



St Mary's Catholic Primary School & Nursery
Preventing and Managing Sickness including outbreaks
Risk Procedures and Risk Assessment



Return to school – 2/9/20- Updated 2/10/ 20

Response Stage	Start date	Key Actions	Who	Notes
PHASE 1 – Contain, Delay, Research and Mitigate	1/6/20	<ul style="list-style-type: none">• School reopens to priority groups – Nursery, Reception, Year 1, Year 6• School remains open to children of key workers and vulnerable children• Social distancing to be followed where possible• Communication with key people of new procedures• Increase hygiene procedures• See list of actions – page 2• See COVID-19 next steps to opening document		
PHASE 2 – Smarter Controls To minimise the spread of the disease through continuing good hygiene practices: hand washing, social distancing and regular disinfecting of surfaces touched by others	02/09/20	<ul style="list-style-type: none">• School reopens to all pupils• Pupils to remain in class bubbles which can be closed down in the event of a positive test from a pupil in this class. Any siblings would be expected to quarantine with their family however the classes the siblings are in stay in school unless the sibling too tests positive.• Communication with key people of new procedures• Increased hygiene procedures will be put in place for September including pre-lunchtime cleaning of touch points and Friday afternoon closure to facilitate extra cleaning of equipment and the school building.• Where possible visitors to school will come outside of school opening hours and all visitors will be expected to wear PPE.		
PHASE 3 – Reliable Treatment To move to a more sustainable solution, where the continued restrictions in Phase 2 can be lifted	When advised by the Government			

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Key Actions

Specific Issue	Actions including messages	Who	Notes
Suspected case in school/ under quarantine due to foreign travel (staff or pupil)	<ul style="list-style-type: none"> - Review up to date and current guidance from the DfE - Follow guidelines - Inform staff member to go to https://111.nhs.uk/service/COVID-19/ and follow advice - Core reminders of hygiene. - We would urge everyone where possible to use a test centre if possible as results are often returned within 24 hours. 	SLT	
Confirmed case in school	<ul style="list-style-type: none"> - Contact Public Health England/Chair of Governors/LA/Diocese - Inform person with confirmed case to self-isolate - Class bubble is closed pending testing and reminders of hygiene given to school community - Inform parents of advice from Public Health England and action accordingly 	SLT	
Suspected case in a family	<ul style="list-style-type: none"> - Review up to date and current guidance from the DfE - Parent to go to https://111.nhs.uk/service/COVID-19/ for advice and follow guidance - Parent to keep school informed - Children to remain in isolation with their family unless they receive a negative test result. - Increase monitoring of pupils - We would urge everyone where possible to use a test centre if possible as results are often returned within 24 hours. 	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> - Follow advice https://111.nhs.uk/service/COVID-19/ and remain at home for a fixed period of time as advised - Further cleaning of the classroom and school touch points and heavy use areas 	SLT Cleaners	
Teacher shortage	<ul style="list-style-type: none"> - TA/ SLT cover - Classes to be maintained in bubble with customary adults. 	SLT	
Support staff shortage	<ul style="list-style-type: none"> - Reduced pupils – priority year groups (YR, Y1, Y6) 	SLT	
Protection for most Vulnerable children	<ul style="list-style-type: none"> - Identify vulnerable children e.g. underlying health conditions that may be affected by the current threat - Parents will inform school if their child is vulnerable 	SENCo Parent	
Staff with critical health issues	<ul style="list-style-type: none"> - School will follow HR Insight advice 	Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow https://111.nhs.uk/service/COVID-19/ advice; inform HT 	HT	

Pregnant Staff	- To maintain social distancing and follow current rules.	SLT	
Kitchen shut down	- n/a		
Site team shortage	- JSh to check bins etc	SLT	
Cleaning team shortage	- Discuss with cleaning contractor cover arrangements in good time	SLT	
Leadership shortage	- Access via phone or MS Teams - JSh or VW must be available for the school to open.	SLT; Staff	
Admin shortage	- Cover with TAs/SLT - Inform parents not to phone school unless an emergency	SLT	
In event of blended learning or local lockdown	- Electronic folder of work uploaded to class pages of website for identified year groups. - Parents informed by text	Admin Class teacher	
Parents at school	- Parents should follow one way system entering via playground gates and leaving through red gate on playground then gate usually used to access the school office. - Parents need to arrive punctually for their drop off/ collection time to avoid congestion around school. - Parents should stick to their collection zone and maintain social distancing. - After dropping off/ collection parents should leave school premises to ensure that other parents can collect/ drop off safely. - No face to face meetings can be held with staff at this point- phone calls or Teams should be arranged - Parents calling at the office must wear a face mask.		
Pupils working at school	- All pupils to sit in pairs facing forward. Children are to stay in a 'micro-bubble' as far as possible e.g. no moving groups for different subjects. - Resources- glue, pencils, scissors etc- will be shared only within the pair. - Reading books will be issued on a Monday and collected and quarantined on the Friday by being placed in boxes on the playground. - Only one pupil per class is to use the toilet if two classes are using the toilets to allow for distancing. If only one class is using the toilet the number of pupils per bubble depends on the size and layout of the toilets. - Staggered playtimes, lunchtimes implemented by class group and with the same Midday Assistant each day. - School library will not be suitable for general use due to storage of extra furniture and resources removed to facilitate cleaning of surfaces in classrooms. - IT room will be wiped after use by each class in readiness for the next user. - PE is to take place outside where possible. If PE is inside it is to be in the hall and only table pairs can share mats or equipment which must be anti bac wiped after use for the next class. Windows		

	<p>are to be opened for ventilation.</p> <ul style="list-style-type: none"> - No assemblies/Mass/ music or singing <u>as a school</u>. - Access to school through separate entrances - Water fountains are not in use. - Pupils to be cared for by the same staff daily as far as possible. - Prayer Room should not be used by more than one person due to inadequate ventilation. - The Hall will not be used for large gatherings of pupils however from October <u>class bubbles</u> will be accessing the Hall for Mass, lunch and music. Building on best practice staff are expected to wipe down any equipment used e.g. chairs, tables, musical instruments etc in preparation for the next class. Leave the hall as clean as you found it. - Initially the canteen will only provide sandwiches which will be eaten within class. - Any pupil who has attended another school must either come from a school that is free of Covid 19 or wait for fourteen days after finishing their previous school before starting St Mary's. 		
Pupils working at home	<ul style="list-style-type: none"> - Pupils with Covid 19 symptoms are expected to work at home either until they have received and shared a negative test result with the school OR completed the appropriate period of isolation recommended at that time - Staff will supply work for children working at home to support their learning until they can return to school. 		
Class Mass	<ul style="list-style-type: none"> - These will only take place in the Hall. - All children will remain socially distanced from the priest. - The priest will wear a mask or visor. - All equipment used will be stored in school to prevent cross contamination. - Children will not sing as part of Mass until this is judged safe but will sign along to songs. - Children will not receive Communion but will join in an act of spiritual communion. - Any equipment, seats, benches must be cleaned after use in preparation for the next user. 	Staff/ Priest	
Staff working from home	<ul style="list-style-type: none"> - Staff not to access school building unless specifically instructed by Headteacher - Staff to ensure they have facilities at home to be able to work if required and to advise Headteacher if they lack suitable equipment. - Ensure staff have access to BGFL, Dojo etc. - Staff to be reminded about Data protection 	Staff	
Staff working at school	<ul style="list-style-type: none"> - Classrooms are to be kept as well ventilated as possible depending on the weather conditions. - Staff room – 4 adults to use at any one time facilitated by staggered break and lunch times. - PPA room- maximum of two adults seated at either end with windows open. Station must be wiped down after use ready for the next user. - Staff toilets- 1 per toilet and use Ladies, Gents and Disabled as available. Staff to clean seat when finished using. 		

	<ul style="list-style-type: none"> - Shared resources such as I Pads must be wiped down after use ready for the next user. - Visors need not be worn by staff when teaching from the front of the classroom always providing there is at least 2m to the nearest pupil but must be worn when working near children. - Staff to bring in flasks from home and otherwise use designated cup/cutlery for whole day and use dishwasher for optimum cleanliness. - Marking is to be completed in line with new arrangements. - All staff should wash/ sanitise their hands before and after using the photocopier. Using the photocopier as a printer reduces the need for touching buttons/ screen. - Staff are not expected to handle class sets of books as this will cross-contaminate them. - For Big Write, we will take a photograph of one page using ipad and upload to computer. We will then either be able to provide feedback on it using the computer or print out and mark then each child can stick in his / her book. - RE – same as Big Write for both RE lessons - Maths –peer assessment and class marking. - Stamps to be used for other feedback - Initially Staff should aim to vacate the building no later than 4pm to allow the cleaners to work effectively and safely. - No face to face meetings should be held with parents at this point- phone calls or Teams should be arranged. - Dinner staff will take the children outside weather permitting. In event of heavy rain dinner staff will wear masks and gloves to supervise the children. 		
Good Personal Hygiene	<p>Newsletter</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - PE kit should be worn on PE days to avoid the necessity of changing. Uniform should be removed and washed as soon as pupils arrive home to reduce the chance of any virus being brought home. - Classes to revise hand washing techniques with children. - Children to wash hands before snack (classroom/toilets) and before eating dinner (classrooms/toilets) <p>Information</p> <ul style="list-style-type: none"> - Distribute key information posters (staff room and all toilet areas) 	HT; Staff	
Additional touch point cleaning daily	<ul style="list-style-type: none"> - Handles, rails, toilet door locks and toilet flush handles to be cleaned before lunch every day as well as being part of the general after school cleaning. 	Cleaners	

School visitors and site users	<ul style="list-style-type: none"> - Visitor access during the school day is for essential work only. - Essential visitors will be expected to wear masks and either sanitise hands or wear fresh gloves before entering school. - Volunteers will not be able to read with pupils under current restrictions due to the risk of infection. - Students will not be accepted from any courses under current restrictions due to the risk of infection. - Inform visitors of new requirements 	Office; Staff	
Support for families affected	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support - Weekly contact with affected families and staff – wellbeing checks 	SLT	
General First Aid	<ul style="list-style-type: none"> - Staff contact within 2 m is to be kept to a minimum. - Where close contact- especially prolonged contact- is needed staff should wear a visor. - Medical inhalers will be secured in a box in the relevant pupil’s classroom. Any use will be recorded by staff and forwarded to Mrs Willis to communicate frequency of inhaler use to parents. - KS2 pupils will be encouraged to use their inhaler themselves where possible. - KS1 pupils who may require support should be assisted by a member of staff wearing a visor. 		
Taking of temperature of anyone in school who may begin to feel unwell	<ul style="list-style-type: none"> - Non-contact thermometer to be used to check temperature - Anyone with a high temperature/feeling unwell to be sent home 	JSh	
Cleaning	<ul style="list-style-type: none"> - Classroom doors to be opened by Janitor at beginning of day and to be propped open throughout the whole day to minimise handle contact - Each class to have own sanitiser bottle and cloth for daily use - Cleaning team to clean touch points daily as well as heavy use areas e.g. main office entry area, staff toilet area, pupils toilet doors must be sanitised daily 	Cleaners; Staff	
PPE	<ul style="list-style-type: none"> - Visors to be used for any task where prolonged proximity is unavoidable. - Order gloves for staff use. - No Sharing of face shields between users. - Used PPE equipment to be double bagged and disposed of as per current advice. - Individual to take responsibility for sanitising face shield between use (at least once a day) 		

