



COVID – 19 Risk Assessment April 19th, 2021 St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

From 8th March 2021, all pupils should be attending school. The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). For further clarity, please refer to the [Schools coronavirus \(COVID-19\) operational guidance](#).

Personal Protective Equipment (PPE) including face covering and face masks: Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

St. Joseph's will ensure that face coverings are used in recommended circumstances.

- Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).
- Children in primary school do not need to wear a face covering.
- Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.
- The school will have small contingency supply available for people who
 - are struggling to access a face covering
 - are unable to use their face covering as it has become damp, soiled or unsafe
 - have forgotten their face covering

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained

PPE is only needed if a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in St. Joseph's School and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Social distancing in early years and primary schools: We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the **SYSTEM OF CONTROLS** set out below:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9. Promote and engage in asymptomatic testing, where available
10. Promote and engage with the NHS Test and Trace process
11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
12. Contain any outbreak by following PHE local health protection team advice

It is still important to reduce contact between people as much as possible, and St. Dominic's achieve this and reduce transmission risk by ensuring children and staff where possible, **only mix in a consistent year group bubble** and that these **groups stay away from other people, staff and year group bubbles**. Please note that while in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk**.

COVID-19 TESTING

Asymptomatic Testing: Coronavirus (COVID-19) asymptomatic testing in schools Rapid testing using Lateral Flow Devices (LFD)s will support safety measures in face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.

- Staff are strongly encouraged to continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. This is non-mandatory and entirely optional for staff.
- Any staff with a positive result must self-isolate immediately, apply for a full COVID test (PRC) and follow positive test protocol.
- **Confirmatory PCR tests:** Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to school. Those with a negative LFD test result can also continue to attend school and use protective measures.
- Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab.
- Where supply teachers, student teachers or additional adults are required to be in school within a bubble they will be asked to take part in the lateral flow testing and have a negative result before entering school.
- Home test kits and replacements are available for all staff.

Symptomatic testing: The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf:

<https://www.gov.uk/apply-coronavirus-test>



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Additional considerations for planning to re-open schools to more students and staff: The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

Workforce Advice

Critically Extreme Vulnerable (CVE): Shielding advice has been paused nationally from March 31st. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.

Critically Vulnerable (CV) staff can continue to attend school. While in school they must follow the [system of controls](#) to minimise the risks of transmission.

Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

Pregnant women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19) must have a workplace risk assessment. Then, only if the assessment advises that it is safe to do so will work continue.

Pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus should take a more precautionary approach. This may require redeployment or working flexibly from home.

Individual risk assessments for specific staff members and pupils are reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of staff & students who previously were not assessed to need one. The SENDCO and other affected staff are consulted when reviewing or writing such assessments This will include:

- Extremely Critically Vulnerable pupils and staff may attend school.
- Pupils who have an EHCP
- Pupils and staff who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

Transport arrangements: Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow [the safer travel guidance for passengers](#).

Premises Management: The premises team have referred to all relevant H&S information in order to ensure the school buildings are suitably managed at this time.

COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP



CONTENTS:

SECTION 1: System of Controls	P5
SECTION 2: School Operations	P25
SECTION 3: Curriculum, Behaviour & Pastoral Support	P32
SECTION 4: Assessment & Accountability	P36
SECTION 5: Remote Education	P36
SECTION 6: Footsteps Nursery	P35
SECTION 7: Contingency Plans	P35



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

School	St Joseph's Catholic Primary School	Assessment No.	16
Location	Gipsy Lane, Bracknell- Forest, Berkshire, RG12 9AP		
Subject of Assessment	All aspect of school life for summer term 2021		
Assessed by	Senior Leadership Team	Date	21 st April 2021
		Review date	On-going (
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), Morning Club, After School Club, First aid and external visitors to the school.		
Persons Affected	Students, Employees, Parents, Contractors and Visitors.		
Risk Level	The risk level would be the contraction of COVID 19. This level of this risk is dependent upon each individual as some will be asymptomatic and other may be severely ill. The individuals with a higher risk (Extremely Critically Vulnerable) should not attend the school. Critically Vulnerable should attend with individual risk assessment in place.		
<p>The school will continue to review current guidance, measures as well as considering further measures in line with current government guidelines. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs.</p> <p>All aspects of safety reviewed by SLT with updated risk assessment issued to all staff and parents immediately for consultation.</p>			

SYSTEM OF CONTROLS:

Hazards and Risk: Adults/ children not following self-isolation protocol	1. Minimize contact with individuals who are required to self-isolate by ensuring they do not attend the school. St. Joseph's will follow the self-isolation process outlined below and ensure everyone onsite or visiting is aware of it.	Further Actions
<p>Action on Displaying Symptoms: Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> - they have one or more coronavirus (COVID-19) symptoms - a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms - they are required to quarantine having recently visited countries outside the Common Travel Area - they have had a positive test <p>Self-Isolation They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> - the start of their symptoms 		<p>Ongoing reminders by SLT to Staff, Pupils, Parents & Visitors</p>



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)
- Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate

If anyone in St. Joseph's School develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the school will:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- pupil to avoid using public transport and be collected by a member of their family or household. Accompanied by adult the child may walk cycle or scoot home. If this is not possible, alternative arrangements may need to be organised by the school.
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10-day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

Pupils displaying symptoms in school are isolated immediately

If a child develops COVID symptoms:

- Wherever possible, first aid will be provided by a member of staff within a child's own bubble.
- child to be aware that if they are feeling ill to inform a staff member
- Child to be taken outside through class exit onto the playground
- PPE bag located in each class near exit
- PPE should be worn by staff when with children displaying symptoms
- Staff to place mask on her/himself as well as face shield
- Staff to gauge if appropriate for pupil to wear a mask
- Pupil to be taken around outside of school to the seating area outside office/medical room through the electric gate next to IT suite.
- Good weather: seating area in fresh air outside the school office (white table and chairs)
- Staff to observe pupil from 2m
- Bad weather: inside school medical room. If medical room is used both windows to be open and transparent plastic screening secured.
- If the medical room is used, PPE **must** be worn by staff caring for the child while they await collection as a distance of 2 metres may not be maintained <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>
- PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Ongoing reminders by SLT

Ongoing reminders by SLT



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Parents/carers are contacted immediately:

- Office to phone parents
- If the child/adult needs to go to toilet before being collected, they should use the disabled toilet next to Rainbow Room. Toilet to be marked 'Out of Order' and note placed it to be thoroughly cleaned/disinfected afterwards before anyone else can use it.

Staff care after event

Staff who have provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach/antiviral solution after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

Emergency Services: Call 999 if someone is seriously ill or injured or their life is at risk.

Anyone with coronavirus (COVID-19) symptoms should be advised not visit the GP, pharmacy, urgent care centre or a hospital but rather to call NHS 111 if they require medical help

Test Results

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Confidentiality Policies are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.

NB: Families taking leave involving foreign travel: Families should be aware that the government has set a requirement for people returning from some countries to quarantine for 10 days on their return.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Hazard: Virus transmission (airborn)	2) The use of face covering in schools: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
<p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <ul style="list-style-type: none"> • Face coverings will not be worn by pupils • Face coverings will not be worn by staff in classrooms. This refers to the staff that are part of the class bubble. • Face coverings will be worn by staff if entering a bubble that is not their own i.e., secretary delivering a message • Face coverings will be worn by adult staff and visitors in corridors and communal areas where social distancing may not possible • Face coverings will be worn by all parents/carers dropping off or collecting their child/ren whilst on the school grounds • Face coverings will be worn by all visitors entering the school reception office. • A named plastic zipped wallet has been provided for all staff to hygienically store their face covering when it is not in use. <p>Safe Wearing and Removal of Face Coverings</p> <p>St. Joseph's advice:</p> <ul style="list-style-type: none"> • the cleaning of hands before and after touching face coverings • the safe storage of face coverings in individual, sealable plastic bags between use (school provides all staff with a sealable plastic bag) • the careful replacement of face coverings if they become damp • Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. • not touching the front of face coverings during use or during removal • disposing of temporary face coverings into 'black bag' waste bins or placing reusable face coverings in a plastic bag they can take home • washing of hands after handling face coverings before going to class <p>Exemptions: The school will be sensitive to the needs of individuals who are exempt from wearing face coverings, including those who:</p> <ul style="list-style-type: none"> - Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - Need to speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>Access to Face Coverings</p> <ul style="list-style-type: none"> • Staff are expected to provide their own face coverings. • School Office will maintain a contingency supply of face coverings for use as and when required 	
Hazard: If you have virus on hands you - can infect yourself by touching your face. - Spread the virus	3) clean hands thoroughly more often than usual: <i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.</i>
<ul style="list-style-type: none"> • Hand washing / sanitising stations are positioned at each student, staff and visitor entrance to the school and in every classroom • Hand washing sinks are located within each toilet provision; 	



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

<ul style="list-style-type: none"> • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; All those entering the school are required to wash/sanitise their hands; • Toilets and wash stations have single use paper towel for drying hands. • Ensure sufficient soap and water or hand sanitiser is provided. Supervision of handwashing is encourage due to the harsh effects frequent use of sanitizer has on children's skin. • Use of sanitiser by young pupils is supervised to mitigate ingestion risk • Pupils are instructed to wash their hands regularly, including <ul style="list-style-type: none"> ○ On arrival ○ On return from breaks ○ When they change rooms (IT suite and PE lessons) ○ Before and after eating. • Small children and pupils with complex needs are helped to clean their hands properly • Hand washing regime is built into the school day (class timetable), supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. • Lessons to be revisited: e-Bug has produced a series of helpful coronavirus posters: Horrid hands, Hand hygiene, 		
Hazard: Virus transmission (airborn)	4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	
https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf		
https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus		
<ul style="list-style-type: none"> • Sufficient supplies of tissues are available. Children encourage to have tissues in school. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Sufficient lidded bins in all classes • Pupils instructed, encouraged and supported to follow this routine – catch it, bin it, kill it. Small children and pupils with complex needs continue to be helped to follow this routine. • Lessons to be revisited • e-Bug has produced a series of helpful coronavirus posters: Super sneezes, 		
Hazard: Virus transmission (virus on surfaces)	5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents	
COVID-19: cleaning non-healthcare settings guidance.		
<ul style="list-style-type: none"> • All classes have been allocated their own toilet blocks. Toilets will need to be cleaned regularly (midday and evening/morning) and pupils must be encouraged to clean their hands thoroughly after using the toilet. 		SLT



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Hazard: Transmission	6) minimise contact between individuals and maintain social distancing wherever possible: 'Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff.'
	<p>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</p> <p>safe working in education, childcare and children's social care</p> <p><i>'Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone' DFE Guidance.</i></p> <p>Distancing measures are achieved through keeping classes (year groups/class bubbles) separate.</p> <ul style="list-style-type: none">• Older children should be encouraged to keep their distance within class bubbles.• All classes have their own learning environment (learning bubble) which includes classroom, outdoor area, and toilets• No whole school/ Key Stage or mixed class/bubble assemblies will take place in school buildings.• Clear distancing signage across the school i.e., floor markings• Circulations routes in place and signed to minimise contact – children should not be using internal corridors.• All classes to use external door to enter classroom• Safe entry/exit routes to the school site in place• Pupils will be repeatedly reminded to observe social distancing and not to touch staff or their peers where possible• Social distancing is monitored and enforced by all staff• Limit sharing of rooms within school - only two rooms will potentially be shared by more than one year group: IT Suite & Hall.• Staff are encouraged to leave the school premises as soon as possible after the end of the school day. <p>School Office</p> <ul style="list-style-type: none">• Parents should not come onto the school site without an appointment• Parents to visit the school office if communication is urgent and cannot be communicated through post-box, email or phone. Masks to be worn in the school office.• Perspex window covering on the school office window.• No seating in waiting area outside school office <p>Offices/Meeting Rooms</p> <ul style="list-style-type: none">• Staff are encourage to have PPA on MS TEAMS from home if possible.• Staff meetings will be completed on MS Teams.• All meetings where possible should take place via Teams.• School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;• Due to lack of adequate ventilation, the PPA room will be limited to 1 member of staff at a time. There will be a rota.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Staff Room/ Designated Rest Areas :

- All adults to sanitize or wash their hands before using staff room facilities.
- Adults are to stay within their bubble contact group at rest times.
- Hands to be sanitized or washed prior to touching cupboards, fridge, kettle or containers.
- All staff to take drinking implement into school. This vessel should not be left in the staff room. It should be rinsed and removed from staff room. This will reduce the sharing of cups.
- Any utensils or cutlery used must be put in the dishwasher. No items should be left in the sink.
- Only 4 seated adults in the staff room at any one time. Seating in these areas will be limited to encourage social distancing. A further two adults may sit around the island.
- Staff are to have use of variety of areas for break/ lunch

First Break:

- Hall – Allocated table for each class bubble
- Staff Room: Y1, 4 & 5
- Old Y1 classroom – Y6 & Year R
- Library: Y2 & 3

Lunch Time

- Hall available from 12.30pm (When all tables wiped down from YR, 1 & 2 lunch time)
- Staff Room Y1, 4 & 5
- Old Y1 classroom – Y6 & Year R
- Library: Y2 & 3

Organise classrooms/ learning environments – measures within the class bubbles

- Unnecessary items in classrooms removed and stored & moving unnecessary furniture out of classrooms to make more space
- Each child to have own desks/work area
- Seating pupils side by side and facing forwards, rather than face to face or side on
- Ventilation: internal doors propped-open using door guards, windows open.
- Lidded bins in classrooms and key locations
- Tissues/toilet roll available in all classrooms
- When working in close proximity to younger children, staff to try to avoid close face to face contact and try to minimise time spent within 1m
- Social Distancing marking for the teachers' areas in every classroom

The integrity of each class groups/bubbles is supported by

- Each class/ bubble limited to children on roll for that year group plus the adults attached to that class (class teacher & teaching assistant/s)
- Designated classroom



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Year Group	Location of Classroom Area
Nursery FS1	Footsteps
Reception Year	YR
Year 1	Sean's Shelter
Year 2	Ground Floor classroom next to library
Year 3	Ground Floor next to IT Suite
Year 4	First Floor overlooking Gipsy Lane
Year 5	First Floor overlooking playground
Year 6	Ground floor next to hall and lobby

- Each class has their own allocated adults:

Yr Group	Class Teacher	Support Staff	Break Cover
Footsteps	Mrs. Smith	Mrs. Bamrah, Mrs McKay, Mrs. Monredondo & Ms Clark,	n/a
Year R	Mrs. Gallagher	Miss Lovegrove, Ms Fenton & Mrs. Young	n/a
Year 1	Miss. Tanzer	Mrs Gofford, Mrs. Kelleher & Mrs Saxena	n/a
Year 2	Mrs. Pearce & Mrs. Pay	Mrs Knapp & Mrs Micklewright	10 – 10.20am
Year 3	Mrs. Broadbridge & Mrs. Philpott	Mrs Turner, Mrs. Sloan	
Year 4	Mr. Belchamber	Mrs. Black & Mrs Moloney	
Year 5	Miss. McLellan	Mr Roberts, MR. O'Connor	
Year 6	Mrs. Perrett	Mrs Mills & Mrs. Taylor	

- Each class has their own
 - external class entrance/exit
 - designated toilet area
 - outdoor play area
 - PE equipment
 - playtime toys/items
 - wet play activities
- Playground area will be clearly defined into 6 areas (Y1,2,3,4,5,6) with tape/cones. In this way classes are reminded to stay together in own area and to help ensure no cross contamination. The areas will be rotated weekly (apart for Y1) so that all children have the chance to enjoy the different equipment.
- The only area to be shared with other classes will be the IT Suite (computing) and the hall (YR, 1, & 2 school lunches, Morning/ASC Club, PE & Spanish Lessons). Appropriate cleaning routine will take place before & after each class.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Date	Outdoor play area						
	Nursery& YR	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
March 8 th	Area 7	Area 6	Area 3	Area 4	Area 5	Area 1	Area 2
March 15 th	Area 7	Area 6	Area 4	Area 5	Area 1	Area 2	Area 3
March 22 nd	Area 7	Area 6	Area 5	Area 1	Area 2	Area 3	Area 4
March 29 th	Area 7	Area 6	Area 1	Area 2	Area 3	Area 4	Area 5

- Designated areas for playtime - see Appendix A to assist staggered breaks if required.
- Children will not be able to go to the toilet during breaks/lunchtime as they can only use their allotted toilets in their class bubble area.
- All areas to have own First Aid box and PPE equipment. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.

Supervision: Break Time & Lunch Time:

YR	Lunch at 11.40am – 12.40pm	Mrs. Fenton, Mrs. Young & Miss Lovegrove
Y1	Lunch at 11.50am – 12.50pm	Mrs. Gofford, Mrs. Saxena & Mrs. Kellegher
Y2	Lunch at 12 – 1pm	Mrs. Knapp, Mrs. Micklewright
Y3 - 6	Lunch at 12.10 – 1.10pm	Y3: Mrs. Turner/ Mrs. Sloan Y4: Mrs Black/Mrs. Maloney Y5: Mr. Roberts Y6: Mrs. Mills/ Mrs. Taylor

- All classes should manage break times and lunch times as there usually are enough adults within the class bubble. Teacher and TAs allocated to class for teaching, playtime and lunchtime thus limiting the number of pupils and staff in contact with each other to only those within the group.
- Staff remain at a safe distance at lunchtime or during breaks
- Teachers have the choice of moving their break time to a time that suits a natural break in the children's learning as the adults within this class will be supervising.
- Mrs. Pember to work with Year 5 on Monday and Friday Lunchtime.
- Where there may be a shortfall, please alert SLT.
- If an accident occurs, only an adult from the class/bubble must deal with the injury.

Play equipment to be used on playground

Rotation system to be put in place for PE equipment used by different classes/ bubbles.

- The class PE and playtime equipment can be moved to a new group the following week if we can uphold the 72hour quarantine (i.e., Equipment removed from the class on the Thursday night, stored in the PE shed for at least 72 hours and then reassigned on Monday morning).
- Each class to have own PE equipment and play equipment which should be kept in classroom area. The class bubble PE and playtime equipment should not be used by other groups.
- If the adventure trail is to be used by a different class, a weekend break will be adequate for a new class to use the equipment.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Specialist Subject Staff (PE, Computing, Spanish & Music): *'Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The guidance recognises this is not likely to be possible with younger children and outlines that staff can still work across groups if that is needed to enable a full educational offer.'* DFE Guidance.

- All teachers and other staff can operate across different classes and year groups. However, the school aims to minimise staff operating across class bubbles.
- Specialist teachers when teaching outside of their bubbles should be particularly careful in following precautionary measures
- computing, Spanish and PE to be taught to groups of 15 children
- adults to observe social distancing, ideally 2m where possible, when teaching
- school hall to be used when appropriate for Spanish & PE lessons
- face coverings should be worn
- gloves may be worn
- Specialist Teachers who are linked to a class are considered part of the class bubble. For all other classes apart from this class bubble, the preferred number of children is 15 children per indoor lesson.
- Peripatetic teachers and other temporary staff (work experience) will minimise contact and maintain as much distance as possible from other staff.

Physical Education:

From 29 March, outdoor competition between different schools can take place.

From 12 April, indoor competition between different schools can take place

When considering team sports SJS will only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports [guidance for safe provision including team sport, contact combat sport and organised sport events](#).

NB: SJS will refer to the following advice:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)

Computing: IT Suite for Computing Teaching:

- All equipment, benches and stools to be wiped down after use.
- Ventilation: Door and windows should be open.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Music: *'There may be an additional risk of infection in classrooms where pupils are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.'*

During music lessons consider how the following can be applied

- physical distancing is important
- using instruments outside whenever possible
- playing instruments or singing in small groups (no more than 15)
- Singing takes place only in larger well-ventilated spaces, or outdoors and singers are spaced at least 1 metre apart. Limited numbers of people sing together. Use of microphone for amplification is encouraged if appropriate. positioning pupils back-to-back or side-to-side
- avoiding sharing of instruments
- ensure good ventilation.
- Singing, wind and brass playing should not take place inside nor in groups larger than 15 pupils. School Assemblies will be held on MS TEAMS.
- Schools will not host any performances with an audience. All performances will be recorded and then shared with parents in line with GDPR.

Guitar Lessons:

- Guitar teacher to wear face shield/mask.
- Guitar teacher to use visualiser and interactive whiteboard to clarify/ magnify teaching points
- Guitar teacher to maintain social distancing and use Teaching Assistant to help pupils.
- Classroom/hall to be well ventilated
- Guitars will be used Monday, Wednesday & Friday.
- School has 30 guitars so a child should not use a guitar used by another child on the same day.
- Y5 & 6 will be taught in groups of 15 pupils as Y4 are taught by Maestro, the whole class of 30 will be taught in the school hall. Chairs and guitars to be collected and arranged in classroom/hall prior to lesson. Guitars to be wiped down with virus spray on Monday and Wednesday after use and stored away safely.

School Uniform:

- The children are to wear school uniform.
- The uniform policy is 'relaxed'. With shops closed, some parents may have been unable to source items from the uniform policy. Children have the option of wearing combinations of the all-year round and the summer uniform to families more choices during the week. We ask that parents find similar items that suit the expectations of the uniform if they need to find alternatives.
- Children can wear PE kit to school, and they can then get changed back into their uniform.

Resources

- Equipment and resources are integral to education in schools may be used and should remain with the year group.
- If any equipment or resources are needed by a different class, then equipment should be cleaned meticulously or preferably left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
- Pupils should limit the amount of equipment they bring into school each day



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

- For individual and very frequently used equipment, children to have their own items that are not shared i.e., labelled water bottle, tissues, coat, lunch and small transparent pencil case (3 pencils, eraser, sharpener, 3 whiteboard pens and cloth, colouring pencils, Y5 & Y6 will need an ink pen and protractor set).
- Pupils should not take backpacks to school.
- Teacher strongly advised not to take books and other shared resources home. If this cannot be avoided, then the 48/72-hour delay on reuse will apply once returned to school.
- Resources that are shared between classes or bubbles, such as PE, Art and Science equipment should be cleaned frequently and meticulously or apply the 48/72 hours.
- Reading books will be changed once a week, every Monday. When staff are handing books from the children's homes, they should be extra vigilant with handwashing, sanitizing and may even consider wearing PPE.

Library:

- Library door and/or window to be opened for ventilation
- All children & adults to sanitize or wash their hands before using Library.
- Only 5 children and 1 adult adults in the library at any one time.
- Library Timetable monitored for safe library usage.
- All seating areas to be wiped down before/after use.
- Soft furnishing seating should not be used where possible.
- Unaccompanied children should not be entering the Library.

Changing of scheme books

- Children will take their reading book and folder to school on a Monday.
- These are placed in a box which is kept in the class bubble.
- If extra scheme books are needed, the staff bubble adult will select, collect and return to/from the library.
- All returned books from home or class should be quarantined for 72 hours before being replaced in the library.
- Staff bubbles should replace all returned books to the correct section neatly.
- The scheme books are supplemented by online 'Reading Buddies'.

Changing of library books

- Children should not change books in the library.
- Bubble adults select a variety of books for class library/book area.
- The children within the bubble select from their own class bubble library.
- The staff bubble should update the variety of books on offer regularly.
- Every child should have at least one reading scheme book and one library book.



**COVID – 19 Risk Assessment April 19th, 2021
St. Joseph’s Catholic Primary School, Bracknell, RG12 9AP**

MEASURES FOR ARRIVING AND LEAVING SCHOOL

Gipsy Lane Curfew: 8.20 – 9.10am & 2.40 – 3.20pm

Teacher Directed School Time (Time teachers expect to be on school site) : 8.30am – 3.30pm.

Staggered School Day: Drop-off and pick-up protocols to minimise adult to adult contact

Considerations for staggered school day:

The last recommended teaching time for schools was last specified in 2008: KS1: 21.5 hours & KS2: 23.5 hours

The School Attendance July 2019 states: *School Day Every school day must have two sessions divided by a break in the middle of the day. The length of each session break and the school day is determined by the school’s governing body. (25 hours is recommended)*

Pre Covid

The school day was in total 6 hours and 25 minutes (8.50am – 3.15pm)

Post Covid School Day

Footsteps & Reception: 9am – 3pm (6 hours)

Reception Year: 8.50am – 2.50pm (6 hours)

Y1 & 2: 8.45am – 2.45pm (6 hours)

Y3: 8.30am – 2.45pm (6 hours 15 mins)

Y4, 5, & 6: 8.30 – 3.10pm (6 hours 40mins)

	Learning Time (Excluding breaks)			
	Pre Covid Daily	Pre Covid 19 Weekly	Post Covid 19 Daily	Post Covid 19 Weekly
Footsteps	6hrs	30hrs	6hrs	30hrs
YR	4 hrs 50m	24 hours 10m	5 hours	25 hours
Year 1	4 hrs 50m	22hr 30m	5 hours	25 hours
Year 2	4 hrs 50m	24hr 10m	4 hours 40m	23 hours 10m
Year 3	5 hrs 5m	25hr 25m	4 hours 55m	24 hours 35m
Year 4, 5 & 6	5 hrs 5m	24hr 10m	5 hrs 20m	28 hours 10m
	*Including whole school assemblies		* One weekly whole school assembly on MS Teams	



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Year Group	Drop off & collection Point	Drop off	Collection	Break Time	Lunch
Nursery	Double Gates next to Footsteps	9am	3pm	n/a	11.30am
Year R	Single gate next to Footsteps	8.50am	2.50pm	n/a	11.40am – 12.40pm
Year 1	Double Gates next to Footsteps	8.45am	2.45pm	n/a	11.50am – 12.50pm
Year 2	Single gate next to Footsteps	8.45am	2.45pm	10 – 10.20am	12pm – 1pm
Year 3	KS2 Single Gate	8.30am	3pm		12.10 – 1.10pm
Year 4	KS2 Single Gate	8.30am	3.10pm		
Year 5	Double Gates next to Footsteps	8.30am	3.10pm		
Year 6	Field Gates/ or single gate next to Footsteps	8.30am	3.10pm		

Siblings: If siblings are attending the settings, then the earliest start time applies for all children and siblings to be collected at the latest time.

Collection at the KS1 gates.

- Parents to line up in the school car park 2m apart along side of school next to Gipsy Lane
- Class to be on time at gate and call child when parent is first in the queue
- Parent and child to leave through the gate that leads onto Gipsy Lane. Parents must not double back through the car park.

Gipsy Lane & School Grounds

- Staggered drop off and collection times as well as using 3 different entry points to the school will reduce footfall on Gipsy Lane and on and around school grounds
- Adults dropping off or collecting MUST wear face coverings on the school grounds.
- Encourage KS2 children to be dropped off at top of lane to walk independently down Gipsy Lane to the school. Member of staff to be on the lane.
- Appropriate signage/direction in place at drop off and pick-up points
- Staff members to supervise drops off and collection at school entrance to remind parents to abide by the social distancing rules.
- Social distancing on Gipsy Lane to be encouraged. Walk down the right side of Lane into school car park, through vehicle entrance, drop off children off then leave through the bollard vehicle gate.
- Markings on Gipsy Lane for two-way pedestrian traffic. Staff member to encourage the correct use of system and to remind parents to social distance.
- Markings in the school car park - reminders of 2-meter rule when dropping off and collecting.
- Adults are not to enter the inner gated area. Parents to drop children off at gates and staff member to meet the children.
- Walking to and from school for older pupils to be encouraged. Parental permission letters will be actively encouraged.
- Inform parents that if their child needs to be accompanied to St. Joseph's, only one parent should attend
- Make clear to parents that they cannot gather at entrance gates or enter the site.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Hazard: Airborn transmission	7) Ventilation: Keep occupied spaces well ventilated	
<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing – pupils encouraged to wear thermals/ warm clothes to school if necessary. • rearranging furniture where possible to avoid direct draughts <p>Heating</p> <ul style="list-style-type: none"> • Will be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces. • Parents/pupils will be encouraged to bring suitable warm clothes to school if necessary 		
Hazard: Surface transmission	8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.	
<p>safe working in education, childcare and children's social care</p> <p>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#effective-infection-protection-and-control</p> <p>Face coverings are not classified as PPE (personal protective equipment).</p> <ul style="list-style-type: none"> • PPE beyond what is normally needed for work is only needed in a very small number of cases, including: <ul style="list-style-type: none"> - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained - where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Sufficient suitable PPE is available in school <p>Staff will be trained in the use & disposal of PPE - if this becomes necessary</p>		



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Hazard: Virus spreads further through the community.	9) Promote and engage in asymptomatic testing, where available	
<p>Rapid testing remains a vital part of our plan to suppress this virus. St Joseph's follows the guidance set out for primary schools and nurseries.</p> <ul style="list-style-type: none"> - Non mandatory Lateral Flow Testing implemented for staff on 25th January with 100% of staff opting in - Household voluntary bi-weekly testing. Testing is for parents whose children attend school. <p>Further control Measures:</p> <ul style="list-style-type: none"> • Contact Public Health England 0800 046 8687 option 1 to ensure that we are following the most up to date guidance. • Discussion with affected employee to establish any close contacts using the following criteria <ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a face-to-face conversation within one metre. - been within one metre for one minute or longer without face-to-face contact - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - travelled in the same vehicle or a plane. • If test result notified in the evening text and email communication sent to all close contacts identified advising them to begin 10-day self-isolation period • If staff / pupils are in school when the test result is advised, isolate those affected in one area and arrange for their collection • PHE letter sent to affected parties with general letter sent to whole school community • Inform Debbie Smith & School Advisor of any 'bubble' closures • Staff based on playground in the mornings to ensure that all identified close contacts do not attend school until the end of the isolation period 		
Hazard: Transmission	10) Response to any Infection: Promote and engage with the NHS Test and Trace process: "Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team."	
<p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> • book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> • a high temperature • a new continuous cough • a loss or change to your sense of smell or taste • self-isolate immediately and not come to school if: <ul style="list-style-type: none"> • they develop symptoms • they have been in close contact with someone who tests positive for coronavirus (COVID-19) • anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) • they are required to do so having recently travelled from certain other countries • they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 		



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Polymerase Chain Reactions (PCR) tests for symptomatic testing: Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website or ordered by telephone via NHS 119 for those without access to the internet.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

Test Kits

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

- St Josephs has in place a limited supply of home test kits to be used in the exceptional circumstance that an individual (staff or pupil) becomes symptomatic and there may be barriers to them accessing testing elsewhere.
- It is understood that having a test at a testing site will deliver the fastest results.

Test Results

- Parents and staff have been asked to inform the school immediately of the results of a test and follow this guidance:
- In the event of a negative test result for coronavirus
 - They need should stay at home until they are recovered as usual from their illness but can safely return thereafter.
 - The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
- In the event of a positive test result for coronavirus
 - They should follow the guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.
 - The 10-day period starts from the day when they first became ill.
 - If after that date they still have a high temperature, they should continue to self-isolate until their temperature returns to normal.
 - Other members of their household should all self-isolate for the full 10 days.

NHS COVID-19 app: The [app](#) is available to anyone aged 16 and over to download if they choose. The school advises staff to pause the contact tracing function ('trace') in the app when in the school building. If it is paused, the phone and Bluetooth remain on, but the phone does not record contacts. staff to pause contact tracing whilst on the premises under these circumstances, to avoid the app misidentifying close contacts. When someone switches it off, the app will give the user the option to set a reminder for 4, 8 or 12 hours, after which they will receive a notification to remind them to switch contact tracing back on.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

<p>Pausing contact tracing is recommended</p> <ol style="list-style-type: none"> 1. when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone or 2. when an individual is working behind a Perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as the individual is considered to be adequately protected from contracting coronavirus (COVID-19) <p>If a staff member receives this notification, they should also follow the usual process of informing an appropriate person at the setting before self-isolating.</p> <p>NHS QR Code: St. Joseph's has registered for an official NHS QR code and the QR code is displayed in reception. During school hours, the school will also continue to use its usual booking-in system in addition to the NHS QR code.</p>	
<p>Hazard: Transmission</p>	<p>11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community: <i>“Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).”</i></p>
<p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>St. Josephs will take swift action when we become aware that someone who has attended our setting has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.</p> <ul style="list-style-type: none"> • The school will report anyone tested positive to the Health Protection team. The advice from PHE will guide the school through the actions that must be taken. Based on their advice, those people who have been in close contact with the person who has tested positive, should self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. • Health Protection will report anyone in school tested positive to the school - as identified by NHS Test and Trace. • The Health Protection Team will: <ul style="list-style-type: none"> • Carry out a risk assessment • Confirm who has been in close contact • Ensure they are asked to self-isolate • guide the school through the actions they need to take • will provide advice on who must be sent home. • People who have been in close contact with the person who has tested positive, will be sent home, and advised to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close Contact definition: <ul style="list-style-type: none"> - anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre - been within 1 metre for 1 minute or longer without face-to-face contact - sexual contacts 	



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

<ul style="list-style-type: none"> - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - travelled in the same vehicle or a plane Health Protection will provide definitive advice on who must be sent home. <ul style="list-style-type: none"> • The school will keep a proportionate record of pupils and staff in each group, and any close contact that takes places between groups • Names of individuals with coronavirus will be kept confidential • Parents/carers and staff are asked to inform school immediately about test results: <ul style="list-style-type: none"> • Negative tests: if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating • Positive tests: they should follow the following guidance. <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Test and Trace Support Payments: Some school staff/ parents may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from your local authority.</p>	
---	--

Hazard: Increased transmission	12) Contain any outbreak by following local health protection team advice
---------------------------------------	--

	<ul style="list-style-type: none"> • If St. Joseph's have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. If this happens, St. Joseph's will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required. (DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.) • St. Joseph will follow the health protection teams recommendations which may mean that a larger number of other pupils self-isolate at home as a precautionary measure. We will not close except on the advice of health protection teams. <p>Admitting children and staff back to the school: The pupil/staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p> <p>We will not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation (10 days).</p> <p>The school can take the decision to refuse the pupil to return if, in our reasonable judgement, it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19).</p>
--	--



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Home testing

- All staff are supplied with LFD test kits to self-swab and test themselves twice a week at home.
- Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.
- Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.
- Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance.
- They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.
- Those with a negative LFD test result can continue to attend school and use protective measures.
- All staff at St. Joseph's & Footsteps Nursery will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.

Symptomatic testing: The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.

SECTION 2: School Operations

HEALTH & SAFETY:

- Daily Health and Safety check of all areas of the school, including the outdoor space.
- Daily monitoring of government advice and guidance on Covid on gov.uk website
- Daily review of general Covid situation in school with Senior Leaders

The school follows its normal policies and procedures. Any deviance from normal practice during COVID-19 is outlined in this section:

Fire and evacuation: Fire system testing and maintenance has continued as normal apart from the items outlined below.

- Evacuation plans have been reviewed and are suitable to use during the COVID-19 pandemic
- Safe assembly of occupants following social distancing requirements – lines to be at least 2m apart
- Training occupants of any changes to evacuation;
- Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;

Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.

- Suitable storage and management of flammable hand sanitizer is in place;
- All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;
- Material safety data sheets are held for all chemicals and readily available to all staff;
- All cleaning chemicals are stored safely and securely in accordance with requirements;
- Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

<p>Transport: Families using public transport should refer to the safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Pupils on public transport advised to keep social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible</p>	
<p>School attendance is mandatory. All primary school pupils are expected to return to school on 8 March.</p> <p>This means that the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age. • schools' responsibilities to record attendance and follow up absence <p>the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	
<p>The Extremely Vulnerable</p> <ul style="list-style-type: none"> • Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. • Pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. • Pupils of compulsory school age must be in school <ul style="list-style-type: none"> - It is the parents' duty to ensure that their child attends school - The school will record attendance and follow up absence - Sanctions including fixed penalty notices may be applied in line with local authority's codes of conduct for non-attendance. • Pupils with EHC plans are given preparation for their return (Individual risk assessment) <p>Parents informed of school's expectations around attendance</p>	
<p>Staff Workforce</p> <ul style="list-style-type: none"> - Control measures will allow all staff to return to the workplace - Clinically extremely vulnerable (CEV) staff are may attend the workplace - CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. - Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. - Pregnant women are considered CV 	



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Staff Wellbeing:

Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing.

- Wellbeing Group to assess, review and action areas for improvement
- ensure staff are aware and understand any social distancing plans (where practicable) which have been put in place
- ensure PPE use is rationale and appropriate in accordance with national guidelines
- staff are informed of the symptoms of possible coronavirus infection
- staff use due care and attention & observe safe working methods
- meetings (Staff and TA) to have work-life balance and wellbeing as an agenda item.
- Continual review of existing practices for workload and SJS may wish to draw on DfE's [workload reduction toolkit](#).
- SJS will adapt performance management and appraisal arrangements to take account of the current circumstances. Teachers will not be penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives.

Staff Insurance Well-being Services Communicated to Staff

Extra advice on supporting staff wellbeing

- [extra mental health support for pupils and teachers](#)
- [Wellbeing for Education](#) return programme
- The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing.

Staff Deployment

- Headteacher will discuss and agree any changes to staff roles:
 - to meet staff ratio requirements for pupils with EHC plans
 - specific training is undertaken
 - to ensure sufficient staff to provide interventions or care to be linked with enhanced hand washing/hygiene practices
 - the school will put arrangements in place as soon as possible and with as much advance notice as possible so staff will be prepared
- Senior leaders will be mindful of avoiding increases in unnecessary and unmanageable workload burdens. [workload reduction toolkit](#).
 - DfE has also published a [range of resources](#), including case studies to support remote education, help address staff workload and manage wellbeing.

Deploying support staff: Staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. This is covered under the: Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools

- Support staff
 - may be used to support catch-up provision or targeted interventions if appropriate
 - may be deployed to lead groups or cover lessons, under the direction and supervision of teacher
- Any proposed changes in role or responsibility will be discussed and agreed with the member of staff



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Peripatetic staff (i.e., music tutors and sports coaches): Peripatetic staff can move between schools. Such staff must follow SJS school's arrangements for managing and minimizing risk based on the system of controls.

Recruitment will continue as usual, operating remotely when possible i.e., interviewing. Legal requirements for pre-appointment checks will continue to be met.

Staff taking leave involving foreign travel: Staff will be made aware that the government has set a requirement for people returning from some countries to quarantine for 14 days on their return.

- Staff will also be reminded there may be risk of return travel being disrupted by COVID-19.
- Staff will need to be available to work in school according to their contract and should be mindful of this potential reduction to their paid working hours

Volunteers: The guidance allows volunteers to be in school. All volunteers are required to follow the school's requirements for LFT testing. Volunteers will be allocated a bubble and will not work across other bubbles.

Visitors to St. Joseph's Catholic Primary School

Parents: Where possible limit all parent/visitor entering reception by encouraging use of email, phone. Visitors should only attend if matter cannot be resolved through an email or phone call.

Visitor Protocol

1. All visitor's meetings need to be pre-arranged appointment to ensure that they are conducted safely
2. Inform visitors not to enter the school if they are displaying any symptoms of coronavirus
3. Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available
4. The school contact is required to attend reception in good time to meet their visitor;
5. Checked on arrival that no COVID-19 symptoms are present
6. All visitors to wear face coverings
7. Office to sign in all parents to reduce paper and pen contamination
8. Temperature to be taken on arrival
9. Visitor to scan NHS QR code
10. Parent/s to wash hands/ use sanitizer at door inside reception door
11. Use of available cleaning equipment explained to visitors
12. Meeting to be held in open space i.e. outside area next to main entrance, meeting room (windows open)
13. Keep 2 meters apart and sit side to side
14. Any hard seating or tables used should be cleaned before and after use.



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Deploying support staff, work experience and accommodating visiting specialists entering the school building: Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. SJS support catch-up provision or targeted interventions and this will include professional external to the school. The following protocol should be applied:

- ✓ Visitors signing in form
 - not to enter the school if they are displaying any symptoms of coronavirus
 - record all adults who were in close contact
- ✓ Temperature to be taken by school secretary
- ✓ Visitor to wear face covering
- ✓ Visitor to wash hands/ use sanitizer
- ✓ Designated visitor area (school lobby/hall) for targeted interventions.
- ✓ Use of available cleaning equipment explained to visitors
- ✓ Visitor to wipe down surfaces before and after use
- ✓ Pupil to use external pathway where possible
- ✓ Pupil to wash hands/use sanitizer before and after session whilst being supervised by visitor
- ✓ After wiping down all surfaces, visitor will sign out.

Deliveries:

- Any large deliveries (parcels, letters, boxes) to be placed in front reception and not to be removed for 48/ 72 hours. All items arrival date noted.
- Deliveries will be accepted at quiet times only.
- Delivered items will be left outside of the school building for staff to collect.

Contractors:

- All contractors to arrive at the set appointment time. All necessary visits should be arranged outside of school hours wherever possible.
- Caretake to meet and greet and ensure all safeguarding measures have taken place (signing in form, temperature etc.)
- Face covering are mandatory.

Free Fruit/Milk Scheme

- Caretaker to take milk to be taken into staff room every morning and stack them oldest date from the top.
- Caretaker to store Fruit in the staffroom (island worksurface) & Milk in the mild fridge.
- Staff from class bubble to collect milk and fruit from stored areas.

School Meals: School kitchens can continue to operate, but must comply with the [guidance for food businesses on coronavirus \(COVID-19\)](#)

- School to encourage parents and children to take a school prepared hot meal and thus reduce external items from being brought into school i.e., lunchboxes
- The school will offer school dinners



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

<ul style="list-style-type: none">- YR, 1 & 2 will eat as normal in the school hall- Y3, 4, 5 & 6 will continue to use the lunch containers and eat in their class environment. These containers will be taken to the class bubble. Dinner containers will be collected by staff bubble member and brought back to the school hall <p>School Hall at Lunch Time: 11.40am – 12.40pm.</p> <ul style="list-style-type: none">• Kitchen staff to set up hall into three distinct areas – YR, Y1 & Y2. Twelve tables to be set out in three distinct areas. At least 2m between each area.• YR, 1 & 2 children to wash hands before entering the hall via external hall door to KS1 playground.• YR children to arrive at 11.40am, collect dinner at hatch. Class bubble adult to pass dinner from kitchen staff to pupil. Pupil to seat in allocated area.• Once lunch finished pupils to wait until permission is given for children to leave. Children to take dish, cup & cutlery to sorting table, stack cups, place cutlery in basin, place uneaten food into food bin and then stack plate. Children then to leave hall with class bubble adult and make way to allocated outdoor bubble area.• YR: Bell rings @ 12pm for pupils to leave Y1: Bell rings @ 12.10 for pupils to leave Y2: Bell rings @ 12.20 for pupils to leave• Any pupil not finished may remain in their place but must wait for permission to clear utensils and leave the hall. The children will enter & leave the hall via the hall door.• The kitchen staff will then wipe down tables and chairs as well as brushing the floor.• Tables and chairs labelled according to year group.	
<p>Educational Visits: Schools can resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>St. Joseph's Catholic Primary will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, SJS will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. SJS will consult the health and safety guidance on educational visits when considering visits.</p>	
<p>Communication with Parents: In the event of new local restrictions being agreed, the school will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <ul style="list-style-type: none">- Parents are briefed and consulted on all updates of the school's risk assessment, procedures and plans;- Lateness – inform parents that if children are late, the school may be refused entry due to the disruption to the class as a bubble member will have to collect the child from the appropriate class entrance gate. <p>Communication will happen through: Teacher2Parents eMails/texts, MSTEAMS, Twitter, regular newsletters & telephone calls.</p> <p>Communication with class bubbles & staff:</p> <ul style="list-style-type: none">- Staff are briefed and consulted on all updates of the school's risk assessment, procedures and plans. Talks with staff about the planned changes and where they will be deployed have taken place, and all staff have had the opportunity to raise concerns / give feedback.consultation	



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

<ul style="list-style-type: none"> - Talks with staff about the planned changes and where they will be deployed have taken place, and all staff have had the opportunity to raise concerns / give feedback. - Hazard reporting mechanism are in place and easily accessible; - Staff Meetings (Teachers, TAs and Lunchtime) - School staff are permitted to have their mobiles in the classroom on low ring volume as a means for the office to contact class when required/in an emergency. Mobiles must be placed in an easily accessed and open area and only used for the agreed purposes. <u>Under no circumstances should the phone be answered for personal reasons nor any photographs of children taken.</u> 	
WRAP AROUND CARE (Morning Club and After School Club (ASC))	
<p><i>Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching or wraparound care during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</i></p> <ul style="list-style-type: none"> • Staff in Breakfast and After School Clubs should map to classroom bubbles wherever possible. If not possible social distancing must be maintained and appropriate face coverings worn. • Staff will wear a face mask. <p>Morning Club (£2)</p> <ul style="list-style-type: none"> • Morning Club Open from 7.45am. • Children are dropped off at side hall door. • Designated tables set out in the hall for the different classes where children will play with activities set out/ read or watch video on the big screen. Non-contact physical activity may also take place i.e., dance, yoga stretches. On good weather days, children can use the outside area from 8am as long as the children remain in their class bubbles. <p>After School Club</p> <ul style="list-style-type: none"> • As there will be no After School Activities, the parents can choose between two options <ul style="list-style-type: none"> - Early ASC - Collection at 4.30 (cost of £5) - Late ASC - Collection after 4.30pm i.e., 5.30pm, 6pm (cost of £10) • Children to kept in class bubbles. <p>Measures below will be revised weekly to ensure safety of children as well as taking into account the children and adults in the setting</p> <ul style="list-style-type: none"> • Adult to child ratio 1:14 except for children in Footsteps where ratio is 1: 8 • Fruit will be provided for the Early Bird ASC. A small healthy snack will be provided for the late ASC. • Toilets: <ul style="list-style-type: none"> ○ Children from Y2 – Y6 can go independently to use their own toilet bubble area. ○ Good Weather: Footsteps, YR & Y1 children should use the Y1 toilets. When there is bad weather they can use the disabled toilet next to the main school office or YR toilets (depending on numbers). ○ The children to go outside to play in KS2 play area. Y1, YR & Footsteps to use Y1 play area. Y1 should be reminded to keep separate from the Footsteps & YR bubble. 	



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

Suggested Timetable: The children to be outside as much as possible.

Good Weather

- At 3.10pm children to go to the hall and sit in allocated class bubble table. Activities will be set up on the tables. Children can read quietly or complete activities while the children are registered. The last group (Y4,5 & 6) to be registered should arrive after 3.10pm
- After registration, children to play outside
- After 4pm i.e. 4.15pm, all children to wash their hands and return to the hall.
- 4.30pm Early ASC children are collected
- Late ASC children have their snack 4.30pm.
- Late ASC children can go back out to play until 5.20pm.
- 5.30pm Collection
- 5.30pm – 6pm Homelearning half hour
- 6pm Collection

Bad Weather:

- At 3pm children to go to the hall and sit in allocated class bubble table. Activities will be set up on the tables. Children can read quietly or complete activities while the children are registered. The last group to be registered should arrive after 3.10pm
- After registration, children to have activities within their bubbles i.e. board games
- Video will be played on the large interactive screen
- After 4pm i.e. 4.15pm, all children to wash their hands and return to the hall.
- 4.30pm Early ASC children are collected
- Late ASC children have their snack 4.30pm.
- Late ASC children can use the IT room or Ipads until 5.20pm. IT room/Ipads must be wiped down after use.
- 5.30pm Collection
- 5.30pm – 6pm Homelearning half hour
- 6pm Collection

Tuesday & Thursday Night: The Blaze Martial Arts use the school hall. The Early Birds ASC should not be affected. The late ASC will then move outside to ICT suite or KS2 ground floor. Children will be collected from the side gate onto KS2 playground.

SECTION 3: CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT

The key principles that underpin our advice on curriculum planning are:

- *education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.*
- *the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.*

remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

- Teaching & learning will make use of existing flexibilities to create time to cover the most important missed content



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

<ul style="list-style-type: none"> • Particular consideration will be given to the learning needs and objectives of children and young people with SEND. Parents of SEND students or those with care plans are individually consulted in order that where appropriate individual risk assessments are reviewed to include any new safety measures. <p>For our pupils the priorities are:</p> <ul style="list-style-type: none"> - identifying gaps - re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing (stamina) and mathematics (fluency)) - identifying opportunities across the curriculum so they read widely and developing their knowledge and vocabulary. - the curriculum to remain broad, so that all pupils are taught a full range of subjects throughout the academic year. <p>Catch up: SJS to use both formative and summative assessments to identify learning gaps. A variety of interventions will be used to support accelerated progress i.e., 1-1 and group interventions, ABC to read, IDL.</p>	
<p>Wellbeing: https://www.gov.uk/guidance/teaching-about-mental-wellbeing</p> <ul style="list-style-type: none"> • Staff awareness that some pupils may be exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks during this pandemic. This may lead to an increase in social, emotional and mental health concerns and some children may need additional support and access to services i.e, social workers • Pupils requiring support will be identified and wellbeing groups held within class bubbles • More focused pastoral support will be provided where issues are identified that individual pupils may need help with • Consideration will be given to children in need and others including vulnerable pupils who may need additional help or support, e.g., stress, fear, trauma and bereavement 	
<p>Behaviour</p> <ul style="list-style-type: none"> • Pupils are encouraged and re-assured about their own safety • ‘Principles for Behaviour during Covid 19’ to reflect the rules and routines implemented due to Covid 19 • SLT, SENDCO to work alongside staff, pupils and parents who may struggle to re-engage in school and are at risk of being absent and/or persistently disruptive. This will include providing support for overcoming barriers to attendance and behaviour and to help them reintegrate into school life. 	
SECTION 4: ASSESSMENT AND ACCOUNTABILITY	
<p>Visibility of leaders around school</p> <ul style="list-style-type: none"> • Leaders will continue to walk the school, particularly at times when transitions are at a minimum. Each classroom will have an area where no children, furniture or equipment will be thus enabling leaders to enter the classroom, speak to children, observe learning and generally be present around the school. • Face masks to be worn by SLT when monitoring • Areas of the playground have been clearly separated to keep different classes separate. These will allow leaders to walk around the playground, observing and chatting to pupils at a distance. • The school will organise a planned a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, using MS Teams. 	



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph's Catholic Primary School, Bracknell, RG12 9AP

SECTION 5: REMOTE EDUCATION

Schools are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around coronavirus (COVID-19). This includes, for example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.

In the event of school or bubble closure, the school has a strong contingency plan in place for remote education. Please see our [Remote Education Policy & Plan](#). School will use MSTEAMS as its online platform.

- The school will remain proactively engaged with parents and carers to
 - explain the support that their children are receiving
 - discuss the plans for returning to settings
 - consider how parents can support this and any additional help they might need.
- The school will make use of the following specialist expertise: SENDCO, education psychologists, speech and language therapists, Sensory Consortium, other therapists and teaching assistants often with specialist knowledge i.e. ELSA
- The remote learning curriculum will
 - access high quality online and offline resources
 - give access to high quality remote education resources
 - use online tools that allow interaction, assessment and feedback,
 - provide printed resources for pupils who do not have online access
- The school will:
 - set meaningful ambitious assignments
 - teach a planned and well sequenced curriculum
 - provide clarity about learning objectives and learning outcome of task
 - provide frequent, clear explanations of new content
 - gauge how well pupils are progressing
 - set clear expectation on how teachers will check work
 - enable teachers to adjust the pace or difficulty
 - enable teachers to revise material or simplifying explanations
 - ensure the expectations are age appropriate
 - ensure expectations are appropriate to SEND



COVID – 19 Risk Assessment April 19th, 2021
St. Joseph’s Catholic Primary School, Bracknell, RG12 9AP

SECTION 6: FOOTSTEPS NURSERY

FOOTSTEPS NURSERY:

- Footsteps Nursery will follow all the measure outlined in this risk assessment.
- To reduce the number of pupils being taught together, the number of children will be divided into two groups (a maximum number of 16 per group)
- One group will learn outside and the remaining children will be taught in Footsteps classroom/outdoor area.
- Parents will be informed about the Nursery’s plans (outdoor and indoor learning) and asked to supply adequate clothing for outdoor learning (wellingtons, warm clothes, waterproof coat, gloves, hat, scarf, etc)
- If the weather is too bad to go outside, Footsteps may use the school hall. Access for the group of children to the hall should preferable not be along the school corridor but instead around the back of the school and through the external hall door.
- Due to the high incidents of respiratory droplets by nursery children, staff are advised to wear a face covering when working inside with the children.
- Staff should follow the Intimate Care Policy. In addition, full PPE (including face shield) should be worn for any intimate care routines. Any surfaces used during intimate care should be cleaned thoroughly with the appropriate equipment.

SECTION 7: CONTINGENCY PLAN FOR KEY PERSONNEL

- Contingency in place for **sudden premises staff absence**; Unlocking and locking duties deputised by School Business Manager and Assistant Head Teacher. School Business Manager to oversee any emergency premises work.
- Contingency in place for Headteacher absence: deputised by Deputy Headteacher.
- Contingency in place for School Business Manager: finance related – Finance Assistant / School Office, premises related – HT or Site Manager, HR related – Headteacher or AHT.

Please note: All controls are subject to change should government guidance change due to changes to the ‘R’ rate. This could change on a daily basis. Government and DfE guidance WILL be regularly reviewed.

- > [Actions for schools during the coronairus outbreak](#)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Implementing preventative measures in education settings](#)
- > [Planning guide for early years and childcare settings](#)
- > [Safe working in education settings](#)

<p>DATE OF REVIEW:</p> <p>22/4/2021</p>	<p>SIGNATURES:</p> <p>Headteacher: </p> <p>Chair of Governors:</p>
--	---