

3 RISK ASSESSMENT – Coronavirus (Covid -19)

Activity being Risk Assessed:	St Joseph’s Catholic Primary School Premises – School Opening to all pupils. Start Date 8 th September 2020 Updates: (V2-10 th Sept) (V3-24 th Sept) (V4–12 th Oct) (V5 – 3 rd Nov 2020) Version 5 (draft) - latest updates highlighted pink
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Infection with Covid-19 of high-risk individuals	Any persons in building and any persons they come into close contact with after leaving the premises	<p>High risk staff members and those living with individuals who are shielding initially identified via individual response to questionnaire on 19th March 2020.</p> <p>All vulnerable staff will have an individual risk assessment before returning to work in school.</p> <p>In light of second national lockdown (commencing 5th Nov) BAME and vulnerable staff and children RA’s to reviewed.</p>	Identified staff as being ‘at risk’ to work in accordance with additional personal RA agreed by Headteacher. Individual RA’s will include medical and BAME concerns.	JT and individual staff members	Sept 2020	ongoing
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Infection with Covid-19 of high-risk individuals	As above	<p>High Risk pupils attending school</p> <p>Contacting parents of suspected high risk pupils</p>	<p>Children who have been advised to shield will not attend school.</p> <p>Children who are clinically vulnerable (but not extremely clinically vulnerable) parent will be asked to provide written evidence of doctor’s advice if children are to attend school. An individual risk assessment will be carried out.</p>	JT / SLT	Sept 2020	ongoing
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Transmission of Covid-19 whilst Travelling to and from school	As above	<p>Staff, parents and children advised to avoid public transport where possible and encouraged to walk or cycle to school where possible.</p> <p>In line with government guidance staff members and pupils travelling in private vehicles should only lift share / travel to work with members of their own household or support bubble.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>			Sept 2020	ongoing
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Transmission of Covid -19 between individuals in school if persons with symptoms are present	As above	<p>Clear guidance to staff, parents and carers not to attend school (including the perimeter area) if they, or anyone in their family group is exhibiting symptoms.</p> <p>The most common symptoms of coronavirus (Covid-19) are recent onset of:</p> <ul style="list-style-type: none"> • new continuous cough and/or • high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>All staff, children, parents, essential visitors must follow the current government guidance in regard to remaining in isolation should they show symptoms of Covid-19.</p> <p>Current guidance can be found here:</p>	All staff to remain vigilant and report any concerns to a member of SLT.		Sept 2020	ongoing
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		https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection				
Entry to and exit from the building (in relation to Covid transmission)	Staff, children, parents, careers.	Entry times will be staggered as outlined here. Reception (from 7th September) Arrive at EYFS Gate 9.10am finish time 3.10pm Year 1 Arrive at KS1 Gate (right of car park) 9.00am. finish time 3.10pm Year 2 Arrive at KS1 Gate (right of car park) 8.55am. finish time 3.10pm Year 3 Arrive Main Playground Gate 9.00am. finish time 3.10pm Year 4 Arrive Main Playground Gate 9.00am. finish time 3.10pm Year 5 Arrive Main Playground Gate 8.55am. finish time 3.10pm Year 6	<i>Senior member of staff to be circulating and to operate the main entrance door.</i> Remind parents of importance of punctuality Remind parents that the school car park is not available Remind staff that if they wish to use the car park they should arrive before 8.40am or after 9.30am	All staff members	Sept 2020	ongoing

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		<p>Arrive Main Playground Gate 8.50am. finish time 3.10pm</p> <p>Arrival Details:</p> <ul style="list-style-type: none"> • Parents / careers should follow the one-way system. Enter through the main car park entrance following signs. The woodchip pathway to the side of the overflow car park (see attached map) is an extra pathway to ease congestion. • Children must only be accompanied by one adult; this is to ease the amount of space available for parents. • Adults should not congregate at the school gates or in the car park. They should leave straight away after dropping child at their entrance. • When arriving with children, adults should remain 2m apart from each other. • Children in different bubbles should remain 2 metres apart as they travel to their classrooms. • Adults dropping off children should wear a face mask at all times when in the school grounds. • School staff have been provided with face shields to wear at arrival and departure times. <p>Departure Details:</p> <ul style="list-style-type: none"> • EYFS children will be dismissed class by class from their gate. Please be patient whilst we dismiss each class in turn. 				
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		<ul style="list-style-type: none"> • Year 1 and 2 children will be dismissed from their classrooms. Parents will be allowed to enter the Year 1 / 2 gate and meet children at their classroom door. Year 2 parents will be called in first to make their way to the Year 2 playground, Year 1 will then be called in. Please be patient, maintain 2 meter distancing and wear a face mask on the school grounds. • The main playground gate will open at 3.10pm for adults to collect children from Years 3, 4 and 5. • Year 3, 4 and 5 children should be collected from the main playground. Year 3 children will be dismissed from the old library door near the sensory garden. Year 4 and 5 children will be dismissed from their classrooms. Please wait in the area on the playground nearest to their exit remembering to socially distance between other adults. • Children in Years 5 and 6 who are allowed to walk home on their own will be let out of the main school door. • Year 6 will be dismissed from the main school door. • After collecting your child, please leave the school site as soon as possible. If you wish to speak to your child’s class teacher, please e-mail the school office and ask to make an appointment for the teacher to call you. • Adults collecting children should wear a face mask at all times when in the school grounds. 				
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		<p>No cars will be allowed to enter or exit the school car park between 8.40am and 9.30am and between 2.45pm and 3.30pm. At these times all cars in the car park should remain stationary.</p> <p>During this time cyclists should dismount when entering the car park.</p> <p>Before school and afterschool club provision Mixing between bubble groups is minimised by offering before and afterschool clubs in 2 age groups (Reception to Year 2) and (Year 3 to Year 6)</p> <p>Places must be booked in advance and there is no facility for ad hoc attendance. <i>(also refer to ASC Risk Assessment)</i></p> <p>Speaking to Teachers</p> <ul style="list-style-type: none"> • If parents wish to speak to a child’s class teacher, they should e-mail the school office with a message or to ask for an appointment for the teacher to call you. • Parents are not allowed into the school buildings without an appointment. • During National Lockdown, beginning on 5th November, parents will not be allowed into the school building. • All meetings must take place outside or with appropriate distancing or via Zoom / Microsoft Teams or by telephone. 				
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		<ul style="list-style-type: none"> Parents/Carers can also communicate through the office via phone or email. <p>Governors Governors will be able to enter school at pre-agreed times to carry out usual monitoring. Full Governing Body Meetings and Committee meetings will be held via Microsoft teams.</p> <p>Visitors No visitors should enter the school unless to make essential deliveries or essential repairs / maintenance.</p> <p>Appointment times will be agreed ahead of all visits and should be adhered to.</p> <p>Staff who are booking essential visits should avoid the lunch period. 11.30am – 1.30pm</p> <p>Staff who are booking essential visits should also avoid the peak arrival and departure times 8.40am -9.30am and 2.45- 3.30pm.</p> <p>Visitors who do enter must keep a 2 metre distance between themselves and the member of staff that they are communicating with.</p>				
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		<p>All staff and visitors should use hand sanitiser provide at the entrance.</p> <ul style="list-style-type: none"> All visitors must leave a contact in case of track and trace. <p>Signing in Staff should carry a pen with them and sign in using their own pen.</p> <p>Other pens provided at reception will be used once and put into a separate box where they will be stored and then wiped before being reused.</p> <p>Signs Signs at the entrance remind all staff, children, parents and visitors that anyone who is ill or living in a house where someone else is ill or suspected to have Covid-19 must not enter the building.</p>				
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Physical Distancing-children (in relation to Covid transmission)	Adults and pupils in school and wider family groups	<p>The Government acknowledges that early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. The school will make best endeavours to encourage physical distancing.</p> <p>In line with government guidance classes of 30 pupils will be taught in their usual classrooms. The 2 classes in each year group will be allowed to mix at break times but will, as far as possible, be kept physically distanced from other year groups.</p>			Sept 2020	ongoing
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		<p>The school building and outdoor play areas will be zoned and groups will be using different zones. Reception, year 1 / year 2, year 5/6 and year 3 and 4 groups will use different toilets and zones.</p> <p>All classes can visit the statue area on an agreed timetable with their teachers.</p> <p>Reception Classes will use the reception classrooms and reception playground. They will use the toilets in room RC and in the EYFS corridor.</p> <p>A rota will be set up by the Key Stage coordinators so that hand washing basins, door handles and push plates are wiped at regular intervals through the day. (after morning break and after lunch)</p> <p>Key Stage 1 Tables in Year 1 and 2 classrooms will be set up to allow children their own workspace for use each day and these spaces will be as far apart as reasonable given the class size.</p> <p>Children will use the same desk each day.</p>				
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		<p>Year 1 and Year 2 classes will use the toilets located at the end of the KS1 Corridor but handwashing/ sanitising will be monitored and children from different classes will not be allowed in the toilets at the same time.</p> <p>Taps in these toilets will switch off automatically.</p> <p>A rota will be set up by the Key Stage coordinator so that hand washing basins, door handles and push plates are wiped at regular intervals through the day (after morning break and after lunch)</p> <p>Year 1 and year 2 will use the year 1 and 2 playgrounds respectively. Equipment will be rotated between the two playgrounds on a weekly basis and cleaned at the end of each week.</p> <p>Lower Key stage 2</p> <p>Will use the year 3 and 4 classrooms.</p> <p>All four classes will use the same toilets located in the old library but handwashing/ sanitising will be monitored and children from different bubbles will not be allowed in the toilets at the same time.</p>				
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		<p>A rota will be set up by the Key Stage coordinator so that hand washing basins, door handles and push plates are wiped at regular intervals through the day. (after morning break and after lunch)</p> <p>Tables will be set up to allow children their own workspace for use each day and these spaces will be as far apart as reasonable given the class size.</p> <p>Children will use the same desk each day.</p> <p>4 separate outdoor play areas will be identified and years 3, 4, 5, and 6 will uses these on a weekly rota basis with equipment being cleaned at the end of each week.</p> <p>Upper Key Stage 2</p> <p>Year 5 and 6 will use the year 5 and 6 classrooms and the toilets located in the year 5/6 corridor.</p> <p>Children are asked to switch off taps in toilets using a hand towel to avoid touching the tap after hand washing.</p> <p>Tables will be set up to allow children their own workspace for use each day and these spaces will be as far apart as reasonable given the class size.</p>				
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		<p>Children will use the same desk each day.</p> <p>4 separate outdoor play areas will be identified and years 3, 4, 5, and 6 will use these on a weekly rota basis with equipment being cleaned at the end of each week.</p> <p>Mobile phones will be discouraged but locked in class bubble boxes if brought in to school.</p> <p>With the exception of essentials: water bottles, lunches and uniform and PE or forests school clothing, children should not bring items from home to school.</p> <p>Staff should distance themselves from children as much as possible, whilst also giving consideration to their individual needs.</p> <p>Children should also be encouraged to remain 2 metres apart from children in other year groups.</p> <p>Staff are advised to maintain a height difference between themselves and children. i.e. do not bend down to children’s eye level.</p> <p>When hearing children read or delivering small group work - staff should maintain a 1-2m distance, try to be at a different height to the child, be</p>	<p>Site manager to add hand wash and sanitiser to GP room and check other classrooms coming onto use.</p>			
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		<p>seated side by side (not face to face), wearing a mask or visor and whenever possible reading outdoors /with ventilation.</p> <p>Walkie talkies will be used for teaching staff to contact SLT if needed.</p> <p>Whole school assemblies and KS assemblies will be held by teams.</p> <p>All worship will be held within year groups including Mass via Microsoft teams.</p> <p>Windows will be kept open as much as possible and outdoor learning will be encouraged on a rota with bubbles in the zone.</p> <p>Children will only have contact with their year group including at breaks and lunchtime.</p> <p>Internal doors will be propped open to limit contact and to aid ventilation.</p> <p>All teaching and learning areas have an outdoor access point. These doors will be used as much as possible as the main way in and out of classrooms.</p> <p>Break times are staggered and bubble groups will play sports only within their bubble groups.</p>				
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		<p>No contact games are allowed.</p> <p>When seating children at lunchtime a maximum space will be left between each year group.</p> <p>Occasionally a child may pass another child in the corridor, which is considered to be a low risk.</p> <p>Lunches We aim for the children to come into the hall in 15 minute intervals and spend 30 minutes in the hall to get food and then eat. Different year groups will be seated at separate and well-spaced tables.</p> <p>Tables will be wiped between use by different groups.</p> <p>Each year group has an agreed seating plan and individual children will sit in the same place to eat each day. If any changes are required to seating plans, these will be made over a weekend.</p> <p>11.30 – EYFS tables 1 and 2 leave at 11.55/12.00 11.45 – year 1 tables 3 and 4 leave at 12.10/15 12.00 – year 2 tables 1 and 2 leave at 12.25/30 12.15 – year 3 tables 3 and 4 leave at 12.40/45 12.30 – year 4 tables 1 and 2 leave at 12.55/13.00</p>	<p>Training for children</p> <p>Separate play equipment for each bubble.</p>			
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		<p>12.45 – year 5 tables 3 and 4 leave at 13.10/15 13.00 – year 6 tables 1 and 2 leave at 13.2</p> <p>Music Risk of transmission is increased in situations where people are singing, chanting, playing wind or brass instruments or shouting In line with government advice we will limit groups singing, playing wind or brass instruments to a maximum of 15.</p> <p>We will hold sessions outdoors where possible and will position pupils back to back or adjacent to, not facing each other, as well as maintaining 2m distancing.</p> <p>Pupils in year group assemblies with more than 15 pupils will not sing.</p> <p>Musical instruments will not be shared between individuals and will be cleaned between use by different groups.</p> <p>Physical Activity Outdoor sports will be prioritised whenever possible. There will be no contact sports.</p> <p>Design Technology</p>				
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		Due to difficulty in maintaining 2m distancing between teacher and pupils in the DT room, class DT lessons will take place in year group classrooms or in the hall.				
Physical Distancing Staff and other Adults (in relation to Covid transmission)	As above	Physical Distancing Staff- All staff to remain a minimum of 2 metres apart at all times as far as possible. Contract Tracing App Staff who have the contact tracing app on their phones should pause the tracing function if their phone is not with them , for example if it is left in a locker or communal area such as the staff room. This is to avoid the app picking up contacts when the individual is not with their phone. * It is possible to pause the contact tracing function ('trace') in the app. If paused, the phone and Bluetooth remain on but the phone does not record contacts One Way System A one way system will be implemented around the school building. (see attached plan for details) to facilitate this at busy times.	Communicate systems and processes clearly.	All staff	Sept 2020	ongoing

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		<p>Staff Room Tables have been rearranged in the staff room and outside the staff room to facilitate social distancing.</p> <p>A maximum of 2 people preparing food and 6 other sitting at tables may use the staff room at any one time. An additional hot water source will be supplied to make it quicker / easier for staff to prepare drinks.</p> <p>1 person at a time may also prepare food in the DT kitchen and GP room kitchen.</p> <p>Staff may also choose to sit in the outdoor marquee area with appropriate physical distancing or in their classrooms to eat.</p> <p>A maximum of 8 people to be in the marquee staff area at any one time</p> <p>Double doors from the staff room into the marquee to be kept open during the school day (except when 4 or less people are using the staffroom as a workspace – then less ventilation to allow for warmth).</p> <p>Staff should wear masks when moving through or around the staff room and marquee and should remove masks only when eating and drinking.</p>				
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		<p>Staff are to wash their hands/use sanitiser before going into and on leaving the staff room and kitchens.</p> <p>Antiviral gel will also be available in the staffroom and marquee.</p> <p>Staff room tables, cupboards and door handles will be wiped after break and after lunch by member of the office staff, RC or JT.</p> <p>Staff Briefings and Meetings Staff briefings are now held outdoors whenever possible or in the school hall if required in the mornings.</p> <p>Staff meetings will be held virtually through Microsoft Teams. Up to 6 members if staff may join a staff meeting collectively from a school classroom so long as they maintain appropriate distancing whilst doing so.</p> <p>Where face to face meeting between staff in school are necessary, these must be kept as brief as possible and should not exceed 15 minutes.</p> <p>The headteacher and Deputy should be particularly careful to maintain 2m physical distancing and to restrict the time they spend together to 15 minutes whenever possible to reduce potential for them both needing to isolate at the same time.</p>				
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		<p>Staff Toilets Male members of staff should use the men’s toilet in the old library</p> <p>Reception staff will use the disabled toilet in the Reception corridor.</p> <p>Year 6 female staff should use the disable toilet in the year 6 corridor</p> <p>All other staff should use the staff toilets beside the staff room.</p> <p>Wiping of basins and door handles will be carried out after morning break and at lunch time. Office staff and SLT will wipe the staff toilet beside the staff room. Other staff toilets should be cleaned by the department in whose area they are located. ie reception, LKS2 or UKS2.</p> <p>Main Office (Office 1) A clear safety screen has been purchased and fitted to the office hatch to ensure that office staff are safe from any persons in the entry lobby. Staff wishing to speak with office will phone or go to the main hatch.</p> <p>The office door into the hall is to remain locked from inside the office.</p> <p>A clear screen has also been provided between desks that face each other.</p>				
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3 RISK ASSESSMENT – Coronavirus (Covid -19)

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		<p>A maximum of 2 people should be working in the office at any one time.</p> <p>The Headteacher / Deputy may enter the office for short periods of time in order to speak with the office staff whilst maintaining physical distancing.</p> <p>Staff members who require keys or other items from the office should ask at the office hatch and will be allowed to enter when appropriate or have items passed to them by office staff.</p> <p>Staff making phone calls to parents will use the staff room phone, washing hands thoroughly before and after and wiping the phone with anti-viral spray.</p> <p>ASC files in stored in Office 5 and also use the phone from office 5 after school.</p> <p>Other Offices</p> <p>A maximum of 3 people should be present in the Headteachers office (office 2) at any one time. The fan heater should be switched off if more than one person is present.</p> <p>A maximum of 2 people should be present the small office (office 3) at any one time. As several members of staff use this space on a rota basis staff</p>				
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		<p>should wipe the desk, computer keyboard and phone (if used) when they leave.</p> <p>The number of staff sharing this space has been reduced by converting the cupboard opposite the headteacher’s office into a Deputy Heads office (office 4) and small music room into a further office and store for use by the SMB (office 5) A maximum 1 person in each of these offices at any one time)</p> <p>If other members of staff use these additional office spaces then they should wipe the desks when they leave.</p> <p>Old Library Use of the printer should be minimised and teachers should, as far as possible, avoid congregating in this area at the start or end of the day.</p> <p>The two copiers have been moved apart to avoid congestion and teachers should try to print to the left hand printer – both photocopiers can be used when admin staff are not present.</p> <p>Photocopying should be avoided where possible.</p>				
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		<p>Hand sanitiser is available beside the photocopier and should be used before / after using the machines.</p> <p>The reprographics team should ensure that the work area and photocopiers are wiped regularly throughout the day.</p>				
<p>Reprographics and Display support</p> <p>Covid risk to reprographics team.</p> <p>Potential to spread covid between class groups.</p>	As above	<p>Reprographics and Display support</p> <p>Work may be left for the reprographics team in the usual way but care should be taken by teachers to wash their hands before preparing paper work.</p> <p>The reprographics team will not enter classrooms to deliver printing / photocopying. TR will leave completed copies on the desk beside the photocopies for teachers to collect.</p> <p>BH will wear a face shield when working on displays in classrooms. BH will restrict her movements to classrooms in one area of the school per day (EYFS Monday, KS1 – Tuesday, LKS2 Wednesday, UKS2 Thursday).</p> <p>BH should use wash hands or use hand sanitiser before and after working in a classroom. Equipment, such as wall stapler and scissors should be wiped at the end of each day.</p>				
				RR / RS		

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		A clear screen will be supplied along the reprographics desk to provided additional protection to staff working here.				
One to One and small group teaching		<p>Staff hearing children read or working one to one with pupils will:</p> <ul style="list-style-type: none"> - avoid sitting face to face - sit side by side - remain at a different level to children if possible - use the SATS screen to provide a clear barrier - work in a well ventilated location - wipe surfaces after teaching each pupil. - Maintain 2 meter physical distancing from children or use a plastic divider screen or face shield. <p>Specialist teachers working with small groups will also keep a register of children attending each session. This should include session date, name and class or all children present.</p>				
professional visitors		<p>professional visitors e.g social workers, teacher’s of the deaf, physiotherapists, music teachers will:</p> <ul style="list-style-type: none"> • visit school at pre-arranged times • work in a pre-agreed area of the school • maintain physical distancing of 2m whenever possible • use hand sanitizer or wash hands on arrival and departure 			17 th Sept	

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		<ul style="list-style-type: none"> • if working with children form different year groups ensure that equipment and desks are wiped between groups. • Keep a register of children attending each session. This should include session date, name and class or all children present. • Use disabled toilet in EYFS hall. Wipe with antiviral spray after use. • Follow any additional requirements set out in individual / specific risk assessments • They should NOT enter if they (or someone they live with) is self isolating due to Covid-19 or has symptoms of Covid-19. 				
Lego Therapy – Tuesday - SP		<p>For this half term the group will be a consistent group of 20 children from year 4 only.</p> <ul style="list-style-type: none"> - Children are not required to keep distanced from each other. - SP will remind children that he is not part of their bubble group and should remain 2m distanced as far a possible. - Children will wash hands or use hand sanitiser before going to the ICT room. - Windows and doors will be kept open for ventilation. - SP will wear gloves during the session. - SP will ensure that children use hand sanitiser before returning to their class rooms. SP to dispense sanitiser gel and supervise children until this dries. 	Provide gel, bin, spray, blue towel	RS	9 th Sept	

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		<ul style="list-style-type: none"> - SP to wipe all iPads with spray provided before returning these to their store cupboard. - SP will label the boxes of Lego used by this group and these should not be used by other people. 				
Piano Lessons GC	As above	<p>The piano has been moved onto the larger music room to allow for easier physical distancing.</p> <p>GC will collect children from their classrooms door and should not enter any classrooms.</p> <ul style="list-style-type: none"> - Children should wash their hands or use hand sanitiser under supervision of their class teacher before leaving their classroom. - GC should remain physically distanced from children during their lesson. - GC should dispense hand sanitiser to children at the end of their piano lesson and supervise them until this dries. - GC should wipe the piano between individual children’s lessons using the spray and blue towel provided in the music room. - GC may choose to wear gloves or a face shield during the course of lessons. - The music room door should be kept open during lessons for ventilation - Music room to be kept locked when not in use. 		RS		

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First access Clarinet lessons		<p>First access lessons taking place on Friday afternoons and will be taught by EL</p> <p>Group 1 will be 1-1:45 (classroom)</p> <p>Group 2 will be 2-2:45. (hall)</p> <p>EL will be wearing a visor unless she is playing.</p> <p>School staff present should also wear visors.</p> <p>EL will bring disinfectant wipes, hand sanitizer and gloves with her to use after she teaches in a space (this is in line with OCMS's RA)</p> <p>Follow the OCMS Risk Assessment and all relevant section of St Joseph's Main School Risk Assessment.</p>				
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Ventilation (in regard to minimising spread of Covid) whilst maintaining comfortable room temperatures		<p>Public health advice in respect of COVID is to open windows and doors (except fire doors) where possible. This is to increase ventilation and airflow.</p> <p>Clearly whilst COVID mitigation via ventilation is essential the impact of temperature has to be balanced. The regulations about providing adequate temperatures in buildings hasn't changed - the Workplace</p>	Further specific details for ventilation in each classroom and for other areas of the school have been shared with all staff and can be found in the separate document 'Guidance on		Oct 2020	ongoing
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		<p>(Health, Safety and Welfare) Regulations 1992 state a minimum temperature of 16°C.</p> <p>As weather gets cooler it will not be practical to keep all doors and windows open through the school day. We will continue to:</p> <ul style="list-style-type: none"> • Open doors, windows and air vents as much as possible during to facilitate ventilation. • Keep high level windows and vents in classrooms open and ground floor windows ajar to encourage airflow. • Ensure regular airing by opening windows fully during break times. • Make sure the ventilation system openings are not blocked by furniture or curtains • External doors to corridors will be held ajar rather than fully open. <p>Airing Classrooms and shared areas - Before school and at break times windows and doors should be opened to circulate the air for 15 minutes.</p> <p>Wet play and Lunch times</p>	ventilation at St Joseph’s			
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		<p>When it becomes necessary for children to spend their break and lunch time in classrooms the external doors and windows must still be kept fully open throughout the break and lunch time.</p> <p>Heating – where possible, the heating will be turned off to try and stop heat escaping. However, this will be constantly reviewed to allow for the weather. E-mails have been sent to parents/carers asking that they ensure their child is dressed for a colder school.</p> <p>Electric fan heaters should not be used in classrooms.</p> <p>Where school heating uses a fan (for example in the hall), these will be switched off and only used sparingly and as needed.</p>				
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Face Coverings (in relation to Covid transmission)		<p>Government guidance states that face coverings should not be worn in any circumstances by those who may not be able to handle them as directed.</p> <p>Children (except in specific cases agreed with the headteacher) will not be allowed to wear masks or other face coverings whilst in school as per government guidelines. Children who use face coverings during their journey to school should hand these to parents on arrival.</p>			Sept 2020	ongoing
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		<p>Face coverings and masks are not generally recommended for staff during lessons but will be available for specific purposes as identified in individual risk assessments for vulnerable staff and pupils and for use case if suspected covid-19 case in school.</p> <p>Staff should wear face covering when outside of their bubble’s zone of the school. Bubble zones are shown in the attached plan.</p> <p>CD, MH, JC, JT, RC, BS, RS, RR and KY should also wear face coverings when moving around the school building and if answering the main door.</p> <p>Disposable face coverings should be put into a bin immediately on removal. Reusable face coverings must be safely stored in a pocket or plastic bag out of reach of children.</p> <p>Face coverings will be worn by staff during arrival and drop off times and if meeting with parents. Teachers working with small groups and working across bubble groups to provide specialist teaching or PPA cover should wear face shields.</p>	<p>Whilst some disposable masks are available cloth masks would be preferable. If you need any assistance in sourcing a cloth mask please speak to RR).</p>			
Personal Hygiene (in relation to Covid transmission)		<p>Handwashing – All staff, children and visitors are asked to wash their hands: on arrival at school and thereafter at regular intervals.</p> <p>Children will be asked to wash their hands or use hand sanitiser: - when they arrive at school</p>	Office staff to remind people coming into the building		Sept 2020	ongoing

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		<p>- before and after eating - when coming back into the building after breaks or classes held outdoors.</p> <p>If children use hand sanitiser gel then the procedure provided by OCC will be adhered to. An adult will dispense hand gel and will supervise children until the gel dries. Care will be taken to not sure gel on broken skin and to keep gel away from children’s faces.</p> <p>Children are discouraged form bringing their own hand sanitiser into school.</p> <p>Hand sanitiser is also available for use by staff and visitors at the main entrance and in all classrooms and offices.</p> <p>Signs beside classroom sinks and in toilets are used to encourage correct hand washing.</p> <p>Hot water taps have been fitted in Reception, Year 3 and Year 4 classrooms</p> <p>Soap, anti-viral hand gels and hand cream are provided in each of the classrooms that are in use.</p> <p>Frequent hand cleaning and good respiratory hygiene practices taught in class.</p>	Supplies readily available at all times	Site manager/ SBM / JC		
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		<p>‘Catch it, bin it’ is to be promoted and tissues to be disposed of in lidded bins provided in classrooms, offices and staff room.</p> <p>Additional free standing and mobile hand wash stations have been purchased for use in selected areas. Two of these are cold water only the third incorporates a water heater. One is located in the meeting room and two are located near the sensory garden for use by children coming in to lunch from outdoors.</p> <p>Waste water containers should be emptied into a nearby sink or toilet. The person carrying out this operation should wear gloves and mask.</p> <p>To prevent bacterial growth water should not be stored once it has been heated. Heated water should be tipped out at the end of the day and replaced with fresh water.</p>				
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Resources (in relation to Covid transmission)		<p>Children bags into school including book bags and lunch boxes. Hot meals will be available from the school kitchen as usual, including Universal Free School Meals for Reception and KS1 children in school.</p> <p>iPads are used by different groups but will be wiped with antiviral spray at the end of each use.</p>			Sept 2020	ongoing
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		<p>Any pencil case or resources should remain at school at their designated desk or storage draw.</p> <p>Reception - Each class will have designated books and toys.</p> <p>Reading books can go home and be returned to a box which will not be touched until the following Monday.</p> <p>Children will be encouraged to use the same pencil and these will be wiped the end of the day.</p> <p>Year 1 and 2 Each class will have designated books and toys.</p> <p>Reading books can go home and be returned to a box which will not be touched until the following Monday.</p> <p>All resources will be specific to the class. Children will be encouraged to use the same pencil and these will be wiped at the end of the day.</p> <p>Soft furnishings, soft toys and toys that are difficult to clean have been removed from classrooms.</p>				
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		<p>Children in reception, year 1 and year 2 will have some lessons seated on the carpet. They will face forwards and be appropriately spaced. In Year 3 small numbers of children may also use the carpet area and will face forwards and be appropriately spaced</p> <p>The use of shared resources will be limited and will be cleaned/wiped before changing classes.</p> <p>In most instances, toys and play equipment are kept for use by just one class group.</p> <p>If toys or play equipment are to be used by more than one group they must be cleaned using soap and water or the appropriate dilution of Milton between uses.</p> <p>Where any outdoor equipment is to be touched by more than one group it must be sprayed with disinfectant using the garden spray units provided between groups and a suitable time interval should be left between uses for equipment to dry.</p> <p>Each class will have its own First Aid kit.</p> <p>Each class (and SLT) will also have a walkie talkie so that class teachers can call for support from SLT as needed.</p>				
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		<i>School Accident Reporting Procedures have been modified- staff should refer to separate addendum to the Accident Reporting Procedure.</i>				
As above	As above	<p>Cleaning - general</p> <p>The school will be thoroughly cleaned at the end of each day using recommended cleaning products. Gloves, goggles and aprons provided for use by cleaners.</p> <p>Work surfaces will be kept as clear as possible to facilitate cleaning</p> <p>Hall dining tables will be cleaned between sittings by kitchen staff.</p>			Sept 2020	ongoing
		<p>Cleaning after any potential case of Covid-19 will follow government guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			Sept 2020	ongoing
		<p>Extra Cleaning</p> <p>Door handles and tables – Cleaners have been asked to wipe all door handles and tables daily with antiviral spray at the end of each day</p>			Sept 2020	ongoing

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		<p>photocopiers – reprographics team to ensure photocopiers and shared work space and tools in reprographics area are wiped regularly throughout the day with antiviral spray.</p> <p>I-pads and computers in ICT suite– should be wiped with antiviral spray at the end of each use. – it is the responsibility of teachers to ensure this is done.</p> <p>Toilets – Hand wash basins, push plates and door handles of toilets will be wiped after morning break and after lunch time by KS teams/office staff/SLT</p> <p>Note a new spray (Selegiene Extreme) has been provided. This spray is an irritant and so must be kept out of reach of children. Gloves and eye protection should be worn when using the spray. There is no need to wash tables or surfaces further after wiping with the spray – just leave them to dry.</p> <p>Fogging – the site manager will use a fogging machine daily in areas of the school used by multiple groups. (old library, staff room, library, ICT room, GP room)</p>	<p>RR check OCC safety teams stance on fogging. – OCC H&S team agree with fogger use.</p>			
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		<p>Outdoor play equipment will be cleaned with disinfectant at the end of each week before year groups are rotated to different outdoor play areas.</p> <p>Cleaning of Bodily fluids. Staff please refer to separate School Risk Assessment which has been updated to include additional PPE use and disposable mops)</p>				
		<p>PPE In line with government guidance disposable gloves and eye protection, mask sand aprons are available for staff looking after children with Covid - 19 symptoms and for specific cleaning operations. PPE will also be made available in accordance with individual Risk Assessments.</p> <p>Face shields have been provided for teaching staff to wear at the start and end of the school day when meeting and dismissing children. Also, for some other individuals to wear in eth course of their work.</p> <p>Face shield should be marked to identify the user. They should be wiped daily using the sprays provided and should be safely stored out of reach of children when not in use.</p> <p>Any staff using PPE should watch the video linked below on proper usage.</p>	Senior team will be given PPE training by the Site Manager. (NHS Physio)		Sept 2020	ongoing

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		https://www.tes.com/news/coronavirus-ppe-education-settings-how-use-it-properly				
Suspected case of Covid-19 in school		<p>In the even to of a child developing symptoms whilst in school the supervising adult will immediately call the school office using the internal phone system.</p> <p>A member of the senior team will put on PPE and come as quickly as possible to remove the child from the class.</p> <p>The adult will keep maximum distance without causing distress to the child and proceed to the area outside the front of the school or in event of inclement Weather to the meeting room.</p> <p>Soft furnishings in meeting room have been replaced with plastic chairs.</p> <p>The child’s parent/carer will be called to collect their child and asked to get their child tested for covid-19.</p> <p>The school will follow Public Health England advice.</p> <p>Testing and Tracing In the event of a suspected case in school, the school will take advice from Public Health England.</p>	<p>Senior team will be given PPE training by the Site Manager. (NHS Physio)</p> <p>Put bags in BMA room ready for contaminated waste collection. RR / RS</p>		Sept 2020	ongoing

3 RISK ASSESSMENT – Coronavirus (Covid -19)

Activity being Risk Assessed:	St Joseph’s Catholic Primary School Premises – School Opening to all pupils. Start Date 8 th September 2020 Updates: (V2-10 th Sept) (V3-24 th Sept) (V4–12 th Oct) (V5 – 3 rd Nov 2020) Version 5 (draft) - latest updates highlighted pink
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
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		<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>To help with tracing any adults and children who have been in close contact with a positive covid case:</p> <ul style="list-style-type: none"> • Class teachers will maintain a record of seating plans in their rooms. • Specialist teachers (eg SR, GR, IC, SF) working with small groups will keep a register of children attending each session. This should include session date, name and class or all children present. 				
Safety being compromised by failure to identify any issues that would normally be identified in regular checks and tests carried out by Site Manager	Any persons in building	<p>If the site manager is isolating, the regular checks and tests will be completed by the SBM under as instructed by the Site Manager.</p> <p>Staff asked to check that outdoor areas are safe and clean before letting children out to play.</p>			Sept 2020	ongoing
Staff Absence (in relation to Covid transmission)	As above	Teachers and TAs in each class will be consistent as far as possible.			Sept 2020	ongoing

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Educational Visits (in relation to Covid transmission)		Educational Visits Government advice is that we will be able to resume some local educational visits in line with protective measures and the Covid-secure measures in place at the destination. Overnight and overseas visits are not permitted.		All staff	Sept 2020	ongoing
Trainee Teachers Transmission of Covid -19 between individuals	Students, pupils and teachers at school, persons who reside with them	Trainee Teachers Follow all relevant sections of the main school Risk Assessment with regards to COVID-19 Updated versions will be e-mailed if changes are made and a copy is also available on school website.	See additional guidelines below			Ongoing
Trainee Teachers Arrival, Departure and moving around School.	Students, pupils and teachers at school, persons who reside with them	Trainee Teachers should arrive through the main door, sign in and use hand sanitiser as per the main school RA. Trainee Teachers will use external doors and walk outside to move between locations in school They will not use the photocopier or go into LKS2 or Reception bubbles.				Ongoing
Trainee Teachers	Students, pupils and teachers at school, persons	To minimise mixing between adults in different bubbles within school, Trainee Teachers will not use the main staff room, instead they will: <ul style="list-style-type: none"> • Use the GP room as a place to prepare drinks and lunch. 				Ongoing

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
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Lunch, breaktimes and facilities.	who reside with them	<ul style="list-style-type: none"> • They will use the disabled toilet in the EYFS corridor. • They will use the DT room for lunch and breaks. (specifically the table closest to the window has been allocated for their use) <p>They will not go through the school (and be in the hall) – except for the KS1 students at morning break to access the toilet.</p>				
Trainee Teachers Feeling ill with Covid -19 symptoms	Other staff and pupils in school	If Trainee Teachers develop covid like symptoms whilst at school they should immediately notify the teacher in the classroom they are in and return home. They should obtain a covid test and inform school of the result.				Ongoing
Other Risks	As above	All pre-existing Risk Assessments to be applied as appropriate.		All staff	Sept 2020	ongoing

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