

Reopening (Corona Virus) Risk Assessment Pack.

We would like to welcome you all back to work after what has seemed like forever!

In this pack you will get information relevant to your setting that you work in. Please read it very carefully as this is how we have to run our settings due to Covid-19. We all must stick to the new guidelines and new Risk Assessments as it is essential for everybody's safety in the workplace, and none of us wants to be the person who spread the virus to the setting!

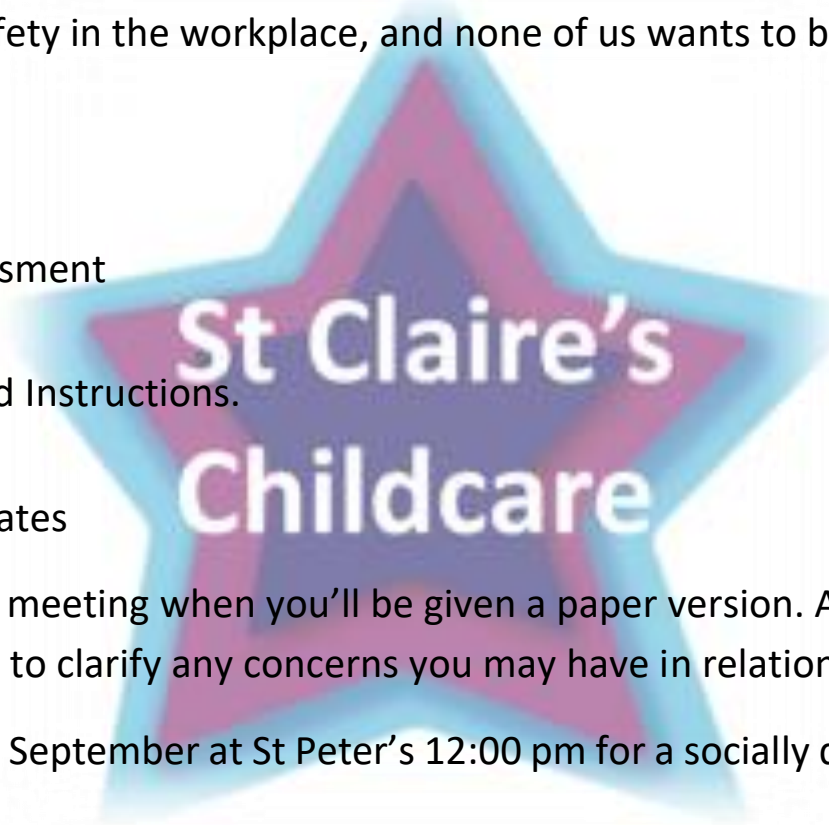
In your pack you will get:

- Your setting's new Risk Assessment
- Staff Code of Conduct
- New Fire Risk Assessment and Instructions.
- New Lone Working policy
- New Keyworking & EYFS Updates

Please read though this before the meeting when you'll be given a paper version. At the meeting you'll have chance to ask Tara answer any questions and to clarify any concerns you may have in relation to this pack.

We all will be meeting Thursday 3rd September at St Peter's 12:00 pm for a socially distanced lunch, then 12.30 start the meeting.

Additionally, all members of staff will be asked to participate in a deep clean of your setting. You will all be prepped on what needs to be included in the deep clean by Tara.



Your Safety

Your safety is our top priority therefore we would like to introduce a traffic light system in order to score your health. Please score yourself, using the traffic light system below, and let Tara know at the meeting.

Green – I am healthy and a non-vulnerable person therefore I am able to go back to work

Amber – I live with a vulnerable person but am able to come back with the use of PPE.

Red – I am not healthy enough to come back to work or am I vulnerable person.

As well as scoring yourself, we need to know if you are comfortable and confident with coming back to work for the safety of others – this is vital that you let us know if you are not.

Tara will be giving out PPE training during your meeting and you will be given a health declaration to sign in this pack please fill in and sign and give to Tara in an envelope with your name on.

WE ARE LOOKING FORWARD TO HAVING EVERYBODY BACK AT WORK IN A SAFE ENVIRONMENT!

Keep safe and talk soon 😊

Corpus Christi Staff Code of Conduct –

Measures to Keep Everybody Safe within the Setting

Day – to – Day Routine

BEFORE DOING ANYTHING, PLEASE ENSURE YOU WASH YOUR HANDS OR USE HAND SANITIZER.

Start of session:

- Arrive through main school office to sign in
- Unlock the door
- Staff members must wash their hands upon entering then wipe down the Green Room door handle.
- Place all belongings in the cupboard; if possible, please leave phone in car or at home. However, if you bring your phone please put in the draw within the lock box.
- Open all doors and windows for ventilation.
- Wipe every surface that is used like table-tops, light switches, plugs, and door handles etc.
- Clean iPad and iPhone with antibacterial wipes then sign in on the portal as normal. If a member of staff is not rota'd on please mark them as absent.
- Ensure that there are tissues available – once used they are to be put into the white bin liner in a bin with a lid.
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Snack:

- Snack table needs to be cleaned with antibacterial spray before and after a child has finished – children need to be spaced as far apart as is reasonably practicable (ie 3 facing same direction on long tables, two on medium, one on small) and ensure the table is cleaned after every child has finished eating.
- The children cannot sit facing each other, you will need to arrange them accordingly.
- Ensure hair is tied up
- Children's hands are washed thoroughly and correctly

- Staff likewise and with gloves on.
- Paper plates and cups are to be used where possible and must be thrown away after use – if not, plastic plates and cups can be used as a last option ensure washed with hot soapy water, changing water frequently.
- Use the correct chopping boards when preparing snack.
- Use separate shelves for the storage of food.
- Hot soapy water is to be used to wash all chopping boards, knives and plastic plates/cups.
- Paper towels to be used to dry up and placed in the bin straight away after use.
- Use a clean j-cloth every time a j-cloth is needed – to be thrown away after every use.
- Staff are to dry using blue paper towels instead of tea-towels and dispose after use.

Children entering After School Club:

- Staff are to pick up children from doors of the rooms from the outside pathway – please stick to the 2m guidelines and the school's one way system.
- Walking back the same way you went or along the one way system where applicable.
- Upon entering the room, children are to put their belongings away and wash hands straight after, using the government 20 second guidelines and the 1 by 1 procedure that we have put in place staff to supervise.
- Proceed to have snack; if wanted – staff are to wear appropriate gloves and aprons when serving snack, staff are to plate up and give the child the plate.
- Paper plates/cups are to use all the time, throw everything away after use; if unavailable, plastic may be used but deep cleaned at the end of the session.
- Children are to be 2m apart from each other *wherever possible*.
- The table need to clean after every child has had their snack ready for the next child.
- The children's toys need to be limited so that they are easily cleaned – i.e, if a child wants to play with Lego, give them a handful.

Collection of children:

- Parents are not to come into the Green Room building.
- Parents to call ahead and staff take the child/ren to the parent waiting in 2m distance spaces in playground.
- Parents are advised to follow the 2m distancing guideline when collecting their children.
- At this moment in time there is a one way system for the parents – entering through top gate near Christchurch Road and leaving via bottom gate near the church.
- If parents wish to talk to a member of staff, they are to be advised to stay 2m apart; however, if there seems to be a queue, ask the parents to wait to the side for a minute whilst other children are collected. The office can always be emailed or called if needed.

End of session:

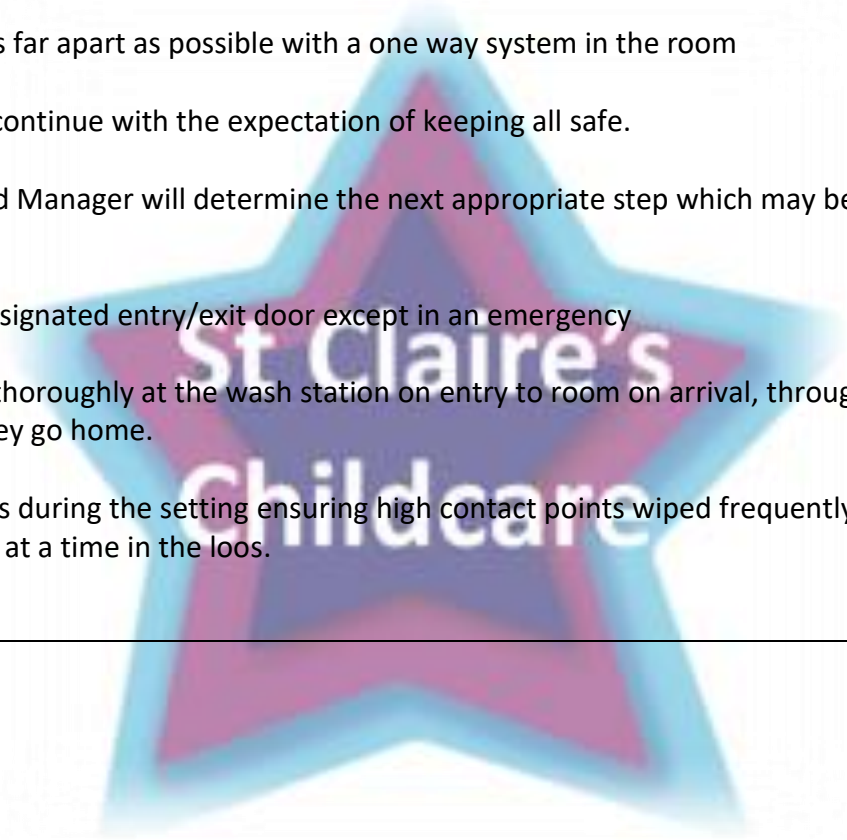
- Every toy that the child/ren have played with must be cleaned with hot soapy water and left to dry overnight where possible.
- The rugs on the floor are to be sprayed with antibacterial spray and left to dry overnight.
- All the surfaces need to be cleaned with antibacterial spray.
- Staff need to bring the St Claire's sign back in and leave by the exit door.
- Staff is to lock the inner gate after bringing in the sign.
- Ipad and phone is to be wiped after the end of each session as well as the end of each use.
- All plastic plates/cups need to be cleaned thoroughly if used.
- Clean all lidded bins and ensure the bins are emptied out every day.
- Leave the premises via inner double doors and out through the middle gate.

<p>1. Preparing Buildings and Facilities</p> <p><i>DfE Guidance for full opening - schools (section 1)</i></p>	<p>All Areas:</p> <p>Staff working 2 metres apart where possible</p> <p>Staff not working face-to-face where possible</p> <p>Main office: only entered if necessary otherwise the hatch is to be used</p> <p>Hand washing station available in the classroom.</p> <p>Markings (light duty paint) on playground indicating one-way system</p> <p>Markings (light duty paint) on both playground for pick-up indicating the lines the children and teacher stand behind and a line to indicate where parents must not pass (at least a 2 metre distance between)</p> <p>Marking to indicate a separation of year groups during playtimes , St Claire’s to use one of the areas to play in.</p> <p>Signage indicating ‘respect social distance’ on all entry gates</p> <p>Signage and painted lines outside the main reception area stating one individual / family at any one time</p> <p>Fire exits to have 1 metres clearance</p> <p>In the case of a fire emergency, the children and adults will assemble in the normal assembly point</p>	<p>School Business Manager/Premise Manager</p>	<p>Print name, date, and whether read or actioned</p>

<p>2. Enhanced Hygiene Regime</p> <p><i>DfE Guidance for full opening - schools (section 1)</i></p>	<p>Enhanced cleaning schedule implemented in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Contact points sterilised twice daily: door handles, taps, light switches, banisters, toilet locks</p> <p>Toilet contact points sterilised twice daily</p> <p>Soap/hand sanitiser, hand towels to be refilled when necessary (staff to inform Tara before they run out)</p> <p>Desks, shelves, work tops, window sills etc sterilised daily</p> <p>Disposal tissues in each room to implement the 'catch-it, kill-it, bin-it' approach</p> <p>Bin assigned tissues / paper towels in each room. Bagged, sealed and disposed daily</p> <p>Stock check and ordering schedule reviewed weekly and order made as necessary – This is done by Tara</p> <p>Necessary posters displayed around the school</p> <p>Staff/children who are ill stay at home</p> <p>Active engagement with NHS Test and Trace – we have all information of staff and children in our portal, so we can trace them, have updated Ts&Cs to reflect this.</p>	<p>St Claire's staff</p>	<p>Print name, date, and whether read or actioned</p>
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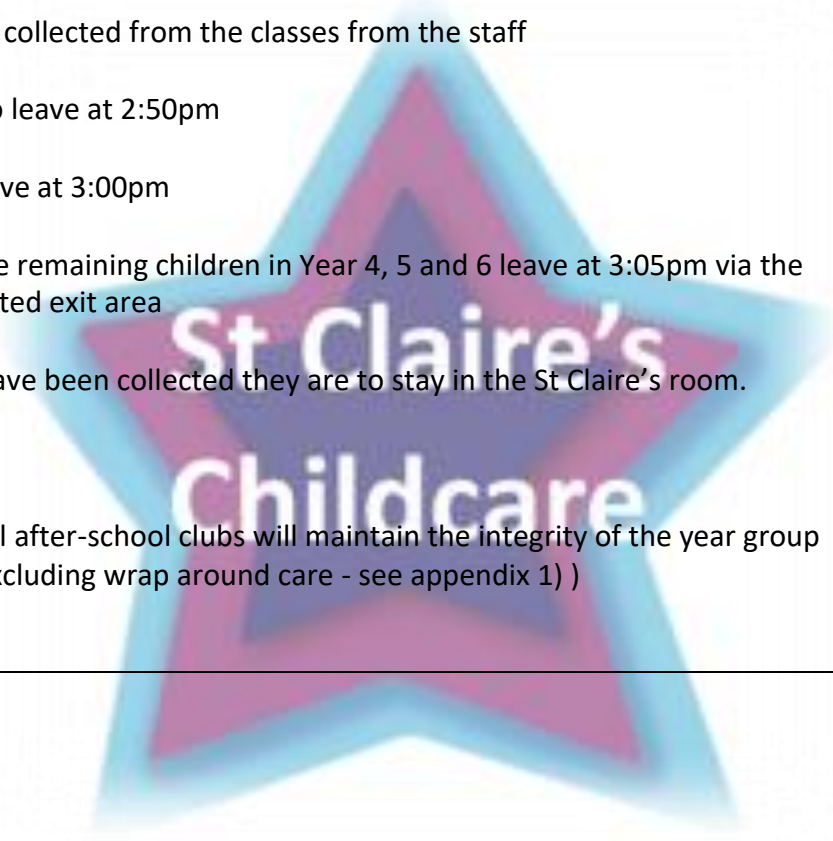
<p>opening - schools (section 1)</p>	<p>Children to arrive in full uniform</p> <p>Children bring a named water bottle (children will not be permitted to drink from the water fountain), packed lunch (if required) and school bag</p> <p>Parents asked not to arrive before 8:30am (for children attending Before School Club see Risk Assessment at Appendix 1)</p> <p>One adult permitted on the school premises per family</p> <p>Children will not be permitted in through the main reception area without prior arrangement</p> <p>Only children with a walkers pass (Year 4, 5 or 6) are permitted to bring a bicycle or scooter</p> <p>Children to walk directly to allocated classroom</p> <p>Children wash hands at wash station in classroom with markings to indicate social distancing</p> <p>Children sit at designated table immediately and read designated book</p>	<p>School</p>	<p>Print name, date, and whether read or actioned</p>
<p>4. Classroom Protocol</p> <p>DfE Guidance for full opening - schools (section 1)</p>	<p>Children are grouped in Year groups to offer a full range of subjects</p> <p>Children do not come to the office without permission (avoided if possible)</p>	<p>Headteacher, Premise Manager, Teachers</p>	

	<p>Children are reminded how to wash their hands correctly (NHS guidelines) and not to touch their hands, nose, eyes or mouth – staff to watch over the children when washing there hands.</p> <p>All equipment and resources only to be shared within protective bubbles</p> <p>Register will be electronic. Paper registers only when necessary by an assigned adult</p> <p>Tables to be spaced as far apart as possible with a one way system in the room</p> <p>Behaviour policy will continue with the expectation of keeping all safe.</p> <p>Alternatively, Tara and Manager will determine the next appropriate step which may be a period of exclusion</p> <p>Green room to use designated entry/exit door except in an emergency</p> <p>Children wash hands thoroughly at the wash station on entry to room on arrival, throughout the session and before they go home.</p> <p>Staff to monitor toilets during the setting ensuring high contact points wiped frequently with Milton, only one child at a time in the loos.</p>	St Claire's staff	<p>Print name, date, and whether read or actioned</p>
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	<p>Children to eat separately from other children for snack (tables cleaned after each child has eaten)</p> <p>Groups to play separately from other groups</p>	St Claire's staff	Print name, date, and whether read or actioned
<p>5. Playground (play times)</p> <p><i>DfE Guidance for full opening - schools (section 1)</i></p>	<p>Bubbles play in their allocated area</p> <p>Barriers to separate areas</p> <p>Spray hard equipment daily with sterilisation product</p> <p>Each protective year group bubble to play separately at playtimes</p> <p>Staggered play times with a time gap to avoid classes meeting</p> <p>Children wash hands in the room from the sink in the toilet. Children reminded not to touch their hands, nose, eyes or mouth while on the playground</p> <p>Staff to check playground is empty before accompanying children to playground</p>	Deputy Headteacher, Teachers, TA, Premise Manager	Print name, date, and whether read or actioned

<p>6. End of school day collection</p> <p><i>DfE Guidance for full opening - schools (section 1)</i></p>	<p>Only one adult per family to enter the playground via st Claire’s gate and follow the one way system which exits at the church playground in the main school building. 2 metre Social Distancing rule to be adopted at all times (painted lines to indicate one way system and areas to indicate no entry for parents/carers)</p> <p>All the children to be collected from the classes from the staff</p> <p>Reception children to leave at 2:50pm</p> <p>Year 1 children to leave at 3:00pm</p> <p>Year 2, Year 3 and the remaining children in Year 4, 5 and 6 leave at 3:05pm via the classroom or designated exit area</p> <p>Once the children have been collected they are to stay in the St Claire’s room.</p> <p>(Internal and external after-school clubs will maintain the integrity of the year group protective bubble (excluding wrap around care - see appendix 1))</p>	<p>Headteacher, Teachers, Office Staff, St Claire’s staff</p>	<p>Print name, date, and whether read or actioned</p>
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<p>suspected COVID-19 in school</p> <p>DfE Guidance for full opening - schools (section 1)</p>	<p>If a child shows symptoms of COVID-19 the adult in the bubble of the child in question wear full PPE, to prevent cross contamination within bubbles</p> <p>Those who have coronavirus (COVID-19) symptoms, or who have someone in their household who do not attend school must self isolate for 7 days. They should arrange a test to see if they have Coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when symptomatic person first had symptoms</p> <p>Those who have tested positive in the last seven days do not attend school or St Claire's.</p>	<p>Headteacher, First Aiders, Paediatric First Aider, All staff , St Claire's staff</p>	<p>Print name, date, and whether read or actioned</p>
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<p>8. Staff (including vulnerable and PPE)</p> <p>DfE Guidance for full opening - schools (section 2)</p>	<p>Staff returning to school to complete a specific health decoction form and review before and after return to work</p> <p>Clinically extremely vulnerable people should complete a specific RA before and after return to work</p> <p>Staff to use hand sanitiser or hand wash before entering the building in both the Annex and main reception area and once they come to the room to sanitisers their hands as well.</p> <p>Staff to continue to respect social distance (2 metres where possible) at all times in the room and outside.</p> <p>Staff on gate duty to unlock and to stand back keeping the 2 m from parents</p> <p>The needs of those staff wishing to wear PPE in a classroom environment will be considered and approved on an individual basis</p> <p>Staff to sit side-by-side (2 metres where possible) or directly behind each other (not sitting face-to-face)</p>	<p>School Business Manager / Premise Manager / All Staff / St Claire's staff</p>	<p>Print name, date, and whether read or actioned</p>
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Staff to talk to pupils side-by-side (not face-to-face) where possible
Staff to have disinfection spray and disposal towel, and wipe down the table and equipment between sessions for individual children. Children to wash hands with hot soapy water or hand sanitiser before ,during and after session

staff meeting / briefings / supervision to be considered as necessary to keep the 2 m and use hand sinister

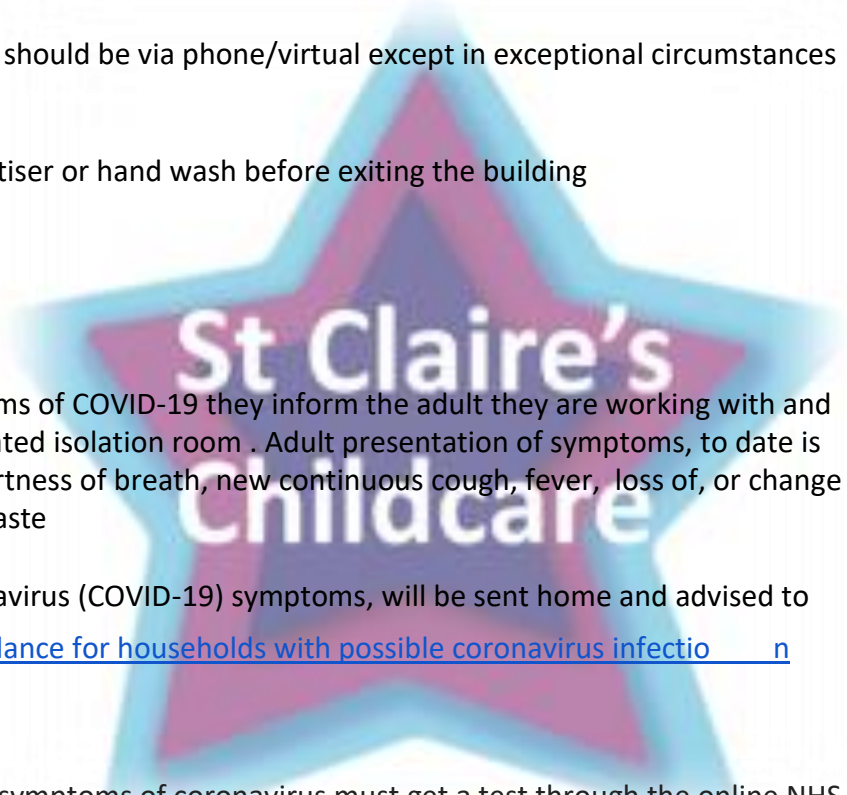
if necessary meetings should be via phone/virtual except in exceptional circumstances

Staff to use hand sanitiser or hand wash before exiting the building

If staff shows symptoms of COVID-19 they inform the adult they are working with and move to a well ventilated isolation room . Adult presentation of symptoms, to date is characterised by: shortness of breath, new continuous cough, fever, loss of, or change in, sense of smell or taste

Staff who have coronavirus (COVID-19) symptoms, will be sent home and advised to follow [COVID-19: guidance for households with possible coronavirus infection guidance.](#)

Anyone who displays symptoms of coronavirus must get a test through the online NHS testing and tracing for coronavirus website (booking the test at Creekmoor).
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>



If symptoms are displayed:

Child:

- If arrived with symptoms, they should be sent home immediately.
- If symptoms are developed, the child needs to put on PPE and removed from the play area and be taken into the cupboard next to the cupboard.
- Member of staff need to be wearing PPE when with the child.
- Other children are to be outside ASAP.
- Manager/director need to be informed.
- Parents are to collect child from the setting via the fire exit door. Child is to be wearing PPE.
- Area of work/ toys and resources are all to be cleaned in hot soapy water by staff wearing PPE.
- A staff member is to suggest to the parents about getting their child tested in the Covid-19 centre (if the child is 5 or over) and isolate for 7 days and the household for 14.

Adult:

- If symptoms occur, staff are to wash their hands, put on a face mask and exit the building to go home by following the 3m social distancing guidelines.
- The children are to be outside.
- Area needs to be cleaned by other members of staff wearing PPE.
- If lone working, contact on call manager (Tara) or deputy on-call (Karen) if on call manager is unavailable to inform them; put PPE on as soon as possible, ensure you are following the 2m distance rules and wait to be relieved and go home.
- Book a test, if positive self-isolate for 7 days and the household for 14.

- Staff should be wearing PPE when helping a child.
- If the 2m distance rule is unavoidable, then staff should not be face-on to the child; the staff member should be beside or behind the child.
- Always try and keep the 2m distance.
- The gloves that are worn should be disposed of immediately to prevent cross contamination.

Other important information staff should be following:

- Staff should be within appropriate uniform and preferably clean uniform every day.
- If walking around the school premises (i.e – to go to the toilet), ensure you keep to the 2m distance guidelines and if another adult/child is walking, stop in a nearby bay.
- Moving around the school should mostly be done via the outside walkways.
- Doors are to be wedged to decrease the physical contact with them.
- Wash hands or use hand sanitizer regularly.
- PPE should be available at all times and stocked appropriately.
- Avoid using material items as much as possible.

Note to Staff: It is important that while caring for children you do your best to encourage social distancing guidelines – ie, two meters apart, and maintain high levels of handwashing and setting cleanliness – wipe high contact areas when you arrive and leave. If you are running low on supplies – particularly hygiene products, let Tara know.

Health Declaration for the period of Covid 19, 2020

Is your health currently sufficient to meet the requirements of your job description? If not please give details:	Yes/No
Are you taking any medication which may affect your ability to work with children? If so please give details:	Yes/No
Are you taking medication while at work? Is it stored safely and out of reach of children at all times? If so please give details:	Yes/No
Do you feel you are able to come back to work? If not please state why?	Yes/No
Have you had Covid 19? Did you get a test? If so please give dates you had the virus and test.	Yes/No Date:
Do you feel you are in the vulnerable group for Covid 19? If so please state why , are you in a high, medium or low group?	Yes/No
Have you or anyone in your house hold received a shielding letter? If so is it for you or a family member?	Yes/No
Do you feel you need PPE at all times to be able to do your work in the setting? If so please state why?	Yes/No

If any of these conditions changes, you must notify the Safeguarding Lead on site or Tara and Karen Hodgson as soon as is reasonably practicable.

I understand that the information I have given is true and correct.

Signed..... Printed dated

Other things you will need to know and think about:

- If you need to go to the office any reason you must call Sarah to book a time slot for you to go in or if you need you need something i.e. photocopying, please phone Sarah and will advise what you need to do and when .
 - You cannot just pop in to the office anymore.
- As we may not have as many numbers of children as we used to have that means some clubs will be working with 1 staff (this can be done with our lone working policy). And once all the children have gone and you have done your cleaning you can leave.
- Sadly, we have lost about 50% of our usual bookings although we do expect there to be an ongoing increase as parents get back to work. As a result of this, we are working as closely to ratio (1:9) as possible. This means most people will be partially furloughed, working a three or four day week, finishing early etc. Staff meetings cannot be missed. As numbers go down, where practicable, someone should go home early. Therefore, part of your hours (the ones you work) will be full pay and the other (the ones you don't) will be at 80% furlough money, with this in mind you **MUST** make sure you are hot on yourself signing in and out of club so we can claim the right amount of money from the furlough payment for you. PLEASE COMPLETE YOUR TIMESHEET DAILY TO AVOID FORGETTING.
- During your day at home, we ask that you get your quizzes up to date, do any identified training (there will be more Covid safety coming) and ensure you have read all the Covid Updates to documentation.
- Many of our policies have been updated, they'll have the prefix 2020:21 – a list of all updates can be found on the first page of the Training Portal
- If a member of staff is not in / not rota'ed on please mark them as absent on the portal.
- The infection control course Karen asked you all do, we need that ASAP or you will be sent away until you have completed it, this a must as it is very important you know how and what to do in the work place – it is a very basic course and only takes a few minutes.
- The law states the the ratios for us is 1-30 but we run to 1-9 as you know, this being said if you are 1 or 2 children over please do not worry- we are just trying to make sure bubbles work, parents can work and we stay in business!
- If your rooms have been split up in to sections, we ask that 1 adult signs the children out, the member of staff just tells the other staff member who has gone home and picked up by whom.(Please sign it like this on Ipad - mum/TL)
- It's worth knowing that some schools have taken over / back the ASC dew to Covid so please keep this in mind if the School doesn't think we are proving a safe place or not controlling Covid they can take St Claire's over. This is not to scare you but to make you aware of how important it is for us all to be on top of the cleaning, policy's and much more.
- This is all new to us all and we are trying our best to find out what works and what does not, so if you feel there is something that we have put in to place an you feel is not working please tell us of why you think this and your suggestions of how we can change this.

Please do not panic, yes things have changed a lot, but your Managers are here to help you get back into the new routine 😊

Covid Safety Declaration:

I have read the Risk Assessment for my setting

I have signed the Risk Assessment for my setting

I will re-read it every week during my furlough day

I will sign it after each time of reading.

I will action each of the points on the Risk Assessment

I will be thorough in cleaning, washing and social distancing

I have done the required Infection Control learning

I am aware further Infection Prevention training will be required, I will do it promptly

I understand many of our policies will be updated, they'll have the prefix 2020:21, it is my responsibility to read them – a list of all updates can be found on the first page of the Training Portal

I will adhere to Government guidelines for Covid safety outside of work – I understand if I put myself at risk, I may be asked to self-isolate without pay until I get a negative test result.

I am aware that my actions could spread the virus and will do my best to ensure the safety of those around me,

I understand that careless and/or reckless failure to prevent Covid will be a disciplinary offence.

Print Name: Signed..... Dated.....

