

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) (V6 – 23 rd Nov 2020) (V7 – 8 th Dec 2020) (V8 – 4 th Jan 2021), (V9 – 11 th Jan 2021), (V10 – 21 st Jan 21), (V11 – 8 th March 21), V12 (15 th March 21) Version 12 - latest updates highlighted red
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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>All vulnerable staff RAs to be reviewed. Staff with shielding letters to shield</p> <p>Also review at start of spring term 2021 in light of new variant of Covid – 19</p> <p>Extremely clinically vulnerable staff will not attend school.</p> <p>Staff who live with an Extremely Clinically Vulnerable individual can still attend school.</p> <p>Clinically vulnerable staff may attend school with appropriate Risk Assessment</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	Jan 2021	ongoing
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>		JT / SLT	Jan 2021	ongoing

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		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.				
Transmission of Covid-19 whilst Travelling to and from school	As above	Staff, parents and children advised to avoid public transport where possible and encouraged to walk or cycle to school where possible. 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. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers			Sept 2020	ongoing
Transmission of Covid -19 between individuals in school if persons with symptoms are present	As above	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. The most common symptoms of coronavirus (Covid-19) are recent onset of: <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) 	All staff to remain vigilant and report any concerns to a member of SLT.		Sept 2020	ongoing

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		<p>NB if any family member has symptoms – anyone in that family should not attend school until the test result has come back negative.</p> <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: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Guidance for parents can be found here: 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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</p>				
Entry to and exit from the building (in relation to Covid transmission)	Staff, children, parents, careers.	<p>Entry gate for all children will be open between 8.50am and 9.10am. The school morning starts at 9.10am. Entry points are outlined here:</p> <p>Reception Arrive at EYFS Gate 8.50 -9.10am finish time 3.10pm</p> <p>Year 1</p>	<p><i>Senior member of staff to operate the main entrance door.</i></p> <p>Remind parents of importance of punctuality</p>	All staff members	Sept 2020	ongoing

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		<p>Arrive at KS1 Gate (right of car park) 8.50 -9.10am finish time 3.10pm</p> <p>Year 2 Arrive at KS1 Gate (right of car park) 8.50 -9.10am finish time 3.10pm</p> <p>Year 3 Arrive Main Playground Gate 8.50 -9.10am finish time 3.10pm</p> <p>Year 4 Arrive Main Playground Gate 8.50 -9.10am finish time 3.10pm</p> <p>Year 5 Arrive Main Playground Gate 8.50 -9.10am finish time 3.10pm</p> <p>Year 6 Arrive Main Playground Gate 8.50 -9.10am finish time 3.10pm</p> <p>Arrival Details:</p> <ul style="list-style-type: none"> • Children must only be accompanied by <u>one adult</u>; 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. 	<p>Remind parents that the school car park is not available</p> <p>Remind staff that if they wish to use the car park they should arrive before 8.40am or after 9.30am</p>			
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		<ul style="list-style-type: none"> 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 masks/shields to wear at arrival and departure times. <p>Departure Details:</p> <ul style="list-style-type: none"> Please can only one adult come to pick up to reduce numbers on the playground EYFS children will be dismissed class by class from their gate. Please be patient whilst we dismiss each class in turn. Please keep 2m distance. 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 3.05pm for adults to collect children from Years 3, 4 and 5. 				
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		<ul style="list-style-type: none"> • 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. Please do not speak to them at the end of the day. Adult to adult transmission is a major factor in COVID transmission. • If teachers wish to speak to parents they will let parents know that they will phone later in the day. • Adults collecting children should wear a face mask at all times when in the school grounds. <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>				
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		<p>During this time cyclists should dismount when entering the car park.</p> <p>Before school and after school club provision Mixing between bubble groups is minimised by offering before and afterschool clubs in 4 age groups (Reception), (Year 1 and Year 2), (Year 3 and Year 4) and (Year 5 and Year 6)</p> <ul style="list-style-type: none"> • Before and ASCs will be split into class bubbles so long as numbers allow this. • When this is not possible Before and ASCs will be split by year group. • If it becomes necessary (due to increasing numbers) for year groups to be combined in Before and ASCs then parents will be informed of this. <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>				
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		<ul style="list-style-type: none"> • If parents wish to speak to a child’s class teacher, they should e-mail the school office and leave a message or ask for an appointment for the teacher to call them. • Parents are not allowed into the school buildings without an appointment. • During periods of National parents will not be allowed into the school building. • All meetings must take place outside and with appropriate distancing or via Zoom / Microsoft Teams . • 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>				
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		<p>Appointment times will be agreed ahead of all visits and should be adhered to.</p> <p>Visitors must not attend if they, or anyone they live with, display any Covid-19 symptoms or are awaiting results of a Covid-19 test.</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 8.50am -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> <ul style="list-style-type: none"> • All staff and visitors should use hand sanitiser provided at the entrance. • All visitors must leave a contact in case of track and trace. • Visitors are asked to wear a face covering when in the building. <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>				
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		<p>Signs Signs at the entrance remind all staff, children, parents and visitors that anyone who is suspected of having Covid -19, or is living in a house where someone else is suspected to have Covid-19, must not enter the building.</p>				
<p>Physical Distancing-children (in relation to Covid transmission)</p>	<p>Adults and pupils in school and wider family groups</p>	<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>Children will remain in their class group to facilitate greater social distancing between individuals within each bubble.</p> <p>As far as possible classes will be physically distanced from other classes.</p> <p>We set up the rooms so that all children are sitting in a ‘space’ away from each other. Whilst we recognise that the children might move together, please encourage the space where possible with gentle reminders.</p> <p>Returning to school on 8th March 2021 Teachers will reinforce the protective measures and rules and encourage children as far as possible to keep distances from each other when lining up and moving about their class/school and on</p>			<p>Sept 2020</p>	<p>ongoing</p>

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		<p>the playground. Class bubbles will be kept separate whilst in National Lockdown.</p> <p>When moving classes through the school building, teachers are encouraged to check that their proposed route is clear before moving between locations. Preference should be given to taking external routes whenever possible.</p> <p>The school building and outdoor play areas will be zoned and groups will be using different zones. So far as possible different year groups will use separate toilet cubicles and playground 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.</p> <p>Playground use will be timed so that the two classes remain separate. Equipment will be cleaned between use by different classes.</p> <p>They will use the toilets in room RCO will use the toilets located in their classroom. RM will use the toilets located in the EYFS corridor.</p>				
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		<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>Pupils will have their own equipment in a bag or pencil case for their sole use.</p> <ul style="list-style-type: none"> • We have staffed three adults (where possible) to each class bubble to really support the early years pupils as we are acutely aware of the impact of lockdowns on this age group. • The recommendation is that we use outside learning as much as possible as there is limited aerosol transmission outside. So, we have divided the outside spaces between the classrooms to have the ability to have free flow outside for both classes. • Both classes have a sheltered outside space. • We are reducing the amount of time pupils are all inside the classroom (having three adults allows for the outside area to be used for most of the time). • Pupils have set carpet and seating spaces. Input is limited to fifteen minutes. As far as possible, children will be learning in groups, not whole class. <p>Key Stage 1</p>				
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		<p>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 – including Year1</p> <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>The playtimes will be timetabled so that each class bubble will have playtimes separately.</p>				
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		<p>Pupils will have their own equipment in a bag or pencil case for their sole use.</p> <p>Lower Key stage 2 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> <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>Pupils will have their own equipment in a bag or pencil case for their sole use.</p>	<p>RS to add hand wash and sanitiser to GP room and check other classrooms coming onto use.</p>			
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		<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 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> <p>Children will use the same desk each day.</p> <p>Pupils will have their own equipment in a bag or pencil case for their sole use.</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>				
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		<p>Mobile phones will be discouraged but locked in class bubble boxes if brought in to school.</p> <p>With the exception of essential water bottles, lunches and uniform and PE or forest 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 classes.</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 staff should maintain a 2m distance where possible and try to be at a different height to the child, be seated side by side (not face to face) and, whenever possible, read outdoors. Staff should wear a face covering.</p> <p>Walkie talkies will be used for teaching staff to contact SLT if needed.</p>	<p>Training for children</p> <p>Separate play equipment for each bubble.</p>			
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Activity being Risk Assessed:	<p>St Joseph’s Catholic Primary School Premises – School Opening to all pupils.</p> <p>Start Date 8th September 2020 Updates: (V2-10th Sept) (V3-24th Sept) (V4–12th Oct) (V5 – 3rd Nov 2020) (V6 – 23rd Nov 2020) (V7 – 8th Dec 2020) (V8 – 4th Jan 2021), (V9 – 11th Jan 2021), (V10 – 21st Jan 21), (V11 – 8th March 21), V12 (15th March 21)</p> <p>Version 12 - latest updates highlighted red</p>
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		<p>Whole school assemblies and KS assemblies will be held by teams.</p> <p>All worship will be held in classrooms 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 class 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> <p>No contact games are allowed.</p> <p>When seating children at lunchtime a maximum space will be left between each class.</p>				
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		<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 up to 30 minutes in the hall to get food and then eat. Different classes will be seated at separate and well-spaced tables.</p> <p>Each class 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>Tables will be wiped at the start of the lunch session and between use by different groups.</p> <p>Please see lunch timetable for dining rota for bubbles / classes.</p> <p>Timetable for lunches ensures that children are spaced and class bubbles are maintained</p>				
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		<p>Entry and exit routes are identified for each class to avoid groups meeting at doors or mixing in the hall. Preference will be given to external rather than internal routes where possible.</p> <p>Children should remain 2 meters apart from each other whilst lining up to receive school lunches and should wait on the black and yellow lines at the side of the hall.</p> <p>Music Risk of transmission is increased in situations where people are singing, chanting, playing wind or brass instruments or shouting. For the remainder of the spring term we will not be singing or playing instruments including Y4 clarinet.</p> <p>Peripatetic music lessons may take place where the integrity of class bubbles can be maintained. If this is not possible lessons will be delayed until the summer term.</p> <p>Physical Activity Outdoor sports will be prioritised whenever possible. There will be no contact sports.</p>				
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		<p>Design Technology</p> <p>There will be no DT lessons for the remainder of the Spring term.</p>				
<p>Physical Distancing Staff and other Adults</p> <p>(in relation to Covid transmission)</p>	As above	<p>Physical Distancing Staff- All staff to remain a minimum of 2 metres apart at all times as far as possible.</p> <p>Peripatetic Staff should take extra care over physical distancing, mask use and hand sanitising regularly whilst in school.</p> <p>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.</p> <p>* 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</p>	Communicate systems and processes clearly.	All staff	Sept 2020	ongoing

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		<p>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.</p> <p>Staff Room Tables have been rearranged in the staff room and outside the staff room to facilitate social distancing. Please do not use the sofas in the staffroom at the moment. Please do not eat in the staff room.</p> <p>A maximum of 2 people preparing food and 6 others sitting at tables may use the staff room at any one time. Staff must maintain 2m distancing whilst preparing food or drinks in the staff room</p> <p>An additional hot water source has been 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 marquee area with appropriate physical distancing or in their classrooms to eat.</p>				
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		<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 throughout the school day.</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> <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 who are working in the staff room should wipe tables before and after use.</p> <p>Staff using the phone in the staff room should ensure that the handset is wiped after use.</p>				
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		<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> <p>Also note that where staff meet several times in a day that they should try to keep the total combined time of all meetings below 15 minutes.</p> <p>Staff Toilets Male members of staff should use the men’s toilet in the old library</p>				
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		<p>Reception staff will use the disabled toilet in the Reception corridor.</p> <p>Year 5 & 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.</p> <p>Office staff and SLT will wipe the push plates of main door and cubicle doors as well as basin / taps in the staff toilet beside the staff room. They will also wipe frequently touched surfaces in the staff room (including fridge door, work surface, tables, push plates on the staff room door)</p> <p>Staff in reception, KS1, LKS2 or UKS2 will wipe the push plates of main door and cubicle doors as well as basin / taps in the toilets located in their area of the school.</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>				
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		<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> <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>Internal phones located in departments should also be wiped with anti-viral spray after use.</p> <p>TR will be able store ASC files in Office 5 and also use the phone from office 5 after school. TR should wipe the phone with anti-viral spray after use.</p>				
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		<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 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 and phone when they leave.</p> <p>Other work spaces</p>				
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		<p>Staff in school but not in class may book time to work in other areas but should always maintain 2m social distancing and ensure that desks, phones and keyboards are wiped before and after use.</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.</p> <p>Photocopying should be avoided where possible.</p> <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>				
Reprographics and Display support Covid risk to reprographics team.	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>				

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<p>Potential to spread covid between class groups.</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>Display assistant will wear a face mask shield when working on displays around the school.</p> <p>Display assistant will restrict her movements to classrooms in one area of the school per day (EYFS -Monday, KS1 – Tuesday, LKS2 -Wednesday, UKS2 - Thursday).</p> <p>Display assistant should 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> <p>A clear screen has been fixed along the reprographics desk to provided additional protection to staff working here.</p>				
<p>One to One and small group teaching</p>		<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 				

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		<ul style="list-style-type: none"> - remain at a different level to children if possible - use the SATS screen to provide a clear barrier - use the larger plastic screens provide as a barrier between them and the child reading. Screens are located in the maths room, KS1 corridor, old library and LKS2 Annex. - 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. - Wear a face covering <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> <p>A number of work areas have been identified and set up and these should be booked in advance for group and 1:1 sessions. As noted above these areas may also be booked by teachers working outside of class.</p>		JT	4 th Jan 21	
professional visitors		professional visitors e.g social workers, teachers of the deaf, physiotherapists, music teachers will: <ul style="list-style-type: none"> • visit school at pre-arranged times • work in a pre-agreed area of the school 			17 th Sept	

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		<ul style="list-style-type: none"> maintain physical distancing of 2m whenever possible Wear a face covering at all times use hand sanitizer or wash hands on arrival and departure if working with children from different classes 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		Lego Therapy will not run in the first half of the Spring term. for the remainder of the	Provide gel, bin, spray, blue towel	RS	9 th Sept	
Piano Lessons GC	As above	Piano Lessons will not run during the National Lockdown. A revised Risk Assessment will be put in place before any piano lessons recommence.				

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First access Clarinet lessons		Not running during national lockdown				
Ventilation (in regard to minimising spread of Covid) whilst maintaining		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.	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		Oct 2020	ongoing

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comfortable room temperatures		<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 (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>ICT suite – windows and door to the old library should be kept open when this room is in use. The external door from the old library to the playground should also be propped open.</p> <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>SAGE documentation on ventilation advises that spaces where there is potential for long duration exposure over several hours within the same group</p>	<p>‘Guidance on ventilation at St Joseph’s’</p> <p>Carbon Dioxide monitoring – a monitor has been purchased and will be used to aid in identifying any rooms /</p>			
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		<p>(eg offices and school) should ensure occupants have regular breaks, ideally with purge ventilation /airing for the room to reduce the potential for viral exposure. Teachers should therefore aim to take children outdoors for 10 minute breaks periodically throughout the day, leaving doors and windows open during this time to air classrooms.</p> <p>There is a legal requirement for the working temperature to be at 16 degrees. Please be mindful of this.</p> <p>Wet play and Lunch times 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>Efforts will be made to ensure children remain calm and quiet during wet breaks as raised voices can increase the risk of Covid -19 transmission.</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>areas where high Co2 levels suggest inadequate ventilated. Appropriate mitigating actions will be agreed by the SLT as necessary.</p> <p>SLT to also review ventilation and purge / airing requirements in toilets and smaller rooms.</p>			
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		<p>Electric fan heaters should not be used in classrooms. Updated Government guidance allows for fan heaters / air conditioning units to be used where these circulate air just within a single room.</p>				
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> <p>We are now recommending that all teaching staff wear face covering whilst moving about in their classrooms except when delivering the input to a lesson. When delivering the input, staff will remain 2m distanced from other adults and children in the room and masks may then be removed to ease communication.</p> <p>All adults in school must wear face masks if closer that 2m to any other member of staff or adult.</p> <p>New disposable medical grade 3 layer masks will be supplied to teaching staff each day.</p>			Sept 2020	ongoing

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		<p>They should be disposed of in catch it bin it kill in bins at the end of the school day.</p> <p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced.</p> <p>Careful consideration with be given to teaching pupils with SEND and guidance followed to ensure their needs are met including for those pupils whom face coverings directly impact teaching and learning.</p> <p>Suggested that office staff also wear face masks whenever there is more than one person working in the office.</p> <p>Medical grade face masks provided by school and should be worn by all staff in school.</p> <p>Staff should wear face covering when moving about the school. outside of their bubble’s zone of the school. Bubble zones are shown in the attached plan. SLT, admin staff and support staff, 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>				
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		<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>Anyone wearing face masks should wash their hands or use hand sanitiser before / after touching their mask.</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>Note that there was an accident recently where a skin formed over the hand gel dispenser hole and when a member of staff pressed, the gel squirted out into their eye.</p> <p>Please can staff make sure that the dispenser hole is not blocked.</p> <p>Please stand above the dispenser when gelling your hands or the hands of pupils.</p> <p>Children will be asked to wash their hands or use hand sanitiser:</p> <ul style="list-style-type: none"> - when they arrive at school - before and after eating 	<p>Office staff to remind people coming into the building</p> <p>Supplies readily available at all times</p>	Site manager/ SBM / JC	Sept 2020	ongoing

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		<p>- 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 from 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>				
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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>	<p>If you turn on the water heater in the free standing hand wash station - inform RS that this has been done.</p>			
Resources		Children can bring school bags into school including book bags and lunch boxes. Hot meals will be available from the school kitchen as usual,			Sept 2020	ongoing

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(in relation to Covid transmission)		<p>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> <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 will be provided with a named plastic bag or pencil case to store this in.</p> <p>Year 1 and 2</p> <p>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>	Provide bags / pencil cases	FC / EP		
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		<p>All resources will be specific to the class. Children will be encouraged to use the same pencil and will be provided with a named plastic bag or pencil case to store this in.</p> <p>Soft furnishings, soft toys and toys that are difficult to clean have been removed from classrooms.</p> <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.</p> <p>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>				
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		Each class will have its own First Aid kit. Each class (and SLT) will also have a walkie talkie so that class teachers can call for support from SLT as needed. <i>School Accident Reporting Procedures have been modified- staff should refer to separate addendum to the Accident Reporting Procedure.</i>				
As above	As above	Cleaning - general 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. Work surfaces will be kept as clear as possible to facilitate cleaning Hall dining tables will be cleaned between sittings by kitchen staff.			Sept 2020	ongoing

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		<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> <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>			Sept 2020	ongoing

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		<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>Outdoor play equipment will be cleaned with disinfectant at the end of each week before classes 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>RR check OCC safety teams stance on fogging. – OCC H&S team agree with fogger use.</p>			
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		<p>PPE</p> <p>In line with government guidance disposable gloves and eye protection, mask and 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 the 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> <p>https://www.tes.com/news/coronavirus-ppe-education-settings-how-use-it-properly</p>	Senior team will be given PPE training by the Site Manager. (NHS Physio)		Sept 2020	ongoing
Suspected case of Covid-19 in school		In the event of a child developing symptoms whilst in school the supervising adult will immediately call the school office using the internal phone system.	Senior team will be given PPE training by the Site Manager. (NHS Physio)		Sept 2020	ongoing

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		<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>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>	Put bags in BMA room ready for contaminated waste collection. RR / RS			
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		<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. <p>Lateral Flow Tests All staff working in school are being offered twice weekly lateral flow tests to help prevent the spread of Covid by identifying asymptomatic cases.</p> <p>Participation in testing is voluntary.</p> <p>Lateral Flow tests will also be available to families in the community via local collection centres. Information will be sent to parents by school when we have full details.</p>				
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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	If the site manager is isolating, the regular checks and tests will be completed by the SBM under as instructed by the Site Manager. Staff asked to check that outdoor areas are safe and clean before letting children out to play.			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
Educational Visits (in relation to Covid transmission)		Educational Visits No Education Visits will take place during the period of National Lockdown. Visits will only resume if / when government guidance indicates it is safe to do so. 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

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Other Risks	As above	All pre-existing Risk Assessments to be applied as appropriate.		All staff	Sept 2020	ongoing

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