

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

September 2021

This plan serves to support staff, students and families during the full re-opening of the school from September 2021. 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:

<https://gov.uk/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

We also remind parents/carers of the following document:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

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/Head of School 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 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 prior to reopening. • Full health and safety measures in place. Regular maintenance has been ongoing and will continue to be so, in a safe fashion. • Furniture in rooms arranged to minimise chances of transmission. • 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. • The school will develop a contingency/outbreak management plan, should control measures require stepping up due to local, regional or national conditions.
Visitors to school	<ul style="list-style-type: none"> • Visitors are allowed in school by appointment. • Repairs/Maintenance are to be conducted outside of student hours as much as possible.

	<ul style="list-style-type: none"> • Contractors should be on site through prior arrangement, and have risk assessed their activities in relation to Covid-19. • Site Covid19 guidance 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. • Kitchen deliveries to be delivered directly to the Kitchen entrance.
Student attendance	<ul style="list-style-type: none"> • School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. • Where a child is required to self-isolate or quarantine because of COVID-19 they will be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness). • All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. • We will continue to record attendance in the register and follow up on absences of the pupils who are expected to be in school.
Transport to school	<ul style="list-style-type: none"> • Parents and students are encouraged to travel to school by foot/bike wherever possible. • School continues to liaise with Nexus over safe travel to school on scholars' buses. Transport on scholars' buses will be within official guidelines. • Students are expected to wear a facemask (unless in possession of exemption certificate) whilst on school buses or public transport. This is in line with government guidance. • Until further notice exact change must be tendered. • Hand sanitiser is available at school embarkation/disembarkation point.
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. • Children arriving on foot/ by bike/ by service bus will enter the site via the service road and come down the 'mall' area. • 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. • Children will sanitise their hands upon arrival at their tutor room. • Doors will be wedged open, where safe to do so. • Initially water dispensers will be switched off. Students should bring one water bottle to keep with them throughout the day at the start of term. We expect dispensers to be in use within a couple of weeks.
Departure	<ul style="list-style-type: none"> • Students on scholars' buses will board the bus, after having sanitised hands. • Parents picking up children by car are encouraged to remain in their vehicle.
Movement around school	<ul style="list-style-type: none"> • Students will no longer be accommodated in Year Group bubbles in different zones of the building. • Students will have access to all areas and specialist classrooms. • Circulation on the corridor will be on the left and corridors will be marked out accordingly. • Subjects will maintain seating plans for all classes. • Only essential movement around school is permitted.
Teaching Areas	<ul style="list-style-type: none"> • Hygiene resources available in each teaching area (tissues, bin, cleaning products, sanitiser). • Students must sanitise hands before entering a classroom. • Seating is arranged in rows with students facing the front. Desks will be spaced as much as possible. • Classroom windows/doors to be opened as much as possible to allow natural ventilation.

	<ul style="list-style-type: none"> • The need for increased ventilation will be balanced with the maintenance of a comfortable temperature. • CO2 monitors will be provided to all state-funded education settings from September, to help quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. • Resources will be cleaned regularly. This includes IT keyboards. Shared resources will be kept to a minimum. • Staff meetings will be conducted either in person or virtually, depending on the appropriateness of the circumstances. Staff should still self-distance where possible 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 and activities. • The school will make use of the government’s catch up support funding through the employment of tutors and additional resourcing. • Performance based subjects will comply with current government guidelines. • UK day visits are permitted within COVID risk assessment guidelines. UK residential visits will be considered alongside very thorough risk assessments. Overseas visits will be considered in time, following government guidance. • Extra-curricular provision will be reintroduced in line with safety guidance. • Assemblies and Collective Worship will be resumed in person. • Remote learning will continue to be provided for those students who require it (please see separate document on school website).
Breaks	<ul style="list-style-type: none"> • Break will take place for all students after period 2. • Specific year groups will access specific toilets. • 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. • Paper towels and bins to be provided in toilets. • On site cleaner to clean toilets regularly and to ensure soap and towel supplies are maintained. Toilets will be regularly cleaned during the day.

	<ul style="list-style-type: none"> • Staff toilets will also be cleaned during the day.
Lunchtime	<ul style="list-style-type: none"> • The school kitchen will comply with the guidance for food businesses on coronavirus (COVID-19). • 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. • All students must wash/sanitise hands before meals. • All year groups will use their designated toilets and outdoor areas at lunchtime.
Cleaning	<ul style="list-style-type: none"> • Enhanced cleaning will continue throughout the school. • 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. • Cleaning resources will be provided in teacher areas of classrooms for cleaning by staff before the next use. • Cleaning products will be located at photocopiers for cleaning by staff after 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"> • Students will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term, if the school receives consent. • They should then continue to test twice weekly at home until the end of September, when this will be reviewed.

	<ul style="list-style-type: none"> • Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. • Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. • Whilst awaiting the PCR result, the individual should continue to self-isolate. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.
<p>Displays of Covid19 symptoms</p>	<p>NO ONE DISPLAYING SYMPTOMS OF COVID19 SHOULD ATTEND SCHOOL.</p>
	<ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • If anyone in school develops COVID-19 symptoms, they will be sent home and they should follow public health advice. • Everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. • If a student is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. • The student's household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Confirmed cases of Covid19	<p>NO ONE WITH COVID19 SHOULD COME TO SCHOOL.</p> <ul style="list-style-type: none"> • Parents/carers should inform school if their child or anyone in their household has Covid19. • Students or staff who test positive should self-isolate in line with government guidance. • If you test positive via lateral flow, you should seek a PCR test to confirm or rule out the lateral flow test. • 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. If you get symptoms while you're self-isolating, the 10 days restarts from the day after your symptoms started. • You can stop self-isolating after the 10 days if either: you do not have any symptoms, or you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone. • You should keep self-isolating if you have any of these symptoms after the 10 days: a high temperature or feeling hot and shivery; a runny nose or sneezing; feeling or being sick; diarrhoea. Only stop self-isolating when these symptoms have gone. If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.
Contacts of positive cases	<ul style="list-style-type: none"> • Close contacts will now be identified via NHS Test and Trace and education settings are no longer expected to undertake contact tracing. • NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.

- | | |
|--|--|
| | <ul style="list-style-type: none">• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:<ul style="list-style-type: none">• they are fully vaccinated• they are below the age of 18 years and 6 months• they have taken part in or are currently part of an approved COVID-19 vaccine trial• they are not able to get vaccinated for medical reasons• Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We encourage all individuals to take a PCR test if advised to do so.• Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.• 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.• School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting, or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. |
|--|--|

Parental/carer worries	If parents/carers have particular worries, we will discuss their concerns and provide reassurance of the measures we are putting in place.
Staffing	<ul style="list-style-type: none"> • Clinically extremely vulnerable (CEV) staff are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. • Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. We will discuss the the measures we have in place to keep CEV staff safe at work with specific staff. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. • We encourage vaccine take up and will enable staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time. <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>
Pregnant Staff	<ul style="list-style-type: none"> • We are following the government, NHS and Royal College of Obstetricians and Gynecologists guidance for Pregnancy, please see below link: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees

	<ul style="list-style-type: none"> • If you are pregnant and have let us know of your pregnancy, a pregnancy risk assessment will be carried out, where we will: <ul style="list-style-type: none"> - Share the workplace risk assessment setting out what measures have been put in place to keep pregnant staff safe at work; - Carry out a thorough Covid-19 Individual Risk Assessment and adapt duties to mitigate any risks; - Make a referral to occupational health for further advice and guidance. • The risk assessment will be kept under review throughout your pregnancy, with a more precautionary approach taken from 28 weeks gestation or for this with underlying health conditions, and will take into account the latest government guidance, as well as medical evidence from your midwife and GP.
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>
Face masks	<ul style="list-style-type: none"> • Face coverings are no longer advised by the government for pupils, staff and visitors either in classrooms or in communal areas. However, while they are not compulsory, any member of the school community is free to choose to wear them if they wish to do so. • The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

	<ul style="list-style-type: none"> • The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. • Students who choose to wear face coverings, should wear face masks, not visors, scarves, bandanas, snoods, etc. • As previously, any face coverings should be of an appropriate colour and design. The school will remain the arbiter of what is appropriate and students will be told to swap unsuitable masks for an appropriate one.
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). • 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.

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	1 September 2021