



## COVID-19: Risk assessment for school reopening – under constant review

<b>Risk Assessment</b>	<b>COVID-19 Risk Assessment: Full Opening- September 2020</b>
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Assessment conducted by:	Mrs Appah/Ms Akpojotor	Job title:	Head Teacher/Deputy Head	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	23.07.2020	Review interval:		Date of next review:	under constant review

### General Guidance:

The school is following the current advice from the Government, dated 2<sup>nd</sup> July 2020 and other Government Guidance and existing Health and Safety Guidance. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The aim of this document is to minimise the potential risks of Covid-19 and ensure that health, safety, social and educational needs of children, families and staff are met as far as is possible during this next recovery phase.

The risk assessment may be used in tandem with Risk Assessment 1/V4 to ensure full compliance with current guidance

### **The following principles underpin all planning and actions:**

- Children’s needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Ensuring effective infection protection and control, preventing the spread of coronavirus - e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school premises
- Increasing physical hygiene standards e.g. cleaning hands more often than usual
- Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)



## Overarching Guidance for all staff:

At English Martyrs' Primary School preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school premises
2. cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
3. ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
4. cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing SLT) and access a test as soon as possible.
2. Wash your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Regularly clean frequently touched surfaces often using standard products, such as detergents and disinfectant (at least 3 times a day)
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Ensure your class follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. When in class limit children that can go to the toilet to one at a time.
12. Avoid contact with other staff members unless absolutely necessary where necessary keep a sensible distance between staff members.
13. Do not congregate in shared spaces especially in small rooms and corridors
14. Keep movement within the school to a minimum and do not stop in corridors unnecessarily
15. Make sure you have re-read the school behaviour policy in tandem with updates in behaviour section; know what role in it you are being asked to take.
16. Make sure you have read and understood the Phased Return Risk Assessment and they are utilised together at all times

**The essential measures** set out in this guidance will be followed at all times:

- A requirement that people who are ill stay home



# English Martyrs' Catholic Primary School

- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Reducing contacts between groups of children
- Maximise distancing between those in school (wherever possible)
- Minimise potential for contamination

**The school will have regard for the need to reduce contacts in school and will do this by:**

- Grouping children together in year groups
- Avoiding contact between year groups
- Modifying classroom layouts to ensure children are positioned facing forwards
- Supporting staff to maintain distance from pupils and other staff as much as possible.

The school will work through systems of controls (1-8) to ensure all operations comply with health and safety law. The school will assess all associated risks and put proportionate control measures in place to enable us to deliver a broad and balanced curriculum whilst protecting people from harm. This process is explained fully throughout this risk assessment

The hazards and necessary system of controls	What are you already doing (existing Control Measures)?	Additional Control Measures?	Action by whom?	Action by when?	Risk Rating
Awareness of policies and procedures	<p>All staff are aware of all relevant policies and procedures including, but not limited to, the following:  Health and Safety Policy  First Aid Policy  Safeguarding Policy</p> <p>Parents are aware of policies (available on school website). They are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the school's procedures in</p>	<p>All staff have access to relevant policies</p> <p>Parents to immediately report any suspected or confirmed cases to the school office.  <b>If the test is positive, school must contact the local health protection team Consultant in Public Health Place and Wellbeing Directorate   London Borough of Southwark T: 07540 464033  0207 525 7758</b></p> <p>Parents to report test results as soon as they are received (even if negative) to school office if their child has had a test for Covid-19</p>	SLT	2nd / 3rd September	M



	<p>relation to coronavirus via class teacher and are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>The school <u>Code of Conduct and Respect at Work Policy</u> is followed at all times – this includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus.</p> <p>Visitors must give contact details (name, address and telephone number)</p>	<p>before they allowed to come back to school All teachers to spend time talking to pupils about the importance of handwashing and social distancing and they MUST tell an adult if they feel unwell Display the new rules prominently throughout the school.</p> <p>All staff to be informed they are not to share information about a member of staff or pupil with either confirmed or suspected cases of coronavirus</p> <p>Track and Trace book with visitors details to be kept for minimum of 21 days by the Office Manager</p>	<p>All staff</p> <p>Office Manager (OM) Track and Trace</p>	<p>From Sep 2020 and ongoing</p> <p>Sep 2020</p>	<p>A</p>
<p><b>PREVENTION 1</b></p> <p><b>Minimising contact with individuals who are unwell by ensuring that those who have symptoms, or someone in their household does, do not attend school.</b></p>	<p><b><u>Minimising contact with unwell individuals</u></b> <b>Staff and children asked to stay at home if they are unwell with a new, continuous cough, high temperature or loss of taste or smell; to avoid spreading infection to others, or if they have tested positive in the last 7 days.</b> <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a></p> <p>If anyone in the school becomes unwell with COVID symptoms they will be sent home and asked to follow the stay home guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> These individuals must isolate for at least 7 days and should arrange a test. Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic persons <b>first</b> had symptoms</p> <p><b>Suspected cases in school:</b> Suspected adults and children will be isolated in the parent's room in Bld 1 and Rainbow Room Bld2. (The rooms must not be used for any other purpose during this time, and will be cleaned in accordance with cleaning guidelines- see below). Suspected children will be isolated in the above rooms and supervised by an adult, who will wear full PPE.</p>	<ul style="list-style-type: none"> <li>• Ensure PPE supplies are in both isolation rooms at all times</li> <li>• Ensure soap supplies are replenished in all areas at all times.</li> <li>• Daily checks that signage is in place and clear, so users of the building know which rooms can be accessed and by who.</li> <li>• Record testing outcome in staff personnel records.</li> <li>• HT draft letters to parents and staff to explain bubble isolation procedures.</li> </ul>	<p>Premises Officer (PO) to ensure school has supply of PPE at all times; monitor stocks and order before we run out.</p> <p>PO ensure adequate signage in both buildings</p> <p>PO to ensure all rooms have covered pedal bins and tissues, supply of bin bags and cleaning products.</p> <p>PO to liaise with OM re: reordering cleaning supplies to ensure no shortages</p>	<p>By September 2nd and ongoing by PO</p>	<p>A</p> <p>A</p>



	<p>The external toilets will be used by suspected persons only. (This toilet will not be available for any other child or adult to use whilst the suspected case is onsite). This toilet will be disinfected following the cleaning guidelines below.</p> <p>Any members of staff who have assisted with someone who is ill will be asked to get tested. Staff only need to self- isolate if they become unwell or if they test positive. Everyone must wash their hands for 20 seconds using the six point hand washing technique (see below). The room(s) where the person with symptoms has occupied will be disinfected and deep cleaned according to cleaning procedures below.</p> <p><b>Testing</b></p> <p>All school staff and children over five years of age are now eligible for testing. Staff and Parents will be issued guidance by the school to follow gov.uk links to book a test online under education and childcare category. Three additional household members may also be tested. Visit gov.uk Select</p> <ul style="list-style-type: none"> <li>• Book at test</li> <li>• Input personal details</li> <li>• Receive test code</li> <li>• Book a test with code</li> <li>• Choose preferred location</li> <li>• Show QR code on arrival and select how you wish the test to be administered; by self or by another</li> </ul> <p>Test is performed Results received within 48 hours Share test result with SLT or OM, confidentially.</p>	<p>At Inset on 2nd and 3rd September 2020, staff will be informed of procedures</p>			A
<p><b>Poor hygiene</b></p>	<p>Display coronavirus infection control measures information posters around the school.</p> <p>Good hygiene measures are promoted by the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Before leaving home</li> </ul>	<p>All staff to spend time talking to pupils about the importance of proper handwashing and why it is important to follow the rules on social distancing.</p> <p>Children to use paper towels instead of hand dryers</p> <p>Hand sanitisers in classrooms and in high touch</p>	<p>By All staff – posters and signage in classrooms, toilets and all public spaces.</p>	<p>By 2nd September on wards</p>	A



	<ul style="list-style-type: none"> <li>• On arrival at school</li> <li>• After using the toilet</li> <li>• After breaks</li> <li>• Before food preparation</li> <li>• Before eating any food, including snacks</li> <li>• Before leaving school</li> </ul> <p>Encourage good respiratory hygiene so all pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away (<b>catch it, bin it, kill it</b>)</p> <p>All staff to ensure frequently touched objects and surfaces are cleaned and disinfected more regularly than usual</p> <p>Thorough cleaning of rooms at the end of the day</p> <p>Staff to organise a timetable for children to use the toilets</p> <p>Frequently used resources such as pencils and pens, should not be shared</p> <p>Classroom based resources, such as books and games, can be used and shared within bubbles but should be cleaned regularly</p> <p>If resources are shared between bubbles, they need to be meticulously cleaned or rotated and left unused for 48 hours (or 72 hours for plastics)</p> <p>Pupils should limit what they bring into school to essentials (bags are allowed). Any pencil cases will need to stay in school</p> <p>Staff are not required to wear PPE unless they are dealing with a pupil who becomes ill with coronavirus or individual risk assessments state it should be worn</p>	<p>areas e.g. by the photocopier</p> <p>Reinforce the '<b>catch it, bin it, kill it</b>' approach</p> <p>All classrooms to be issued with appropriate cleaning materials</p> <p>Review stocks regularly and staff to inform the office if stocks are running low. Identify any outdoor equipment that can't be easily cleaned and remove from use.</p> <p>Phase leaders to organise a toilet rota</p> <p>All staff to give pupils a plastic wallets/tray to keep their classroom resources in and these are not to be shared.</p> <p>PPE equipment is available for staff to use</p>	<p>Class teachers and T.A.'s to ensure they are carried out in their classrooms</p>	<p>September 2020</p>	<p>A</p>
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<p><b>Prevention 2</b></p> <p><b>Clean hands thoroughly more often than usual</b></p>	<p>COVID 19 is an easy virus to kill when it is on skin. Children must wash their hands regularly with water and soap for the foreseeable future and hand washing will feature as a regular activity on the school timetable.</p> <p><b>Handwashing</b> All users of the school building have been instructed to: Wash hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you arrive at work and when you return home, when you blow your nose, sneeze or cough, eat or handle food Everyone must follow five point handwashing technique; posters in toilet areas and in classrooms. avoid touching your eyes, nose, and mouth with unwashed hands avoid close contact with people who have symptoms wear PPE when managing intimate care needs of others All individuals (adults and children) must wash hands on arrival and when leaving the building.</p> <p><b>Curriculum</b> The children will be taught new behaviour expectations around good hand and respiratory hygiene Posters will be displayed in bubble bases and around the school reminding children of the importance of these measures. Children will reflect on the impact of their behaviour on others through PSHE lessons.</p>	<p>Staff provided with PPE to use should they wish (each class has their own PPE box)</p> <p>Staff to follow government guidance regarding what to do if you or someone you live with has coronavirus symptoms: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a></p> <p>Allocated isolation rooms are: B1 –Parents Room B2 – Rainbow Room</p> <p>Staff to spend time talking to the pupils (if they are old enough) about why it is important to follow the rules on social distancing.</p> <p>Classrooms (Year 1 – 6) to be arranged so pupils are facing forward</p> <p>Siblings in different bubbles can be collected at the earliest time to avoid parents gathering on the school playground</p>	<p>All staff, SLT, Senco will monitor</p>	<p>By September 3<sup>rd</sup> and on-going</p>	<p>A</p>
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<p><b>PREVENTION 3</b></p> <p><b>Ensure good respiratory hygiene by promoting catch it, bin it, kill it approach</b></p>	<p>Every classroom is equipped with ample supply of tissues and a covered, foot operated bin to support all children and staff in following the routine of catch it, bin it and kill it.</p> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>All staff will teach children to cover your cough or sneeze with a tissue, then throw the tissue in a covered bin and wash your hands following hand washing guidance (above).</li> <li>Staff will clean and disinfect frequently touched objects and surfaces frequently.</li> <li>DG will remove contaminated waste from the covered bin which will be double bagged.</li> </ul>	<p>PO to monitor supplies of tissues to ensure the school has ample supply and never runs out. - PO to monitor bins to ensure they are all in full working order</p> <p>PO/APO to ensure all bins are doubled bagged daily and bags replaced during the school day when they contain contaminated waste.</p>	<p>PO/APO (Assistant Premises Officer)</p>	<p>By September 2nd and on- going</p>	<p>A</p>
<p><b>Prevention 4</b></p> <p><b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often</b></p>	<p>A cleaning schedule will be implemented throughout the site ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles banisters, telephones, keyboards etc are all thoroughly cleaned and disinfected regularly.</p> <p>Through cleaning of rooms at the end of the day</p> <p><b>Cleaning protocol is as follows</b></p> <p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths/paper towels throughout the day</p> <p>For a deep clean / disinfection(e.g. following suspected case) use a combined detergent disinfectant at a dilution of 1000 parts per million (ppm) available chlorine (av.c.l) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl)</p> <p>See PHE advice the <a href="#">covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Manufactures instructions for dilution, application, PPE an contact times for all detergents and disinfections to be followed.</p>	<p>Ensure ample supply of paper roll, mop heads and cloths.</p> <p>Ensure COSHH risk assessment is updated to reflect the products being used.</p> <p>Ensure all cleaning staff have read and understand instructions for use with all chemicals being used.</p>	<p>PO to liaise with OM over supplies needed and replenishment requirements</p> <p>PO to lead cleaning team on protocols</p> <p>PO to update COSHH Assessments to reflect products being used by the school.</p>	<p>By September 2nd and on- going</p>	<p>A</p>







<p><b>PREVENTION 5</b></p> <p><b>Minimising contact between individuals and maintaining social distancing where possible</b></p>	<p>The school's overarching aim is minimise contacts and mixing between children whilst still delivering a broad and balanced curriculum. This will be achieved by</p> <ul style="list-style-type: none"> <li>• grouping children in year group bubbles</li> <li>• Measures within the classroom</li> <li>• Measures for arriving at and leaving school</li> <li>• Other considerations</li> </ul> <p><b><u>Grouping children in bubbles</u></b> Each bubble will consist of year group and two/five adults (teacher/TA's)</p> <p>The year group bubble will remain a consistent group and will be virtually self- contained (with the exception of phonics or specialist teaching)</p> <p>The school will limit the use of interactions between bubbles, sharing rooms and social spaces for phonics and specialist teaching only. Each bubble has a designated indoor and outdoor space for exclusive use of bubble members only</p> <p>Every bubble base has access to handwashing facilities which must be encouraged regularly thorough the day. Bubbles will be consistent for the very large majority of the time because social distancing cannot be maintained between adults and children at all times.</p> <p><b><u>Measures within the classroom</u></b> Classrooms have been re-organised to accommodate a desk per two children in KS1</p>	<p>SLT to support staff and Parents to understand that some mixing of bubbles can take place for specialist teaching and wrap around care. Siblings may also be in other groups</p> <p>SLT to support staff and Parents to understand that endeavoring to keep groups at least partially separate and minimising contacts will still offer public health benefits by reducing the network of transmission.</p>	<p>All staff</p>	<p>By September 2nd and on- going</p>	<p>A</p> <p>L</p>
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	<p>Children will sit at desks all facing forwards to avoid face to face contact.          Children in EYFS will sit on the carpet facing forwards and will work individually or in pairs at a table facing forward.          Face to face contact will be minimised for all children.          Soft furnishings which cannot be easily cleaned have been removed from classrooms Children will have their own personal resources to avoid the use of shared writing implements and classroom equipment.          All furniture and equipment in rooms can be easily disinfected and cleaned. Equipment used for play purposes in EYFS will be used on rotation to ensure it can be thoroughly disinfected between uses (72 hours for plastic resources, 48 for other materials).</p> <p><b><u>Social distancing</u></b>          Maintaining distance between people whilst reducing the amount of time they are in face to face contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distancing from each other and from children. However, this is not always possible and in cases where it is not, adults should avoid close face to face contact and minimise time spent within 1 metre of anyone. Children should also be supported to maintain distance and not touch staff and their peers where possible. To assist with this:</p> <p><b><u>Reception area</u></b></p> <ul style="list-style-type: none"> <li>• Telephone appointments / emails to office where possible to minimize queues at reception</li> <li>• Screens in place to separate staff and /or demarcation in place to maintain adequate social distancing</li> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries</li> <li>• Enhanced cleaning regime in place at reception and all school settings in line with Covid-19: cleaning on non-healthcare settings guidance.</li> </ul> <p><b><u>Visitors</u></b></p> <ul style="list-style-type: none"> <li>• Only essential visitors are allowed onto the school site</li> <li>• Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser of the building and adhere to any restrictions on accessing parts of the building stipulated by the school</li> <li>• A record should be kept of all visitors</li> </ul>	<p>Teachers and T.A.'s to re-organise staff room to ensure staff can safely socially distance.</p> <p>Remove furniture to enable seating and tables to be spaced apart.</p> <p>SLT to communicate to Parents measures for arriving at and leaving school prior to September 7<sup>th</sup></p> <p>Ensure ample supply of cleaning materials in all communal areas. PO to re-stock daily and monitor stock levels so the school is never without.</p> <p>SLT to advise all supervisory staff of new procedures at lunchtime by 2nd September</p>	<p>All Class Teachers and T.A.'s</p> <p>SLT</p> <p>Admin Team</p> <p>Admin Team</p>	<p>Sep 2020</p> <p>Sep 2020</p> <p>Sep 2020</p> <p>Sep 2020</p>	<p>L</p> <p>L</p> <p>A</p> <p>L</p>
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	<p><b><u>Break Times</u></b></p> <ul style="list-style-type: none"> <li>• Staggered break times to minimize mixing of groups</li> <li>• Social distancing to be implemented to minimise contact with other groups</li> <li>• Adequate supervision ratios to monitor social distancing</li> <li>• Rotate indoor / outdoor play to minimise contact</li> <li>• One-way systems introduced where responsibly practicable</li> <li>• Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces</li> <li>• Soft play items removed (early years settings)</li> <li>• Rigorous cleaning regimes to be introduced between groups</li> </ul> <p><b><u>Lunchtimes</u></b></p> <ul style="list-style-type: none"> <li>• Staggered lunchtime to keep groups apart</li> <li>• Social distancing guidelines to be applied</li> <li>• Adequate supervision reaction to enforce social distancing guidelines</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Hand washing / sanitisation prior to food consumption – children to be supervised</li> <li>• Increased cleaning frequencies of hard surfaces</li> <li>• Minimise sharing of items and crockery</li> <li>• In between sittings; tables and chairs will be disinfected in accordance with cleaning guidelines</li> </ul> <p><b><u>Toilets</u></b></p> <ul style="list-style-type: none"> <li>• Entry into WC to be controlled</li> <li>• Children to remain in year groups</li> <li>• Hand washing protocol increased to before and after use of toilet facilities</li> <li>• Hand washing poster displayed in all WC's</li> <li>• Increased cleaning protocols</li> </ul>	<p>Disposable and recyclable cutlery</p>	<p>Class Teachers and T.A.'s</p> <p>Class Teachers, T.A.'s and mid day meal supervisors</p> <p>Kitchen Staff</p> <p>T.A.'s and mid day supervisors</p>	<p>Sep 2020</p> <p>Sep 2020</p> <p>Sep 2020 on going</p> <p>Sep 2020 on going</p>	<p>L</p> <p>A</p> <p>L</p> <p>L</p>
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	<p><b><u>Measures for arriving at and leaving school</u></b> Drop offs and collections have been staggered to reduce the amount of adults around school at one time:</p> <table border="0"> <tr> <td><b>Building 1</b></td> <td><b>Start Times</b></td> <td><b>End Times</b></td> </tr> <tr> <td>Year 6</td> <td>8.30am Main Gate</td> <td>3.00pm – Car Park Exit</td> </tr> <tr> <td>Year 5/6</td> <td>8.30am Main Gate</td> <td>3.00pm – Car Park Exit</td> </tr> <tr> <td>Year 1</td> <td>9.00am Main Gate</td> <td>3.00pm – Main Gate</td> </tr> <tr> <td>Year 2</td> <td>8.45am Main Gate</td> <td>2.45pm - Main Gate</td> </tr> <tr> <td>Reception</td> <td>9.00am Nursery Gate</td> <td>3.00pm- Nursery Gate</td> </tr> <tr> <td>Nursery</td> <td>9.00am Nursery Gate</td> <td>3.00pm- Nursery Gate</td> </tr> </table> <table border="0"> <tr> <td><b>Building 2</b></td> <td><b>Start Times</b></td> <td><b>End Times</b></td> </tr> <tr> <td>Year 3</td> <td>8.50am Main Gate</td> <td>3.15pm – Main Gate</td> </tr> <tr> <td>Year 4</td> <td>8.40am Main Gate</td> <td>3.10pm –Main Gate</td> </tr> <tr> <td>Year 5</td> <td>8.30am Main Gate</td> <td>3.00pm – Gate near Church</td> </tr> </table> <ul style="list-style-type: none"> <li>• The school will operate a one way system and into school to support adults in distancing as much as they can.</li> <li>• SLT will be present each morning to support Parents as they arrive and to signpost them in following routes accurately.</li> <li>• Parents may not use the schools toilet and other facilities</li> <li>• Only one parent per family or child can come to school.</li> <li>• Visitors to the school are by appointment only and only if absolutely necessary</li> <li>• New distancing measures are in place in reception to ensure visitors can maintain two meter distances from school office staff</li> <li>• Distancing markers have been placed in on the pavement outside to support parents / children to stand apart.</li> </ul> <p><b><u>Face Coverings</u></b> For staff, adults and children who choose to wear face coverings; these will need to be removed as they arrive at school. It is essential that the <b>front of face covering</b> is NOT TOUCHED during use or when it is removed. - All persons should wash their hands on arrival at school Temporary face masks must be disposed of in the classroom covered bin and reusable coverings must be stored in a sealed plastic bag and taken home. All adults and children must wash their hands after handling either type of face covering and before entering the classroom. See: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<b>Building 1</b>	<b>Start Times</b>	<b>End Times</b>	Year 6	8.30am Main Gate	3.00pm – Car Park Exit	Year 5/6	8.30am Main Gate	3.00pm – Car Park Exit	Year 1	9.00am Main Gate	3.00pm – Main Gate	Year 2	8.45am Main Gate	2.45pm - Main Gate	Reception	9.00am Nursery Gate	3.00pm- Nursery Gate	Nursery	9.00am Nursery Gate	3.00pm- Nursery Gate	<b>Building 2</b>	<b>Start Times</b>	<b>End Times</b>	Year 3	8.50am Main Gate	3.15pm – Main Gate	Year 4	8.40am Main Gate	3.10pm –Main Gate	Year 5	8.30am Main Gate	3.00pm – Gate near Church	<p>Letter to parents with information.</p> <p>Admin to update visitor information to include social distancing expectations, hand and respiratory hygiene advice.</p> <p>DHT to coordinate staggered times</p> <p>Staff to inform children</p>	<p>SLT</p> <p>Admin team</p> <p>SLT</p> <p>All staff</p>	<p>Aug – Sep 2020 Ongoing</p> <p>Sep 2020</p> <p>Sep 2020</p>	<p></p> <p>A</p> <p>L</p>
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	<p><b><u>Other considerations</u></b>  <b><u>Shared spaces and equipment</u></b>          The staff toilet will be for exclusive use for school staff only.          The staffroom surfaces that staff have touched must be disinfected after use.          No congregating in the staffroom in huddles or groups. Ensure seating is spaced apart to enable adults to distance from each other as much as possible.</p> <p><b>Photocopier:</b> To be cleaned by staff after use-wipes will be positioned by the copier for staff to clean after every use.</p> <p><b><u>School Kitchen</u></b>          Kitchen staff will not come into direct contact with the children. They will work at distance with the cook occupying the kitchen and other staff members in the hall positioned at least 2 meters apart. If a member of kitchen staff becomes with covid19 symptoms, they must follow protocols for all other staff          In the event that the school kitchen becomes inoperable, HT will liaise with the Local Authority and the Diocese.</p> <p><b><u>Office protocols for all visitors including visiting specialists.</u></b>          The office is protected via a plastic shield and social distancing markings to enable visitors and the office staff to safely distance.          To restrict unnecessary access to the office the following must be observed at all times:</p> <ul style="list-style-type: none"> <li>• Staff must limit visits to the office. Communication via the front desk (at distance) or by phone is preferable, unless there is an emergency.</li> <li>• Only one visitor/staff member will be permitted to visit the office at any time</li> <li>• Visits to school are by appointment only; communication is preferred by email or phone, and this will be encouraged.</li> <li>• Staff can only use the medical room photocopier in Bld 1. This ensures the office copier is for SLT and admin only</li> <li>• All visitors should be asked to wash their hands on arrival and when leaving the school. Office staff will explain the schools procedures for physical distance and safe modes of working onsite.</li> </ul> <p><b>In a suspected case of COVID, staff must inform a member of the SLT or OM and the individual must be taken straight to the isolation room. Staff must wear PPE before communicating with the individual.</b></p>		<p>All staff</p> <p>SLT</p> <p>SLT on Inset</p>	<p>Sep 2020</p> <p>Sep 2020</p> <p>Sep 2020</p>	<p>L</p> <p>L</p> <p>L</p>
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	<p><b><u>Behaviour and SEND support</u></b></p> <p>Staff will be alert to the anxiety children are feeling about the new ways of working and how this might manifest in poor behaviour.</p> <p>The school has an amendment to its behaviour policy which has been shared with all staff.</p> <p>New behaviour rules have been developed in child friendly language and will feature as part of the curriculum when children return to school.</p> <p>Children will be expected to follow new codes of conduct and will be supported to do so. Adults will role model expected behaviours at all times</p> <p>Bubble staff will manage instances of poor behaviour initially, reminding children of expectations and safety.</p> <p>SLT will intervene where necessary and will wear PPE if skin to skin contact is necessary.</p>		KS	Sep 2020	H
<p><b>PREVENTION 6</b></p> <p><b>The use of Personal protective equipment</b></p>	<p>The majority of staff in school will not require PPE beyond what they would normally need for their work. PPE is only needed in a small number of cases, including:</p> <p>Where an individual child becomes ill with COVID19 while at school, <b>and</b> if a 2 meter distance cannot be maintained.</p> <p>Where a child has routine intimate care needs that involve the use of PPE.</p> <p>See: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p>Ensure supplies of:</p> <p>Full length aprons Gloves Masks Face shields</p> <p>Encourage staff to be 'bare below the elbow' to encourage safest hand washing.</p>	<p>PO to order and monitor stock supplies at all times</p> <p>PO to supply in bases and replenish as required</p>	Now and on-going	A
<p><b>PREVENTION 7</b></p> <p><b>Response to any infection: engagement with NHS Test and Trace process.</b></p>	<p>The school will contact our local public health England health protection team:</p> <p><b>Consultant in Public Health</b> <b>Place and Wellbeing Directorate   London Borough of Southwark</b> <b>T: 07540 464033   0207 525 7758</b></p> <p><a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a> in response to any confirmed cases of COVID19.</p> <p>Staff and Parents will be made aware that they will be expected to engage with the Test and Trace process which includes:</p> <ul style="list-style-type: none"> <li>• Booking a test: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> if they are showing symptoms .</li> <li>• Provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS test and trace</li> <li>• Self isolate : <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> if they have been in close contact with someone who develops COVID19 or someone who tests positive</li> </ul>	<p>SLT to communicate response to infection processes to all staff and Parents</p>	SLT	Now and on-going	A



	<p>Anyone who has symptoms can and should be tested following the link above or NHS 119 for those without internet access.</p> <p>Staff and Parents must inform the school of a result of their test. This information will be kept confidential. The school will then advise staff and Parents of the next course of action:</p> <ul style="list-style-type: none"><li>• If someone tests negative, if they feel well and no longer have symptoms they can STOP self- isolating.</li><li>• If someone tests positive they should follow the stay at home guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> and must continue to self- isolate for <b>AT LEAST 7 DAYS</b> from the onset of their symptoms.</li><li>• Those with positive test results can only return to school if they do not have symptoms other than a cough or loss of sense of smell/ taste (beyond the 7 day isolation period).</li><li>• Other members of the household should continue self-isolating <b>FOR 14 DAYS</b></li><li>• All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li></ul> <p><b><i>By September 2020, all schools will be provided with a small number of home testing kits that they can give directly to staff or parent/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></b></p>				
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<p><b>PREVENTION 8</b></p> <p><b>Managing a confirmed case of COVID 19 amongst the school community</b></p>	<p>The school will take swift action when we are aware that someone who has attended our setting has tested positive. We will:</p> <ul style="list-style-type: none"> <li>• Contact our local health protection team</li> <li>• Work with the health protection team to carry out a rapid risk assessment to confirm who has been in close contact with the infected person and ask these people to self-isolate</li> <li>• Send home those who have been in <b>close contact with the person who has tested positive, advising them to self-isolate for 14 DAYS</b></li> </ul> <p>Close contact is defined as:          Direct close contacts- face to face contact with an infected individual for any length of time, within 1 meter, being coughed on, a face to face conversation, and unprotected physical contact.          Proximity contacts- contact within 1 – 2 meters for more than 15 minutes          Travelling in a small vehicle</p> <p><b><u>Household members:</u></b>          Household members of those contacts who are sent home DO NOT NEED TO SELF ISOLATE themselves unless the person who they live with <b>develops symptoms</b>.          If someone in a class or group who has been asked to self- isolate develops symptoms themselves within their 14 day isolation period, they should get tested.</p>	<p>SLT</p> <p>OM /SLT to ensure that names and details of people with coronavirus are kept strictly confidential.</p>	<p>SLT</p> <p>SLT</p>	<p>From Sept 2nd and on-going</p>	<p>A</p>
<p><b>Extra - curricular provision</b></p>	<p>The school will consider resuming after school club where possible from the start of the autumn term. It will be necessary to consider how this can work alongside the wider protective measures.</p> <p>The following guidance will be used to guide the school in making this decision:  <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p>The school will work with staff members and other providers to ensure:          There are no more than 15 children to one adult at the club That the group remains consistent; the same children attend</p> <p>There is the opportunity to safely socially distance within the group; modifications to the room are made</p>	<p>SL to meet with SLT to discuss guidance and procedures</p> <p>Activities for their children can demonstrate how they are implementing safe protective measures</p>	<p>SLT &amp; SL</p> <p>SLT /Class teachers</p>	<p>By Sep 3<sup>rd</sup> and on-going</p>	<p>L</p>



# English Martyrs' Catholic Primary School

<p><b>Support for pupils who cannot attend school OR localised Lockdown.</b></p>	<p>Resources are cleaned and rotated in accordance with advice (48/72 hours) The room has adequate ventilation.</p> <p>The club follows the essential measures systems of controls at all times.</p> <p>Provision will take place subject to satisfactory risk assessment and management plans.</p> <p>School trips to be planned and risk assessed in line with current government guidelines on social distancing</p> <p>From August 1<sup>st</sup>, shielding advice for all adults and children will pause and the school will expect that most children will return to school in September 2020. Attendance is mandatory from September 4<sup>th</sup> for all children. The school will work very closely with families of a child who is unable to attend school because they are complying with clinical and/ or public health advice, to ensure the child is not disadvantaged by not being in school. In these instances, the school will:</p> <p><b><u>Localised Lockdown</u></b></p> <p>In the event that the community is subject to a local lockdown the school will follow the latest advice, currently: <a href="https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings?utm_source=7b0066a5-86bc-4497-a073-e899bec62b38&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings?utm_source=7b0066a5-86bc-4497-a073-e899bec62b38&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>The key message in this guidance is that the school will remain open for a small number of children: children who are vulnerable and the children of critical workers. In this instance the school will operate under its partial opening risk assessment and rota system, dated March 2020</p>	<p>No school trips for the Autumn term – to be reviewed in December 2020</p> <p>DHT to communicate attendance expectations to all Parents.</p> <p>SLT to monitor local lockdown advice to ensure the school is abreast of any new updates and guidance.</p>	<p>SLT</p>	<p>Sep 2020</p>	<p>L</p>
<p><b>Blended Learning</b></p>	<p>To be updated when the DFE release more guidance</p>				



<p><b>Buildings</b> Including: fire safety, legionella and first aid.</p>	<p><b>Fire Safety Arrangements</b></p> <ul style="list-style-type: none"> <li>The fire plan has been reviewed and remains suitable in the event of an evacuation. An updated amendment to the fire safety management plan has been produced to guide staff.</li> <li>New classroom layouts have been checked to ensure fire escape routes can still be accessed</li> <li>Fire risk assessment has been conducted and all the actions have been completed.</li> <li>Personal emergency evacuations plans (PEEPS) in place and revised where necessary. Emergency evacuation routes out of building 1 and 2 have are not compromised including fire exits and fire doors.</li> <li>Staff know how to socially distance at the assembly point in the event an evacuation is needed</li> <li>Weekly fire testing will continue to take place</li> <li>Emergency lighting is operational</li> <li>Firefighting equipment is maintained</li> <li>Fire safety awareness training for all staff for 2nd September 2020</li> </ul> <p><b>Gas systems are maintained</b></p> <ul style="list-style-type: none"> <li>Boilers are serviced and all school kitchen equipment been serviced.</li> <li>Electrical equipment and systems are maintained – electrical gate serviced</li> <li>Boiler room inspected /maintained</li> <li>Identify and remedy vermin infestation</li> </ul> <p><b>Legionella – annual test 28th/29th July 2020</b> Increase manual flushing in unused areas of the school to prevent the build-up of stagnant water. Check all sinks allocated to bases are running hot water at the required temperatures.</p> <p><b>COSHH / cleaning / sanitation products</b> Due to required increased cleaning / sanitising of hard surfaces and items in classrooms, there is a need to be ensure no harmful effects arise from cleaning / sanitising products.</p> <ul style="list-style-type: none"> <li>Manufactures safety data sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>Strict instruction to staff / cleaning provider to keep any cleaning / sanitization products stored / secure and out of reach of children at all times.</li> <li>Work with in house cleaning staff to ensure safe systems and protocols for use and storage are in place.</li> </ul>	<p>Ensure new one way system or classroom layout does not restrict egress routes. Ensure staff familiarize themselves with call points and fire escapes in new layout</p> <p>Ensure PEEPS are completed for any persons requiring assistance in an evacuation</p> <p>Arrange a fire drill on week beginning 7<sup>th</sup> September 2020 so staff and children know to socially distance at assembly points</p> <p>Annual test 28th/29th July 2020</p>	<p>PO to initiate fire drill and work with SLT to guide staff in safe distancing</p> <p>KS to write PEEPS</p> <p>PO</p> <p>PO and cleaning staff</p>	<p>On-going as need arises</p>	<p>L</p> <p>L</p> <p>L</p>
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	<p><b>First Aid</b>  <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></p> <ul style="list-style-type: none"> <li>• There will be a first aider available on both sites and in every bubble.</li> <li>• In the event of a medical incident, First Aid trained staff will support the child wearing person protection equipment: a face mask, visor, gloves and apron. PPE is available for all first aid administration.</li> <li>• Individual risk assessments of children e.g. Allergy caused by anaphylaxis as identified in folder-s teachers to check/ update individual health plan daily.</li> <li>• Each bubble will be provided with a first aid kit to manage first aid. In each pack for the classrooms: box of tissues, disposable ice pack, selection of plasters, disposable gloves, single use face masks, visor (which can be reused after cleaning), disposable aprons, First Aid log sheet, First Aid stickers, Medical Consent form and log sheet.</li> <li>• Medical room only to be used as last resort or in an emergency.</li> <li>• All First Aid to be logged on the sheet provided, if a child bumps their head the office needs to be informed as we need to send a message to their parents.</li> <li>• Medication for children with Asthma will be stored in bubble and will be administered only with parental consent and according to instructions on the medication. No medication will be accepted if it is not in its original packaging</li> <li>• In a suspected case of COVID, staff must telephone the office first, to ensure they can wear PPE before the individual arrives. These individuals must be taken straight to the isolation room in building 1 or 2.</li> </ul> <p>Children's medication            Parents will need to send asthma pumps for children with asthma            Inhalers will be kept in the class / year group bubble</p> <p>Any medications brought into school will need a medical consent form completing. On receipt of the medication the following needs to be checked            Labelled with child's name and class, in the original packaging, in date. Staff must read/check the completed consent form and ensure parents have completed the document correctly.</p>	<p>Class teachers and T.A.'s that are first aid trained, boxes are topped up</p>	<p>KS update medical register</p> <p>Class Teachers</p>	<p>KS</p>	<p>L</p>
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## Related documents

### Trust/Local Authority documents:

### Government guidance:

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

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

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

<https://www.gov.uk/government/publications/covid-19-school-closures>

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

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>