

St Robert of Newminster Catholic School & Sixth Form College Re-opening Plan & Risk Assessment

September 2020 (Updated March 2021)

This plan serves to support staff, students and families during the full re-opening of the school from September 2020. It assesses areas of risk and outlines measures put in place to minimise these risks and to allow a safe process of re-opening. Various sources of guidance have been consulted in the creation of this document. These documents can be found in the following DfE Coronavirus Collection:

<https://www.gov.uk/coronavirus/education-and-childcare>

Particular reference has been given to:

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/86281/schools-coronavirus-guidance)

We also remind parents/carers of the following document:

[What parents need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/what-parents-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19)

The plan has been created by Mr D Juric, Mr A Dunn and the School Senior Leadership Team. The plan will be reviewed regularly by the School Senior leadership Team and is subject to change as a consequence of renewed advice from Public Health England, UK Government and Department for Education and any other relevant body. The plan will be adopted in agreement with the Local Governing Board of St Robert of Newminster Catholic School and Sixth Form College, and the CEO of Bishop Wilkinson Catholic Education Trust.

Mr Dean Juric (Head Teacher)

Section 1: St Robert of Newminster Catholic School & Sixth Form College Re-opening Risk Assessment

Identification of Those at Risk and the Nature of Those Risks

Those at Risk	Nature of Risk
Staff Students Families Contractors/Delivery Workers Visitors	<ul style="list-style-type: none">• Infection through droplets into the lungs or eyes.• Infection through touching of contaminated surfaces or objects, and then touching own mouth, eyes, nose.• Infection through contact with an infected person or person with contaminated clothing. Increased risk by increased number of contacts.• Lack of clear and timely communication of up to date information and guidance.• Needs of pupils in school not being met (educational, social, health or emotional).

Section 2: St Robert of Newminster Catholic School & Sixth Form College Re-opening Risk Assessment

Identification of Areas of Risk and Measures put in Place to Reduce the Risks

Area for consideration or risk Identified	Measures put in place to reduce the risk and address concern highlighted
Timely receipt of guidance and information and clear and timely communication of such information and guidance to relevant parties.	<ul style="list-style-type: none"> • HT to monitor Government updates regularly and plans reviewed and changed in light of any updated guidance. • Families and staff to be informed of updated information in a timely manner to avoid confusion and anxiety. • Parents/carers to be updated via text message, App and website. • Relevant details of risk assessment to be shared with parents/carers. • Clear instructions issued to parents/carers and students in advance of start of term about new ways of working and reiterated/updated during the course of the term. • Staff updated before start back and on ongoing basis. • Risk assessment emailed and given to all staff. • Governing Body and Trust to receive update emails when appropriate.
Preparation for wider reopening of school	<ul style="list-style-type: none"> • All safety checks completed by Mr Dunn prior to reopening. • Full health and safety measures in place. Regular maintenance has been ongoing during lockdown and will continue to be so, in a safe fashion. • Furniture in rooms arranged to support distancing and minimise chances of transmission (see below). • The emergency evacuation plan revised prior to opening, including personal emergency evacuation plans for students or staff with restricted mobility, etc. • Students and staff reminded of safe practices and expectations at the start of term.
Visitors to school	<ul style="list-style-type: none"> • No visitors will be allowed in school except in an emergency or for essential work. • Parents to be informed that all communication should be via email or telephone. Parents not permitted into school other than by prearranged appointment and only when absolutely necessary.

	<ul style="list-style-type: none"> • Repairs/Maintenance are to be conducted outside of student hours wherever possible. • Contractors should be on site through prior arrangement, and have risk assessed their activities in relation to Covid-19. • Site guidance on physical distancing and hygiene will be explained to visitors on or before arrival. A record will be kept of all visitors. • Deliveries are to be left in the Reception area by delivery drivers. Delivery drivers should not enter the building beyond Deliveries are not to be signed for. • Kitchen deliveries to be delivered directly to the Kitchen entrance.
Restricted attendance	<ul style="list-style-type: none"> • Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school. These pupils will receive remote education. • We will continue to record attendance in the register and follow up on absences of the pupils who are expected to be in school. • Parents/carers of children who have been advised to shield should inform the school and provide a copy of the shielding letter.
Transport to school	<ul style="list-style-type: none"> • Parents and students are encouraged to travel to school by foot/bike wherever possible. • Controlled measures for those arriving by car (see below). • School has liaised with Nexus over safe travel to school on scholars' buses and the establishing of safe numbers travelling. Transport on scholars' buses will be within official guidelines. There will be additional cleaning of vehicles. Students must wear a facemask (unless in possession of exemption certificate) and carry a small bag to carry mask in, once in school. Exact change must be tendered. Hand sanitiser available at school embarkation/disembarkation point. Students encouraged to travel in year group bubbles to school and boarded in year group bubbles for return journey. • Students or staff using wider public transport should refer to the safer travel guidance for passengers.
Arrival	<ul style="list-style-type: none"> • Staff and students to sanitise/wash hands on entry and exit to and from school.

	<ul style="list-style-type: none"> • Students to arrive from 8am onwards, but all students must be on site for an 8:45am start. • Children arriving by car will be dropped off at the top car park. Parents encouraged to drop off away from school if safe and possible. Parents/carers must remain in their cars. Signage and staff will remind students of social distancing. • Children arriving on foot/ by bike/ by service bus will enter the site via the service road and come down the 'mall' area. Signage and staff will remind them of social distancing. • Children arriving by scholars' bus will be brought directly to the 'bottom' car park. They should sanitise hands on arrival and deposit their facemask in their small bag to carry it throughout the day. • There will be no breakfast facility until further notice. Canteen only open for lunch and specific break times. • On arrival to the school site, students will be directed to their designated Year Zone, to ensure lack of mixing of different Year Group <i>bubbles</i> and hence minimise risk of transmission of virus. • Children will sanitise their hands upon arrival at their tutor room. • Doors will be wedged open, where safe to do so, to eliminate the need to push doors, use handles, etc. • Children should bring minimal resources to school, for example lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Water dispensers will be switched off. Students should bring one water bottle to keep with them throughout the day. • Essential pupil medication, etc. must be handed to the pastoral staff on arrival and should be clearly labelled with the child's name and details.
Departure	<ul style="list-style-type: none"> • Staggered dismissal from Period 6. • Students on scholars' buses will line up on the netball courts in year groups (if necessary) and will board in year groups, after having sanitised hands. • Parents picking up children by car must remain in their vehicle. • Students will be reminded of social distancing measures as they depart the school site.

<p>Movement around school (when all students back in school)</p>	<ul style="list-style-type: none"> • Year Group bubbles will be accommodated in different zones of the building. They will have their own entry and exit points to the building. Circulation on the corridor will be on the left and corridors will be marked out accordingly. Students from other year group bubbles will not enter another group's zone. • Students from a year group will have all their lessons in the same zone, minimising possible mixing of year groups. Students will keep the same seat and desk where possible. • Only essential movement around school is permitted.
<p>Teaching Areas</p>	<ul style="list-style-type: none"> • Hygiene resources available in each teaching area (tissues, bin, cleaning products, sanitiser). • Seating is arranged in rows with students facing the front. Gap between pupil desks and teacher's desk/board at a minimum of 2m. Teaching Assistants will also maintain a distance as much as possible, when working with students. • Classroom windows/doors to be opened as much as possible to allow natural ventilation. • Staff will be provided with whiteboard pen and board eraser, which they can take from room to room, rather than use equipment dedicated to the teaching area. • If staff use whiteboards interactively, they must clean the pens before use. Use of visualisers encouraged instead, if possible. • Staff advised to avoid going into cupboards within the classroom and to have all equipment/resources pre-prepared that they may need at the start of the day. • Pupils must provide their own stationery equipment. • Resources will be cleaned regularly. This includes IT keyboards. Shared resources will be kept to an absolute minimum and will be cleaned before use by a different Year bubble, or rotated to allow 48/72 hours between use. • Teachers will remain behind their desk or at the board. Students not allowed out of seats. • Use of handouts minimised. They should be ready in advance and left in the classroom for students to collect. • Teachers can collect in books for marking but should leave books 48 hours before doing so.

	<ul style="list-style-type: none"> • The Library will be open to each year group on specific days. The librarian will visit the students outside social area before registration every morning to collect the names of those students who wish to use the library on their designated day and those students can then access the Library at lunchtime. • Staff meetings conducted virtually wherever possible. Staff should distance in work spaces and offices.
Curriculum	<ul style="list-style-type: none"> • The school will continue to offer a broad and ambitious curriculum, giving students access to the full range of subjects. Students will follow online lessons live as per their normal school timetable. • Full and extensive training has been received by staff to ensure both quality and safe provision. This includes the safeguarding of students and staff. • The school will make use of the government's catch up support funding through the employment of tutors and additional resourcing. • There are no practical sessions in subjects are subject to careful health and safety measures and in some areas are suspended. Performance based subjects will comply with current government guidelines. • UK and overseas visits will continue to be suspended until further notice, following government guidance. • Extra-curricular provision will be reintroduced by a staggered plan in line with safety guidance. • Assemblies and Collective Worship will be virtual. • Remote learning will continue to be provided for those students who require it (please see separate document on school website). • Assessment and Grading of Yr11 and 13 students will be organised in line with guidance, as and when published.
Breaks	<ul style="list-style-type: none"> • Year 7 and Year 8 will have morning break as normal and use their own separate Year Group toilets in the quad block. • Year 9 have an earlier break at the beginning of period 2 (10.05am). They will use the toilets by Student Reception. Year 9 students can access the canteen at break if they wish to purchase hot food. Period 2 will begin for Year 9 at 10:20am.

	<ul style="list-style-type: none"> • Year 10 will have morning break at the normal time and use the toilets in Science/Maths. • Year 11 will have morning break at the normal time and use the toilet in the History POD • Year 12 students use the toilets in the Year 12 block and return to the Geography Pod. • Years 7-11 will have break in their own separate outdoor zones. • In cases of wet break all year groups will have break in their designated classrooms or Pod area. • Hand dryers in the toilets to be turned off. Paper towels and bins to be provided. • On site cleaner to clean toilets regularly and to ensure soap and towel supplies are maintained. Toilets always cleaned in between use by different year groups. • Staff toilets will also be cleaned during the day. • Kitchens will be closed during break.
Lunchtime	<ul style="list-style-type: none"> • The school kitchen will comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>. • Students will have access to a school lunch, but they can also bring a packed lunch, if they prefer. • Lunch must be paid for via ParentPay. Coin machines will not be in use. Thumb machines for payment will also be suspended until further notice. The Meal deal cost is £2.20. • All students must wash/sanitise hands before meals. • KS3 (Years 7-9) lunch is 12:20-1:20, Years 7 and 8 can access the canteen to purchase hot food during their lunch. • KS4 (Year 10, 11) lunch is 1:20-2:20. Years 10 and 11 can access the canteen to purchase hot food during their lunch. • KS5 lunch depends on students timetabled lunch period. Sixth Form will have hot food available in their individual areas. Initially Sixth Form students will not be permitted to leave the site at lunch time, but this will be reviewed as restrictions hopefully lift. • All year groups will use their designated toilets at lunchtime.
Cleaning	<ul style="list-style-type: none"> • Cleaning will be enhanced throughout the school.

	<ul style="list-style-type: none"> • Frequently touched surfaces will be cleaned regularly during the day. Cleaning staff will be on site all day for cleaning of door handles, handrails, switches, surfaces, etc. • Toilets will be regularly cleaned. • Shared classrooms will be cleaned between uses. • Teacher areas in classrooms will be cleaned by staff before the next use. • Photocopying/printing to be kept to absolutely essential items only. Cleaning products will be located at copiers for cleaning after use. Staff should clean the panel after use and the next user should clean it before use. • Thorough cleaning regime to be maintained in all school areas in between each day. • Cleaning will follow the current advice: COVID-19: cleaning of non-healthcare settings guidance.
Hygiene	<ul style="list-style-type: none"> • There will be an increasing cleaning of hands, either washing with soap and hot water or by use of hand sanitiser. As a minimum students will wash hands on disembarkation from/ embarkation of scholars' buses at school, arrival in the school building, entering rooms, at toilet breaks, before/after eating, after practical activities, at the end of the school day. • Tissues and a bin will be provided in each teaching space, promoting the 'catch it, bin it, kill it' approach.
Asymptomatic Testing	<ul style="list-style-type: none"> • From 5 March pupils will be offered 3 lateral flow tests, 3 to 5 days apart. • Pupils will return to face-to-face education following the first round of testing. • Pupils not undergoing testing will attend school in line with the school's return arrangements. • Testing is voluntary. • Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals. • They should continue to apply the measures in the system of controls to themselves and the wider school setting. • Home testing for pupils (following the third test in school) and staff (from w/c 1 March) will take place with LFD test kits to use twice a week at home.

	<ul style="list-style-type: none"> • Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result with school to help with contact tracing. • Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. • Children aged 11 attending a secondary school should be tested by an adult. • Staff or pupils with a positive LFD home test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.
Displays of Covid19 symptoms	NO ONE DISPLAYING SYMPTOMS OF COVID19, OR WHO HAS SOMEONE IN THEIR HOUSEHOLD DISPLAYING SYMPTOMS, SHOULD ATTEND SCHOOL.
	Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days.
	If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.
	If a student is awaiting collection, they will be moved to the medical room, under supervision, maintaining 2 metres distance from other people. Staff will wear PPE to supervise them.
	If they need to go to the bathroom while waiting to be collected, they will use the medical room toilet. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .
Confirmed cases of Covid19	NO ONE WITH COVID19 OR SELF-ISOLATING DUE TO A HOUSEHOLD MEMBER TESTING POSITIVE FOR COVID19 SHOULD COME TO SCHOOL.
	Parents/carers should inform school if their child or anyone in their household has Covid19.
	If we become aware that someone who has attended school has tested positive for coronavirus (COVID-19, we will contact the local health protection team. The school, working with the health protection team, will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with the school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.
	If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' They should get a test, and:

	<ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’
Containment of potential outbreaks.	<p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will continue to work with the local health protection team who will be able to advise if additional action is required. The health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.</p>
Engagement with NHS Track and Trace.	<p>Staff members and parents/carers will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • 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 and Trace. • 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). <p>Anyone who displays symptoms of coronavirus (COVID-19) should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. By the autumn term, schools will be provided with a small number of home testing kits. Advice will be provided on the use of these kits.</p>

	<p>Parents and staff should inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.
Clinically Extremely Vulnerable Students	Clinically extremely vulnerable children and young people (i.e. shielding) should not attend school at present. Such students’ learning and well-being will be supported remotely. Parents/ carers should inform school and provide the shielding letter.
Parental/carers worries	If parents/carers have particular worries, we will discuss their concerns and provide reassurance of the measures we are putting in place.
Staffing	<p>Under the national lockdown, the expectation is that everybody should work from home where possible. Where it is necessary for staff to be in school, they will continue to attend.</p> <p>All staff attending the school setting will follow the measures set out in this document to minimise the risks of transmission.</p> <p>If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, they should discuss their concerns with us.</p>
Extremely Clinically Vulnerable Staff	Following the reintroduction of shielding, clinically extremely vulnerable staff will not attend the workplace until further notice.

	<p>We will support staff in this category to work from home, where possible.</p> <p>Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.</p>
Vulnerable Staff	<p>Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the measures in this document to minimise the risks of transmission. Any staff in school who come under this category are subject to an individual risk assessment.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p>
Pregnant Staff	<p>As per national restrictions, staff should work at home where possible. If home working is not possible, we will follow the advice in the Coronavirus (COVID-19): advice for pregnant employees.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. Any staff in school who come under this category are subject to an individual risk assessment.</p> <p>If we are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, we will check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, we will take appropriate sensible action to reduce, remove or control them.</p>

	We will discuss with pregnant women from 28 weeks' gestation whether working from home is the appropriate measure.
Well-being	<p>School pastoral and safeguarding staff will be aware of possible worries and vulnerabilities amongst the student body, and will support students and their mental health through a range of strategies and structures.</p> <p>The school will be in very regular contact with certain students and family where extra support is needed.</p> <p>The school will adopt a similar care for the well-being of staff during this period too. We encourage staff to discuss their concerns or worries with their line manager or senior staff.</p>
Safeguarding	<p>Our Designated Safeguarding Lead will revise the school's child protection policy to reflect the move to remote education for most pupils. Staff in school will be made aware of any revisions. We will have regard to the statutory safeguarding guidance, keeping children safe in education.</p> <p>We will have a trained DSL (or deputy) available on site at all times.</p>
Face masks	<p>Other than those who are exempt, all members of the school community should wear a face mask when in the school building at all times, including in classrooms, and when lining up. (The DfE will be reviewing this arrangement at Easter.) This includes libraries and common rooms.</p> <p>Students do not have to wear face masks outside at break and lunch.</p> <p>Students should wear face masks, not visors, scarves, bandanas, snoods, etc.</p> <p>Parents/carers should ensure their child brings a clean mask to school every day.</p> <p>Visors are not a substitute for face masks for staff.</p>
PPE	<p>The majority of staff will not require PPE beyond what they would normally need for their work (other than face masks – see above). PPE is only needed in a very small number of cases, including: where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school. Use of PPE will be based on guidance in safe working in education, childcare and children's social care.</p> <p>The following staff will use PPE:</p> <ul style="list-style-type: none"> • Medical Room staff. First aiders likewise. (Mask, visor, gloves, apron).

	<ul style="list-style-type: none"> • Cleaners – disposable gloves, two tabards so that one can be washed and one worn. • Kitchen staff/food technicians – disposable gloves, disposable aprons, face mask. • LFD Testing staff – PPE as specified in training materials.
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I consider the risk assessment suitable to control the risks to health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name	Dean Juric
Job Title	Head Teacher
Signature	
Date	9 March 2021