenting a negative result.</li><li>7. Therapists, supply staff and other temporary workers can move between schools though longer assignments may be considered.</li><li>8. ITT trainees and other students requiring teaching experience are able to work within the school.</li><li>9. No secondary school work experience students in the spring term.</li><li>10. Organise visits out of school hours where possible.</li><li>11. Keep a record of visitors.</li><li>12. Plan arrangements with your suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school.</li><li>13. Agree approach to any scheduled or ongoing building works, and how to organise social distancing measures.</li><li>14. Volunteers to be considered upon an individual basis, assigned to a bubble.</li><li>15. All letting opportunities to be discussed and risk assessed prior to agreement.</li></ol>

<u>N</u>
<b>Additional considerations</b>
<b><u>Identified hazard:</u> lack of social distancing in the event of fire evacuation resulting in direct transmission of the virus</b>
<u>Control measures</u>
<ol style="list-style-type: none"><li>1. Planned practices.</li><li>2. Children evacuating from external classroom door.</li><li>3. Messages to office team via staff mobile phones.</li><li>4. Collection safety points – reallocated according to bubbles.</li><li>5. Agree instructions with children regarding evacuation.</li><li>6. When moving back into the building – children kept within their bubbles – one adult at front and one at rear insisting the distance is maintained – regular practising during the first few days.</li><li>7. Each group to communicate developments/matters arising to site manager.</li></ol>

O

**Additional considerations**

**Identified hazard: maintaining pupil well-being and safeguarding**

**Control measures**

1. Small numbers of children to support their emotional needs.
2. Routines are reminded during the day.
3. Children provided time to discuss fears, daily.
4. 1m+ social distancing reinforced (and rationale explained regularly).
5. Update behaviour policy to reflect the new rules and routines necessary to reduce risk and communicate updates to school staff, parents and pupils.
6. Staff carry out bereavement training.
7. ELSAs deployed in separate bubbles.
8. Additional DSL hours available if needed.
9. Availability and access to FSW widely publicised.
10. Communicate attendance expectations to parents.
11. Develop ideas to engage pupils at risk of persistence absence.
12. Work with EWO.
13. School uniform reinstated.
14. Pupil surveys to be carried out
15. Parent surveys to be carried out
16. Staff surveys to be carried out

<u>P</u>														
<b>Additional considerations</b>														
<b><u>Identified hazard:</u> staff workload and wellbeing (teachers, support staff and non-teaching staff)</b>														
<u>Control measures</u>														
<p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 April 2021, the government expect that most staff will attend school. Advice for those who are extremely clinically vulnerable, clinically-vulnerable, including pregnant women, is available. Staff are actively encouraged to obtain vaccination against COVID-19, when it is available to their particular age group.</p> <ol style="list-style-type: none"> <li>1. Audit any individuals where medical advice would indicate they are still not able to return.</li> <li>2. Consideration to previously shielded staff to work remotely where possible (administration roles) or in roles in school where it is possible to maintain social distancing.</li> <li>3. Carry out risk assessments of staff who, because of particular characteristics may make them at comparatively increased risk from coronavirus, to support them to come back to work.</li> <li>4. Individual risk assessments of vulnerable and EHCP pupils shared where needed (with input from staff encouraged).</li> <li>5. Staff meetings and other CPD sessions will take place either remotely or in the school hall; staff are to remain in their bubble groups during the training. All doors to remain open for the duration of the training.</li> <li>6. Governing Body/other professional meetings will take place remotely or in the school hall or in a well-ventilated room.</li> <li>7. Sharing of support helplines.</li> <li>8. Staff directed to self-help activities.</li> <li>9. At least one school leader on site every day for staff to share concerns with.</li> <li>10. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible in the event of additional scenarios.</li> <li>11. Separate risk assessment for the office area.</li> <li>12. Designated “staff areas” areas for different groups of staff – use of mobile buildings (more spacious than existing staffroom). Reviewed 17<sup>th</sup> May 2021</li> </ol> <p>Allocated staff rooms:</p> <table style="margin-left: 40px;"> <tr> <td>i. EYFS</td> <td>Nursery Kitchen</td> </tr> <tr> <td>ii. Years 1 and 2</td> <td>Cedar Hut</td> </tr> <tr> <td>iii. Years 3 and 4</td> <td>Maple Hut</td> </tr> <tr> <td>iv. Years 5 and 6</td> <td>Staff room</td> </tr> <tr> <td>v. Office staff</td> <td>Staff room</td> </tr> <tr> <td>vi. SLT</td> <td>Offices</td> </tr> <tr> <td>vii. Visitors</td> <td>assigned to the bubble that they are working with.</td> </tr> </table> <ol style="list-style-type: none"> <li>13. Cleaning equipment, hand sanitiser available in staff areas.</li> <li>14. Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</li> <li>15. Planned time for planning and preparation within the week.</li> <li>16. Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing.</li> <li>17. Risk assessment and plans shared with staff, parents and other stakeholders.</li> <li>18. Individual meeting with Senior Leader for staff returning after long term sick.</li> </ol>	i. EYFS	Nursery Kitchen	ii. Years 1 and 2	Cedar Hut	iii. Years 3 and 4	Maple Hut	iv. Years 5 and 6	Staff room	v. Office staff	Staff room	vi. SLT	Offices	vii. Visitors	assigned to the bubble that they are working with.
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vii. Visitors	assigned to the bubble that they are working with.													

19. Staggered start and end of the school day.
20. Staff to wear PE kit on PE day.
21. Support helpline - see: <https://www.educationsupport.org.uk/>
22. Staff must wear a face mask when meeting the parents at the beginning and end of the day
23. Staff must wear a face mask in communal areas (including the staff room if not eating/drinking)
24. Face masks must be worn when meeting a visitor.
25. Staff have PPE available if they wish to wear it.
26. Parents are expected to wear facemasks whilst on the school premises, if invited
27. Casual visitors are requested to wear face masks whilst on the school premises (only essential visitors will be permitted on the premises).
28. All staff are advised to leave school at the earliest opportunity after the children have left (If leaving early adversely affects the well-being of staff then that are able to stay in school).
29. Visitors are requested to sign in with the NHS COVID-19 App upon arrival.
30. Staff members are reminded to familiarise themselves with the risk assessment to ensure that all aspects are being adhered to.

<u>Q</u>
<b>Additional considerations</b>
<b><u>Identified hazard:</u> curriculum</b>
<u>Control measures</u>
<ol style="list-style-type: none"><li>1. No brass or woodwind instruments.</li><li>2. Children organised side by side or back to back in music.</li><li>3. Contact sports avoided.</li><li>4. Prioritise outdoor sports.</li><li>5. Encourage active outdoor activities e.g. daily mile.</li><li>6. Resources to remain with phase bubbles.</li><li>7. Resources cleaned with Milton/anti-bacterial cleaners if shared between bubbles.</li><li>8. Remote learning set up for all pupils, ready for possible future lockdown.</li><li>9. Consider suspension of some subjects in exceptional circumstances.</li><li>10. Identify gaps in learning.</li><li>11. Re-establish good progress in phonics, reading, increasing vocabulary, writing and maths.</li><li>12. Opportunities for indoor and outdoor learning.</li><li>13. Take advantage of local area outdoor spaces for visits.</li><li>14. Use virtual tours of museums, art galleries in place of visits.</li><li>15. Risk assess potential places for school visits: no overnight visits.</li><li>16. Peripatetic teachers in on a Monday and Friday – to use the music room</li></ol>

<u>R</u>
<b>Additional considerations</b>
<b><u>Identified hazard:</u> extended day provision</b>
<u>Control measures</u>
<ol style="list-style-type: none"><li>1. Pupils sat at tables.</li><li>2. Where possible provision to be outside.</li><li>3. Doors and windows to remain open.</li><li>4. Both huts used to ensure that bubbles remain separate (dependent upon numbers).</li><li>5. Parents advised to limit the number of wraparound providers.</li></ol> <p>Contact support should not take place.</p>

<u>S</u>														
<b>Additional considerations</b>														
<b><u>Identified hazard:</u> Lockdown 3.0</b>														
<b><u>Control measures</u></b>														
<ol style="list-style-type: none"> <li>1. Staff must wear a face mask when meeting the parents at the beginning and end of the day</li> <li>2. Staff must wear a face mask in communal areas (including the staff room if not eating/drinking)</li> <li>3. Face masks must be worn when meeting a visitor.</li> <li>4. Staff have PPE available if they wish to wear it.</li> <li>5. Parents are encouraged to drop their children off at the morning at the school gate (with the exception of Nursery and Reception).</li> <li>6. Parents are expected to wear facemasks whilst on the school premises, if invited.</li> <li>7. Casual visitors are requested to wear face masks whilst on the school premises (only essential visitors will be permitted on the premises).</li> <li>8. Teachers are advised not to take home exercise books.</li> <li>9. Teachers each have an i-Pad pro and are able to work remotely after school if they wish to do so.</li> <li>10. All staff are advised to leave school at the earliest opportunity after the children have left (if leaving early adversely affects the well-being of staff then that are able to stay in school).</li> <li>11. Each bubble will be assigned a staff room to use; staff members must only use their bubble's staff room: (Reviewed 17<sup>th</sup> May) <table border="0" style="margin-left: 40px;"> <tr> <td>EYFS</td> <td>Nursery Kitchen</td> </tr> <tr> <td>Years 1 and 2</td> <td>Cedar Hut</td> </tr> <tr> <td>Years 3 and 4</td> <td>Maple Hut</td> </tr> <tr> <td>Years 5 and 6</td> <td>Staff room</td> </tr> <tr> <td>Office staff</td> <td>Staff room</td> </tr> <tr> <td>SLT</td> <td>Offices</td> </tr> <tr> <td>Visitors</td> <td>assigned to the bubble that they are working with.</td> </tr> </table> </li> <li>12. CPD sessions will take place remotely or in bubble in a classroom with doors and windows open</li> <li>13. Visitors are requested to sign in with the NHS COVID-19 App upon arrival.</li> <li>14. Staff members are reminded to familiarise themselves with the risk assessment to ensure that all aspects are being adhered to.</li> <li>15. Staff are invited to administer a lateral flow test twice a week (see additional risk assessment: "S" below)</li> <li>16. Outreach Local Authority staff will have taken a Covid19 lateral flow test on the day that they are to visit and presenting a negative result.</li> </ol>	EYFS	Nursery Kitchen	Years 1 and 2	Cedar Hut	Years 3 and 4	Maple Hut	Years 5 and 6	Staff room	Office staff	Staff room	SLT	Offices	Visitors	assigned to the bubble that they are working with.
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<u>S</u>
<b>Lateral flow rapid testing for school staff</b>
<b><u>Identified hazard:</u> The Spread of Covid-19 to the school community</b>
<u>Control measures</u>
<p><b>1. The Spread of Covid 19 to the school community</b></p> <ul style="list-style-type: none"> <li>• The school is following government recommended control measures set out in the school's protective measures risk assessment.</li> <li>• Testing of staff to take place twice a week, with one to be taken on a Monday morning, prior to coming into school.</li> <li>• Staff results to be emailed to principal first aider (Ms P Heasman) - if the test is positive, the absence procedure is to be followed and Assistant Headteacher (Mr N Stopps) to be informed.</li> <li>• Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</li> </ul> <p><b>2. Communication to staff</b></p> <ul style="list-style-type: none"> <li>• Information booklet given to staff including: <ul style="list-style-type: none"> <li>- what rapid testing is, about using the how to guide and the video content available;</li> <li>- the requirement for them to report their test results;</li> <li>- the process and who to contact if they have an incident while testing at home.</li> </ul> </li> <li>• Covid co-ordinator: school business manager (Mrs F Quinn).</li> <li>• Covid registration assistant: principal first aider (Ms P Heasman).</li> </ul> <p>A record is kept of the test kits and the lot number will be recorded against their name. Staff to collect their first set of tests and instructions on Thursday 21st January from school business manager's office.</p> <p><b>3. Tests to be stored correctly and collection managed in a safe way</b></p> <ul style="list-style-type: none"> <li>• Tests are stored in a cupboard within a sealed box.</li> <li>• Store in a cool, dry place, not outside, store between 2 and 30 degrees.</li> <li>• Kits to be used at room temperature (15 to 30 degrees); if the kit has been stored in a cool area less than 15 degrees, leave at room temperature for 30 minutes prior to use.</li> <li>• Sufficient space for social distancing will be allowed when distributing tests.</li> <li>• When a test box is collected, names will be ticked off a list. Tests will be made available as part of self-service. This negates the need for the station to be staffed. Those collecting their kit should: <ul style="list-style-type: none"> <li>- wear appropriate face covering at all times</li> <li>- sanitise hands before collecting and maintain 2m from staff collecting tests.</li> </ul> </li> </ul> <p><b>4. Procedure for staff reporting test results</b></p> <p>Staff must report their result to P Heasman and F Quinn by 9.00am on Monday and for the second test (3-4 days later). This includes all results, negative, positive, void and double void. They will then collate the results and report as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p>

**5. Low uptake on taking tests.**

Tests are optional - staff to opt in reading key information and privacy notice to understand data protection for testing.

NB Swabs taken incorrectly can cause a false reading or cause contamination

**6. Schools following government control measures.**

- Covid coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme.
- Instructions dated 21<sup>st</sup> January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled.
- Test conducted on a dry, clean, flat surface.
- Hands washed or use sanitiser before taking the test.
- Online information, training and webinars available (video available on how to take your own test).
- Information with the kits to be followed.
- Regular communication with staff about the testing process.
- If test is void, take another test; if two void results in a row, a PCR test should be taken.
- If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.
- Covid coordinator to be responsible for incident reporting on a school wide issue.

**SS Peter and Paul Catholic Primary School**

<b>Assessor's comments</b>
This is a global pandemic and the school understands that, although it can assist in the reduction of risk to the spread of the virus, it cannot protect against the transmission of the virus in public.

Name of assessor	Signature of assessor	Date
Mrs P. Bermingham Mr D. Garvey Mrs F. Quinn		11 <sup>th</sup> July 2020

<b>Manager's comments</b>
School has followed government guidelines and those provided by the school's Human Resources provider. The risk assessment has been shared with the Human Resources adviser, the governing body and local authority personnel.

Name	Position	Signed	Date
Mr D. Hennessey	Headteacher		
Mrs F. Quinn	Business Manager		
Dr R. Scott	H&S Governor		
Mrs H. Arnold	Chair of Governors		

Risk assessment reviews	Reviews will take place on: 4 <sup>th</sup> September, 11 <sup>th</sup> September, 18 <sup>th</sup> September, 9 <sup>th</sup> October, 22 <sup>nd</sup> October, 5 <sup>th</sup> November, 1 <sup>st</sup> March 2021, 20 <sup>th</sup> April 2021, 17 <sup>th</sup> May 2021
Additional reviews	2 <sup>nd</sup> December 2020, 4 <sup>th</sup> January 2021, 6 <sup>th</sup> January 2021 Reviewed on 26/01/21 Reviewed 01/02/21

**Appendix 1 Guidance given to Parents**



SS PETER & PAUL CATHOLIC SCHOOL  
'Learning Together, Achieving Together in Christ'  
Head Teacher: Mr D Hennessey  
March 2021: Return to school information.



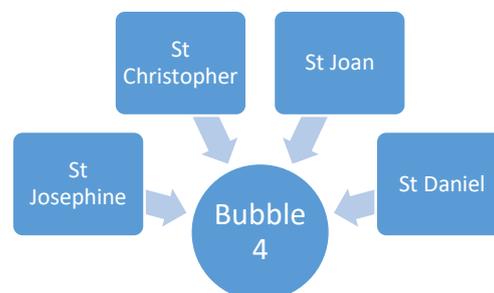
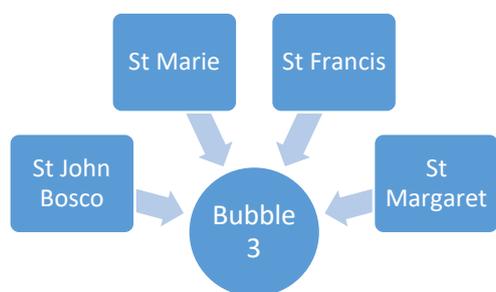
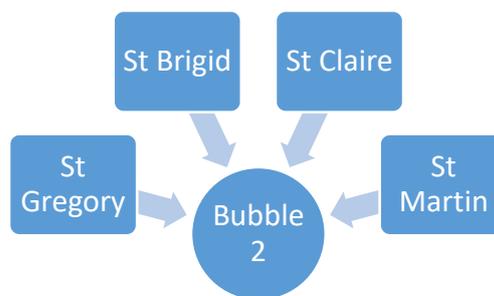
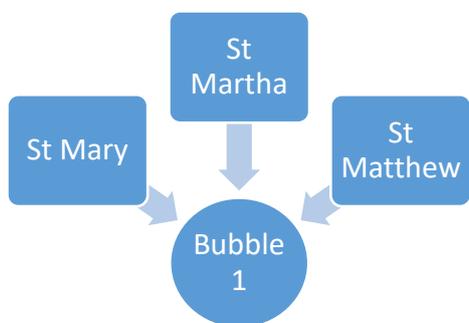
The school is planning to reopen to all year groups on Monday 8<sup>th</sup> March.

Much of the information set out in this letter is the same as per the September return, but please read through so as to familiarise yourselves once again and to note any additional changes.

In line with government guidelines, we are continuing to offer a full curriculum to all children. The government now also states that school attendance is compulsory and the possibility of fines for non-attendance may resume.

Following a thorough review of the school's risk assessment, based upon government guidance, we will continue to operate a 'bubbles' system within the school. For the majority of time, children will be kept within their class groups, but there may be times that they are grouped as a year group or within the whole bubble.

Break times and lunchtimes will be with the full bubble, but learning time will generally be within class or year groups.



### Arrival and Departure

To maintain social distancing in line with government guidelines, there will be a staggered start and end to the school day. Different bubbles will also be dropped off and collected from different gates. We ask that you work with us in maintaining social distancing by keeping to the allotted times, gates, being prompt and respectful to neighbours/properties.

Bubble	Gate	Arrival time	Departure time
Bubble 1 Nursery and Reception	Mitcham Park Gate	9:00	3:30
Bubble 2 Year 1 and 2	Cricket Green Gate	9:00	3:30
Bubble 3 Years 3 and 4	Cricket Green Gate	8:45	3:15
Bubble 4 Years 5 and 6	Mitcham Park Gate	8:45	3:15

We ask that, wherever possible, only **one adult of the household** accompanies their child to school and drops off at the school gate.

To keep our community safe, **wearing a mask on the school premises will be compulsory** (unless you are exempt). If you do not wear a mask/do not wear it correctly, you will not be allowed on the premises.

For the sake of our neighbours, please queue along the pavement

- for the Cricket Green entrance: by the Mary Tate Almshouses side, and
- for the Mitcham Park entrance: alongside the Scout Hut/police station side.

Please note: To protect our staff and community at this time there will be limited face-to-face contact with school staff. If you wish to pass on a message or notify about school lunches/alternative collection arrangements this must be done only via email or telephone.

Children who are late to school will need to go to the school office, where a member of staff will sign them in.

### Uniform

**Full school uniform will be required.**

Outdoor PE lessons will recommence from 8<sup>th</sup> March - indoor PE will resume from 15<sup>th</sup> March.

<https://www.sspp.merton.sch.uk/school/school-uniform>

Children can wear their PE kits to and from school on their PE days.

Please remember the importance of regular hygiene and wash uniforms accordingly.

For younger children who may be likely to have an accident, you may choose/will be asked to send in a change of clothes/underwear in a plastic bag which can be kept in the new classroom.

Children will not be wearing masks in school - if they use a mask to travel to school parents must remove it at the gate and take it home with them.

What should my child bring to school?

In order to minimise the spread of infection, children should only bring in essentials to school:

- school bag;
- bookbags;
- water bottles (please note water fountains will be out of use);
- lunch boxes;
- stationery;
- mobile phones (Year 5 and 6 only - travelling independently).

Please note:

- If children bring their own packed lunch, the lunch boxes should be thoroughly cleaned each day. Please ensure that your child is able to open the food packaging that you provide. Plastic lunch boxes are preferable.
- Daily fruit deliveries in KS1 will resume.
- Milk services will resume.
- Your child needs a coat depending on the weather.
- Windows in classrooms will be opened to improve ventilation.

What happens if my child is sick or a member of their class show symptoms?

You will be expected to comply with the [NHS Test and Trace](#) approach and adhere to guidance regarding family members and self-isolation periods:

*If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. Anyone you live with will also need to self-isolate at the same time. You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.*

- Please ensure that you monitor the health of your child each day.
- Do not send them to school if they have any of the symptoms of covid-19. Please inform the school and if the symptoms persist, please book a test.
- If, throughout the school day, your child begins to show possible symptoms, you will be telephoned and you will be required to collect your child immediately and book a test for them.
- Your child cannot return to school until a test has been returned as negative.
- You must take the responsibility to monitor the health of your own child.
- If a member of staff working within the bubble or pupil in your child's bubble tests positive you will be advised on the actions to take. This *may* result in the full or partial closure of a bubble, after advice has been sought from Merton's Health Protection Team.

How do I prepare my child to return to school?

- Please remind your child not to touch their face, and to cough/sneeze into their elbow or a tissue, following the 'Catch it, bin it, kill it' approach.
- Children will be cleaning their hands multiple times during the school day – let them know this.

## SS Peter and Paul Catholic Primary School

- Children will be allowed to bring in a small 30ml bottle of hand sanitiser for their use only (school will provide soap and hand sanitiser).
- Please explain to them that they will be in a bubble and some areas of the school may be off limits e.g they are not allowed within another bubble. They will have designated areas in the playground.
- Children should not hug or touch their friends - we understand how difficult this will be.
- Staff will always try to keep the children apart as much as possible with their own seats and long lines; however, we cannot guarantee social distancing at all times with the recommended 1m+ guidelines.
- Children will be sat in small table groups in their classrooms.
- There will be no whole school gatherings in the hall: assemblies and other such events will be held in bubbles or held virtually.

Please note that parents will not be allowed into the school building: if you need to speak to a member of staff, please email [office@sspp.merton.sch.uk](mailto:office@sspp.merton.sch.uk) or call on 020 8648 1459.

On behalf of the staff, I am really looking forward to welcoming your children back into full schooling once again. Let us make sure that we all work together to help reduce the spread of infection so as to avoid any further closures to schools.

With thanks,

**Mr D Hennessey**  
**Headteacher**