



HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY IF NOT GREEN	ADDITIONAL NOTES
		<p>located near the office for supervision and can be well ventilated. They should be taken straight there and monitored by one of the bubble adults. The office should be notified to call parents. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• The driver and passenger will maintain a distance of 2m from each other and will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p>	<p>Office staff to advise Site Manager to oversee cleaning staff</p>		

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		<p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk into school, and warned to avoid taking public transport during peak times. For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a>.</p> <p>Pupils will need to be dropped off and picked up (5&amp;6 can be released from class without a parent present if their parent completes the appropriate permission form) this acknowledges that they will need to take responsibility for maintaining appropriate distances, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• The arrival times for both the beginning and end of the day have been extended. It was decided this would be better than scheduled slots. With siblings in various year groups there would be more risk in scheduled times with people waiting for the next time slot.</li> <li>• A one way system will mainly be in place. In the morning this is only where appropriate as with the car drop off this could be more hazardous requiring pupils to cross the busy road. With multiple entrances this reduces pinch points at gates. Pupils go direct to classroom doors via the outside of the building. After school a one-way system of entry/exit from the front gate will be in place to reduce crossing paths.</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged</li> </ul>	<p>Parents</p> <p>SLT/Admin staff/ Bubble leaders</p>		



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		<p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins for tissues, will be emptied daily.</p>	<p>Bubble leaders/staff to report to site team via the site message book if low stock</p> <p>Cleaning team to also monitor</p>		
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Telephones</li> <li>• Entrance signing in screen</li> </ul> <p>Staff will need to ensure any of their resources are managed and cleaned accordingly including</p> <ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> </ul>	<p>Cleaners</p> <p>Site Manager to monitor</p> <p>Supported by additional cleaning throughout the day (JW)</p> <p>Bubble Leaders/Activity Leader</p>		

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		<p>All communications will be electronic where possible and the online payment to ensure no cash needs to be handled.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the beginning of the day. Touch points will also be cleaned part way through the day.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Water fountains will be closed off and out of action. Individual water bottles will be used.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared staffroom area will be cleaned at the beginning and again part way through the day. Staff asked to ensure they load the dishwasher to reduce contact and ensure adequate cleaning of shared crockery etc.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. Staff advised to notify the site team (via the log book) if running low.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books. It is suggested that staff utilise self-marking where possible to reduce unnecessary</p>	<p>Office staff/Extended Services Manager</p> <p>Cleaners monitored by Site team</p> <p>Bubble leaders</p> <p>Site team</p> <p>Bubble leader/Activity leader</p> <p>Cleaners/All staff</p> <p>Site Team</p> <p>Site team/Bubble Leader</p> <p>Bubble Leader/Activity</p>		

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		<p>contact but normal marking policy is in place. School is open enough hours for marking to take place in school but should teachers wish to take marking home this is within the guidance and is therefore acceptable.</p> <p>Monitors to hand out collect items can be used to reduce staff contact and helps children learn responsibility. Hands should be washed/sanitised before/after doing these tasks.</p> <p>School dinners will have service delivery (including the salad bar) where cutlery will be given to the pupils on their tray preventing potential cross contamination. Drinks will be pre-poured and available for collection.</p> <p>Breakfast club and extended day will all be served with care to cross contamination. This will reopen after Easter.</p>	<p>Leader</p> <p>Bubble Leader</p> <p>Catering Team</p> <p>Extended Day Staff</p>		
<p>Spreading infection due to excessive contact and mixing between pupils and staff in classrooms</p>		<p>To limit distance between pupils whilst interacting, talk partners will be across the desk as this will ensure maximum distance is kept and is over 1m. Texts can be shared but children reminded that they are not talking, a nominated page turner/scribe will be selected to reduce contact but still enable children to have access to full teaching.</p> <p>Resources bought in from home are limited to iPads, water bottles and lunchbox as much as possible, The sharing of stationery and other equipment will be prevented where possible by allocating a personal stationery pack on each desk. IT devices will be allocated</p>	<p>Bubble Leader/Activity Leader</p> <p>Bubble Leader/Activity Leader</p>		

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		<p>to each child and wiped down after use before charging.</p> <p>If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>Pupils have the right to expect a St Peter's curriculum – broad and rich. Adults teaching specialised subjects such as art, drama, music and PE will work across class bubbles. All activities within school wider curriculum music, PE, Drama will be carried out in line with the relevant guidance and reviewed as needed.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around the school</p>		<p>Pupils are in class groups. Break time and lunchtimes are in lower school and upper school 'super-bubbles'.</p> <p>Breakfast Club and After School Club bubbles will return in a phased approach returning after Easter, operating in upper and lower super-bubbles.</p> <p>Within breakfast club pupils in each super bubble have a designated entrance (Year 3&amp;4 Hall and eat first, Year 5&amp;6 Ext day through to Studio) then swap to eat breakfast. Surfaces will be cleaned in between sessions. Places are pre-booked and limited numbers.</p> <p>Afterschool clubs (pre-booked and limited) are in super bubbles and located in correct classrooms. Registration will take place in super-bubbles located in Studio (Year 5&amp;6) and the Hall (Year 3&amp;4). Parents will collect from the allocated classrooms to allow direct access out and parents to be able to maintain distance. This will aid flow of people leaving the site.</p> <p>There is a St Peter's Extended Day Bubble and a Callis Bubble. To reduce interactions within the childcare provision. Parents will be met at the door rather than</p>	<p>SLT</p> <p>Extended Services Manager</p>		

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		<p>entering to collect children.</p> <p>The super bubbles have staggered break and lunch times (allowing time to clean in between the sessions), the extended drop off and pick up times (together with Breakfast Club, After School Clubs and Extended Day) allow for fewer numbers at any given point. Assemblies are mainly class based with one per year group in the hall. Praise and Reflection takes place outside.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day unless there is an education purpose to have a revised seating plan. In which case the desk should be cleaned between uses.</p> <p>Rooms will be accessed directly from outside where possible, circulation through the building is limited. Best routes for 6I that doesn't go straight outside are in place. Corridors are wide enough to distance appropriately, staff and children will be reminded to keep distance and be courteous.</p> <p>Packed lunch will be brought by pupils from home and eaten in the classroom. School dinners will be provided in the hall in supper bubbles with each year group sat at either end of the room. Children will be sat with their class bubble to further reduce close contacts.</p> <p>Toilets will only be used by the supper bubble. Staff toilets have appropriate numbers available to maintain distance with staff reminded to have a common sense approach to use and queuing etc.</p> <p>Due to the nature of staggered break/lunch times this will help to ensure that staff use of staff rooms is reduced. Offices have a maximum occupancy of desks and staff are reminded not to just enter the office.</p>	Bubble Leader / Activity Leader		



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to excessive contact and mixing in meetings		<p>using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Governor meetings will be online and visits to the school limited.</p> <p>Where this isn't possible, essential meetings will be conducted outside, in a room large enough to allow for social distancing or for a period of less than 15 minutes.</p>			
Individuals vulnerable to serious infection coming into school		<p>Individual risk assessments have been completed for vulnerable staff members and pupils that we are aware of.</p> <p>Those pupils/staff with vulnerable families will be managed in conjunction with their parents/staff member as needed and with advice from medical professionals and government guidance.</p>	SLT		